



## 2015 Annual Report

### SUMMARY

I have had the privilege of serving as Chair of the CAA Steering Committee this past year, and witnessed firsthand how dedicated its volunteers are. CAA is a professional organization run by volunteers who take the time to carry out meaningful programming for its members. From inception to execution, CAA volunteers plan events that enrich the professional lives of archive professionals in the Chicago area.

From behind-the-scene tours, thought provoking discussions on current topics, educational presentations on a variety of subjects, and new this year, a city-wide Archives Month celebration that brought a number of institutions together, the subcommittees and working group have worked tirelessly to bring Chicago area archive professionals interesting events. With these activities in mind, I would like to take this opportunity to thank my colleagues on the Steering Committee, the CAA Subcommittees: Events, Outreach and Professional Development, the Chicago Open Archives working group and website support volunteers for carrying out exciting programming. CAA is only able to provide new and relevant activities because of its volunteers.

I look forward to seeing what CAA can accomplish in this coming year.

Amber Dushman  
2015-16, Steering Committee

### MEMBERSHIP GROWTH

Year	2012	2013	2014	2015	2016
Members	101	129	151	157	171

### WEBSITE

<http://ww.chicagoarchivists.org/>

Statistics, 1 January 2015 – 31 December 2015

	2015
Sessions	18,740
Pageviews	49,282
Users	10,692

## Top 10 viewed pages:

Page	Page Description
/jobs	Main jobs page
/	Home page
/Chicago-Open-Archives	COA main page
/events	Event main page
/join	Join page
/members	Main members page
/news	News main page
/sys/profile	Profile page
/jobs/3638664	Job post
/COA-Sites	Chicago Open Archives Sites

## GOVERNANCE

### Steering Committee

The by-laws state “the Steering Committee shall meet not less than twice per year” (Article IV, Section 2), but in 2015 the Committee continued the trend of the last few years by meeting nearly monthly.

January 20

February 24

March 23

April 28

June 02

April 28

June 02

July 07

August 26

September 24

October 29

December 02

Amber Dushman, American Medical Association (Chair, 2015-17)

George Kutsunis, American Association of Nurse Anesthetists (Vice Chair, 2014-16)

Drew Davis, College of American Pathologists (Secretary, 2014-16)

Rob DeLand, VanderCook College of Music (Treasurer, 2015-17)

Audra V. Adomenas, President, Lithuanian Archives Project (Member, 2014-16)

Anita Mechler, Black Metropolis Research Consortium (Member, 2014-16)

Gretchen Neidhardt, Chicago History Museum (Member, 2015-17)<sup>1</sup>

Andy Steadham, Rotary International (Member, 2015-17)

### Subcommittees

Jennifer Ho, The Chicago Community Trust (Chair, 2015-16)

Heather Lanctot, Student (Chair, 2015-16)<sup>2</sup>

Megan Keller, University of Illinois at Chicago (Chair, 2015-16)

Gretchen Neidhardt, Chicago History Museum (Chair, 2015-2016)<sup>3</sup>

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<sup>1</sup> Jessica Farrell, McDonald’s Corporation, was elected to the 2015-17 term in March 2015. Jessica left Chicago area in Fall 2015 to assume a new position as Curator of Digital Collections for Harvard Law School. Gretchen volunteered to fill the vacancy and was appointed by Steering per the By-Laws (Article V, Section 4) in November 2015.

<sup>2</sup> Heather Lanctot left the Chicago area in September 2015, and stepped down as co-chair.

Aaisha Haykal, Chicago State University Archives and Special Collections (Co-chair, 2015-16)  
 Hathaway Hester, National Association of REALTORS® (Co-chair, 2015-16)

## Chicago Open Archives

Ashely Gosselar, University of Chicago  
 Susan Hanf, Rotary International  
 Morgen MacIntosh Hodgetts, DePaul University  
 Erin Matson, Rotary International

## EVENTS

CAA events are planned, promoted, and implemented through the hard work of our three subcommittees (Events, Outreach, and Professional Development). The CAA Steering Committee would like to offer its sincere thanks to the CAA members on these subcommittees, as well as the staff of the many institutions that volunteered to serve as hosts to the events.

Date	Description	Location	Attendees
16 January	Managing Digital Content Over Time	Crown Family Philanthropies	13
26 February	Rolled, Stoned & Inked: 25 Years of the Chicago Printmakers Collaborative	Chicago Cultural Center	6
30 March	Records and Information Management: Making It Work for You!	University of Illinois-Chicago, Daley Library	31
8 May	MAC Meet Up	LexArts' ArtsPlace, Lexington, KY	10
21 May	Managing Digital Content Over Time	DePaul University, Richardson Library	26
26 May	Archives Salon Spring 2015	Flirty Cupcakes Dessert Garage	7
25 June	Chicago Symphony Archives Tour	Chicago Symphony Orchestra	16
1 July	Grant Park Music Festival	Grant Park	8
21 August	SAA Meet-Up	Westin Downtown Hotel, Cleveland OH	19
18 September	An Inside Look on the Hiring Process: Archives and Libraries	Columbia College Library	16
24 September	Chicago Park District Archives Tour	Chicago Park District	17
8-10 October	Chicago Open Archives	Various locations throughout Chicago	400
8 December	EAD/XML Beginners Workshop	Creative Audio Archive at the Experimental Sound Studio	6
8 December	Holiday Party	Exchequer Restaurant/Pub	76

## PROJECTS

These are some of the projects our subcommittees worked on this year:

- **Social Media**  
 Outreach launched a social media pilot project as part of COA, involving Facebook and Twitter. The project's success led CAA to continue a social media presence.
- **Postcards**  
 Outreach coordinated and printed postcards highlight the overall purpose and goals of CAA for new professional or people generally unaware of the organization.
- **MAC Room/Ride Share**  
 Outreach organized an information sharing service for attendees of the Midwest Archives Conference.

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<sup>3</sup> Gretchen Neidhardt stepped down as Co-Chair in November 2015 to volunteer for the seat on Steering Committee left open when Jessica Farrell left Chicago.

Chicago Area Archivists  
 Treasurer's Report  
 January - December, 2015

**Chase Bank Account**

Beginning Bank Balance, January 01, 2015: ..... \$2,727.53

**Income:**

Deposits (memberships paid by mail, January - June) ....150.00  
 Transfer from PayPal (1/12/2015) .....800.00  
 Transfer from PayPal (6/29/2015) .....800.00  
 Deposits (memberships paid by mail or @ party) .....160.00  
 Deposits (holiday party payments @ party) .....85.00  
 Transfer from PayPal (12/23/2015) .....2000.00

(PayPal income represents membership payments via WildApricot)

Total income: ..... \$3995.00

Subtotal (beginning balance + income): ..... \$6,722.53

**Expenses:**

Bank fees (\$15 / month x 12).....180.00  
 Web hosting (\$25 / month x 8) .....200.00  
 Web hosting (\$45 / month x 12, prepay 9/15 to 8/16) .....540.00  
 Holiday party (Exchequer Restaurant, 12/10/2014) .....1946.66  
 Miscellaneous non-recurring (see details below\*) .....816.59

Total expenses:..... \$3683.25

**Ending Bank Balance, December 31, 2015: .....\$3039.28**

<b>*NOTE:</b> Miscellaneous expenses include these non-recurring items:	
3/10/2015 Electionbuddy (online voting fee) .....	\$19.00
3/23/2015 Secretary of State of IL (filing fee).....	\$10.00
3/23/2015 food for annual meeting.....	\$75.96
8/02/2015 COA printing fee .....	\$356.00
9/01/2015 reimbursement for additional COA costs .....	\$55.69
10/28/2015 COA artwork stipend.....	\$150.00
11/13/2015 Café Press holiday party prizes.....	\$99.94
11/13/2015 COA post card design work.....	\$50.00
<b>Total Miscellaneous: .....</b>	<b><u>\$816.59</u></b>

**PayPal Account**

Beginning PayPal Balance, January 01, 2015: ..... \$391.40

**Income:**

Deposits (holiday party payments, Jan. 2015).....\$20.00  
Deposits (\$15 x 108 memberships, Jan. – Sept.) .....\$1620.00  
Deposits (\$15 x 93 memberships, Oct.-Dec.).....\$1395.00  
Deposits (\$10 x 67 holiday party fees, Nov.-Dec.).....\$670.00

Total income: ..... \$3705.00

Subtotal (beginning balance + income): ..... \$4096.40

**Outgo:**

Transfer to Chase (1/12/2015) .....800.00  
Transfer to Chase (6/29/2015) .....800.00  
PayPal fees, Q1 (Jan. – March 2015).....57.86  
PayPal fees, Q2 (April – June 2015).....8.88  
PayPal fees, Q3 (July – Sept. 2015).....15.54  
PayPal fees, Q4 (Oct. – Dec. 2015) .....105.34  
Transfer to Chase (12/23/2015) .....2000.00

Total outgo: ..... \$3787.62

**Ending PayPal Balance, December 31, 2015: ..... \$308.78**

Beginning Bank Balance, January 01, 2015: .....	\$2,727.53
Beginning PayPal Balance, January 01, 2015: .....	\$391.40
<b>Total Beginning Balance, Chase + PayPal , January 01, 2015: .....</b>	<b>\$3118.93</b>

Ending Bank Balance, December 31, 2015: .....	\$3039.28
Ending PayPal Balance, December 31, 2015: .....	\$308.78
<b>Total Ending Balance, Chase + PayPal , December 31, 2015: .....</b>	<b>\$3348.06</b>

Respectfully submitted by  
Rob DeLand  
February 23, 2016