

SAA Business Archives Section

Steering Committee

8/14/07 Meeting Minutes

Attendees: Tony Jahn, Amy Stevenson, Paul Lasewicz, Dean Weber, Ted Ryan (10:13 am Pacific)

Meeting Commenced: 10:03 am Pacific Time

2007 Section Meeting Recap: Amy is still working on the minutes, will complete and send out to the group by end-of-day. Once approved by leadership, will send to Daniel to post on the web site.

2007 Colloquium Recap: Sue did not yet confirm whether audio was available from the sessions. If so, there were confidentiality concerns about posting them on the web site, since presenters were so candid. Several people took notes at the colloquium, Dean and Tony will collect them up and write a summary of the sessions. When they pass that summary by Mike and Sue, they will also check on the audio and make sure that Sue wants to be the primary contact for audio requests. Once the summary is approved, it will be posted to the web site. Tons of positive feedback on the format and content of the colloquium has been received by the leadership. Tony will also put together a thank-you note and find out from Mike and Sue who in their higher organizations should receive it.

2008 SAA Session Ideas/Colloquium Planning: Tony has received one e-mail from Ruth Bryan at the Ruth Mott Foundation Archives, about a session on Meissner-Greene minimal processing and whether it could or couldn't work in a Business Archives setting.

Amy suggested finding the PowerPoint expert who talks about using PowerPoint to enhance presentations rather than just being a crutch. This would be either for a session proposal or for the colloquium. She will look into the speaker and whether he would be interested. This is also based on an idea presented by Andrea from Target at the Section meeting. As a colloquium topic, it might go well with other "practical business skills for archivists" that individuals could present.

Dean is working up a proposal with the San Diego Supercomputing Center (SDSC) and the Henry Ford Museum to talk about their web capture project. They are planning on submitting this with the Electronic Records section endorsement, but is willing to consider submitting also through the Business Archives Section.

Following on to this idea, Amy suggested that the colloquium could be formed around practical applications of electronic records management, like Dean's project, where various corporate archivists have actually done something with these sorts of records.

This brought up the idea that the colloquium may need to be accessible to non-business section members if the topics are compelling and word has gotten around. Several business archives are fairly local to the event, including Wells Fargo, and may be interested in hosting in a similar format to this latest session, although transportation will be less of an issue. Tony will confirm the date with the conference planning committee and then will follow-up with possible local hosts.

Session proposals need to be in by October 12th. As a group, we need to ferret out any ideas, and also post a notice on the web site fairly soon.

ICA Survey – Ted is waiting on Becky to send the commented version back from ICA. He will post it out to the Steering Committee for review, and the next step will be discussion with Daniel of which survey site to use. Realistically, do not expect this to go live until the beginning of 2008. Tony will check with Becky Tousey and with people who volunteered to work on the post-survey reporting committee, and will gather them together to discuss with the pre-survey committee the rules of engagement for the survey itself (not mentioning your company name, etc., primarily privacy issues). Ted volunteers to remain with the survey and also serve on the reporting committee.

2007-8 Goals and Objectives:

Mission Statement: The first two sections of the by-laws need to be revised per commentary from the membership at the section meeting, before they are fully approved. Dean volunteered to take a first pass, and will bring his comments and requests for any help or review to the next meeting.

Communication & BAS SAA Web Page: Paul has additional new content in the pipeline and Dean and Jamie are working on some content, and also know that Sue Topp is working on something for Great Ideas. Amy re-promised to get her content ready as a sample for this area. We still need to post a solicitation for new content on the web site itself. We discussed workflow, and that Paul should review the By-laws to confirm what his Section Content Committee commitments are, and that the detailed content discussion should move to that meeting venue. Content will be posted as it comes in, with Paul/Daniel sending out notices as each item goes live. Tony will look at his schedule and choose several times over the next 12 months to send out communications to the membership about the new content that is available.

Membership Outreach: Dean wanted to discuss how the section could reach out more to the membership, so that individuals could really perceive the section as a resource. It was brought up that while the section chair provides a lot of assistance to individual members, putting them in touch with the right people, providing mentorship, etc. that isn't broadly known or advertised. Amy suggested that we beef up the leadership area to be more welcoming and include the message "please contact us". Paul pointed out that once we have the new listserv that individuals could e-mail the listserv to get that sort of help. We discussed the problems with getting people to engage with the listserv and keep it alive. Once the listserv is available, the leadership will make an extra effort to make sure it is a lively resource for the membership, although the current push model (to the SAA-maintained membership list) will also remain in place. When the listserv is available, the "contact us" message will change to "use the listserv". Tony will followup with Brian at SAA to get timing on the listserv availability.

Meeting adjourned: 11:00 am Pacific Time.

Minutes by: Amy Stevenson (Secretary)

Minutes approved by committee: