

Report to CIMA Membership

October 6, 2014

On July 29th, 2014 CIMA Council voted unanimously to increase annual membership fees. The Council recommended the creation of a two tiered system – outlined and footnoted below. Council also recommended a new membership classification for Retiree/Emeritus members at \$15.00. In addition, Council approved doubling lifetime memberships from \$150 to \$300. Institutional memberships will remain at \$25.00 to encourage participation and sponsorship of CIMA by supportive institutions and repositories.

<u>Classification</u>	<u>Annual dues</u>
Professional Archivists	\$30.00
Paraprofessionals ¹	\$15.00
Student ²	\$15.00
Retiree/Emeritus ³	\$15.00
Institutional membership ⁴	\$25.00
Lifetime membership	\$300.00
First-time members	Free (for one year)

Rationale for Dues Increase

- ❖ **Comparative Market Analysis:** CIMA Council surveyed annual membership fees assessed by other regional archival associations throughout the United States and found that, with the exception of the Society of Rocky Mountain

¹ Paraprofessionals work side-by-side with professional archivists in a support role. Their position classification and required level of education are not considered professional by their employer. If you have questions or need help determining whether your position should be considered a “paraprofessional” – please contact the CIMA Vice-President/President-elect.

² Student members must be enrolled in a four year or masters-level degree program closely associated with the archival profession, such as library science, history, or museum studies and should be working towards a position in the archival profession. A member can only use the student designation for a two year period.

³ A new Retiree/Emeritus membership classification will be created for emeritus members to encourage their continuing support and participation in the organization.

⁴ Institutional members support the mission of CIMA, but people affiliated with that institution do not have full membership in CIMA.

Archives (\$15), regional organizations charge individual members between \$25 and \$45 annually. After considering the comparative market analysis, the Council viewed an increase in individual memberships quite reasonable.

- ❖ **Offset Lifetime Memberships:** During the market analysis, Council discovered that CIMA was the only regional archival association to offer its members a lifetime membership option. While we are proud to offer this option to the membership and were encouraged by the overwhelming popularity of the option – lifetime memberships constitute more than 30% of the overall membership – the financial reality is that it hinders the ‘cash flow’ of membership fees in future years. We have become victims, in effect, of our own success! CIMA Council decided to double lifetime memberships, and will continue to encourage and challenge existing lifetime members to contribute financially to CIMA by donating directly to the travel scholarship fund.
- ❖ **Affordability:** Continuing with the theme of accessibility and active participation by all CIMA members, the Council has decided to create a second membership tier for paraprofessionals, graduate students, and retirees/emeritus members. The Council proposed these new membership classifications, with a reduced annual fee, to encourage new members and the continued affiliation with existing CIMA members – while still providing financial support to the organization. As well, first-time CIMA members would have a free year. This would cost CIMA nearly nothing, but the potential gain would be an influx of new, enthusiastic, forward-thinking members.
- ❖ **Financial Stability:** CIMA budgets (i.e. income and expenditures) have fluctuated greatly from year-to-year based on the location of the annual meeting. The Council is committed to hosting three out of every five meetings outside of Utah in order to promote active participation among the non-Utahan members; however, these “outside Utah” meetings historically do not generate enough profit to fund other yearly ongoing CIMA activities, such as administrative costs including mailing fees, PO Box renewal, and web site maintenance (i.e. \$1120), student travel scholarships (i.e. \$500-\$750), and copy-editing for the Journal of Western Archives (i.e. \$500). In addition, the CIMA Council is filing non-profit 501c3 paperwork, at a one-time cost of more than \$3000. The proposed membership fee increase will generate enough added revenue to stabilize the cash reserves, while maintaining our established membership benefits.

❖ Membership Benefits: CIMA provides a number of benefits to its membership including:

- The Annual Conference (Including a Western Roundup every 5 years)
- Quarterly CIMA Newsletter
- Fall Conferences in Utah and Nevada
- Student Scholarships to Attend the Annual Conference
- CIMA Website with Job Posting

❖ CIMA Membership Enhancements: CIMA Council has several ideas along these lines, but for now, the most important priority would be more travel assistance from our scholarship fund. Recognizing that travel opportunities vary widely by institution, the scholarship money would be used to fund travel to our annual conferences for students as well as professional archivists. Other possible enhancements include:

- An archival advocacy and outreach grant. A CIMA grant to bring archival programs and awareness to communities that are not well represented in archives.
- Create an official, “List of Experts,” or an “archive” of archivists available through the CIMA website who would be willing to share their insights and expertise with other CIMA members.
- With more money for general administrative costs (publicity, website, mailing, incorporation, etc.) CIMA can spend more to grow the organization through advertising and outreach.