

SAA Business Archives Section Annual Business Meeting Minutes 31 August 2007

The meeting was called to order at 8:03am by Ted Ryan (The Coca-Cola Company), Section Chair. Approximately 70 members were in attendance. A sign-up sheet with last year's attendees was passed around the room, allowing for simple check-mark and information update for previous attendees. All attendees around the room then introduced themselves.

Ted thanked Motorola and McDonald's for hosting Wednesday's colloquium, as well as the fantastic tours and reception, and also thanked the six speakers who took part in the colloquium. At 8:10, he introduced Elizabeth Adkins (Ford Motor Company), thanking her for her service in her year as President of SAA. Elizabeth provided updates from SAA and the council, including kudos to Bruce Bruemmer (Cargill) for his creative introduction at the opening Presidential address. Elizabeth discussed changes in section and roundtable procedures and assured the group that no group is expected to be eliminated, as the floors for minimum numbers allow for current enrollments. The changes are primarily aimed at increasing consistency in governance for sections/roundtables and the work done this year by the Business Section is a head start on that process. Another new change is guaranteed meeting space for Roundtables, but given space costs and number of groups this may mean sharing space for some groups.

In other SAA news, the membership software makeover is complete, although the process was slow. Members can now access directory information online, in a secure fashion, and the new system allows for more information, including member achievements and profile data. More e-mail lists for sections will be deployed this fall to ease communication issues for members. The SAA Website is the next project.

Any comments or suggestions to council can go through Carla Summers, our council liaison, or through Nancy Beaumont.

The next order of business was the approval of 2006 meeting minutes, which was moved, seconded and approved at 8:21am.

Next up was Tony Jahn (Target Corporation), incoming chair. Tony walked the section through a summary update of the changes to the section by-laws, which create new positions for Secretary, Content Editor, Member-At Large, Website Manager, Vice Content Editor and Regional editor positions to enhance the breadth and depth of the section leadership. A new Section Content Committee is established, as well as election rules to help encourage more people to run for leadership positions, and avoid scrambling at the last minute. He then opened up discussion to the group. A question about the membership services language came up, and that section will be amended to include Records Managers and others concerned with business records. Linda Edgerly (The Winthrop Group) was concerned about the content review process and how much control the content editor will have and the ability to thwart self-promotion or solicitation. The section leadership is confident that the Content Committee and Steering Committee will be adequately monitoring this. Janet Linde (NYSE) suggested that more language about non-profits, institutional archives and Records Managers just be added in general to Sections I and II of the by-laws.

It was then moved and seconded to approve the by-laws changes with revisions as noted, and the vote approved the by-laws at 8:32.

Elections commenced with the following slate of candidates. The by-laws were formally suspended for the duration of the meeting to allow for the lack of advanced notice on the slate of candidates.

Dean Weber (Ford Motor) – Vice-Chair
Mike Bullington (McDonalds) – Member-at-Large
Jamie Myler (Ford Motor) – Vice Editor
Amy Stevenson (Microsoft) – Secretary (continuing)
Paul Lasewicz (IBM) – Editor (continuing)

Approval for the entire slate was moved, seconded and approved by verbal vote at 8:35.

Tony then introduced Daniel Sokolow (NS-LIS Health System) for an update on the section website, including thanks to the steering committee, Paul Lasewicz, the various content providers and Daniel for the updates so far.

Daniel discussed the changes, primarily to the content organization as look and feel has not yet been the focus. He re-iterated the dependencies that the website has on the section membership for great content, and noted that it would be ideal to have a profile for everyone's institution out there. Ted Ryan also inserted a special call about the news links section.

Next on the agenda was a discussion of the current SAA directory and e-mail system. Members are encouraged to check their profile information online at the SAA site (www.archivists.org) to make sure they will receive the e-mails going forward. Each individual needs to make sure they are not opting out of e-mail from the organization, and also needs to make sure that their section information is correct in their profile, in order to receive e-mail automatically from section leadership. Scot Grimwood (SSM Healthcare) pointed out that some information was rolled back with the system upgrade, so there is even more reason to verify your profile information.

Mary Ann Williams (Disney) commented that as a brand new member she missed the e-mails about the colloquium. This brought on the suggestion that there be some sort of outreach for new members. Tony will check with SAA to see what processes they follow and if the section can get some sort of heads up.

At 8:56, Ted introduced Becky Tousey (Kraft Foods) to talk about the International Business Archives Survey. This is now a 3 year project; committee members include Becky, Ted, Lauri Banducci (Gap Inc) and Debbie Waller (History Factory). The questions have been drafted and have been sent to ICA for review. Once these have been finalized, the survey will be posted to a low-cost web-based survey site like Survey Monkey or Zoomerang, section membership will be notified, and ICA will push it out to country-specific organizations. A data collection period of 3-4 months is anticipated, due to the wide audience desired for the results. Once the results are in, new volunteers are requested to help pull the data into final reports, hopefully as a colloquium or other topic for next year's annual meeting.

In further discussion of the project, Sue Topp (Motorola) wondered if the focus of the questions were on the business archivist or the business archives itself. The focus is on the institution: staffing information, outreach activities, services, collections, collection processes, electronic records, and budget questions.

Greg Hunter (Long Island University) wondered if the questions were at all mapped to the broader A*Census. Ted responded that they weren't.

Becky also pointed out a new survey for banking/financial institutions in Europe. She will send in a link to be posted to the website under News & Resources. In addition, she mentioned the ICA 2008 World Congress in Kuala Lumpur as well as a possible alternative location in Norway in June. Please consider attending this international forum.

Nichole Thaxton (Caterpillar) wondered if it would be possible to speed up the timeline so she could provide benchmarking information to upper management. Because of the broad distribution desired, it isn't anticipated that this would be possible. Several other attendees volunteered to help do a more informal survey for her if that would be of help to her program, and Ted pointed out that the leadership can be very helpful in putting business archivists in contact with other archivists when assistance of this sort is required. One of the primary goals of the section is to be a resource for each other.

At 9:21, Phil Mooney (The Coca-Cola Company) took the podium and announced that the Business Archives Workshop would be held again this year in San Francisco the first week of December and to sign up soon.

At 9:22, Bruce Bruemmer, as a member of the program committee for SAA 2008, reminded the membership to put in their proposals for sessions for next year by October 12. The theme for the conference will be "Evolution or Revolution?" Bruce is happy to help you write your proposal for greatest success. Also, keep in mind that wireless will still probably not be available in 2008 and to plan for non-connected speaking. Tony asked the question of how "baked" proposals need to be, and Bruce pointed out that how "baked" the proposal seems is often its highest criteria for success. Bruce also put in a plug for submitting articles to the *American Archivist*, and pointed out that they don't need to be scholarly, that the publication is interested in new styles and topics. He also mentioned that digitization of back issues is underway.

At 9:38, Ted returned to the podium and mentioned that Coca-Cola generously funded the digitization of the back issues of the BAS Newsletter and these are available on the updated site. He also put out the call for Regional Editors, volunteers to assist on the Section Content Committee and for volunteers to let Tony know. And also to let Tony and the section leadership know if you need help finding partners/co-presenters for session proposals.

Dean Weber (Ford Motor) then made a brief report on recently attending SAA's Electronic Records Summer Camp. He found it to be a very useful program and highly recommends it to other members.

The meeting was then opened up to session proposal ideas for 2008 and other discussion.

Scot suggested the topic of disaster planning and incorporating this into your institution.

Another attendee suggested it would be very helpful to put more editorial work into quick "get-up-to-speed" resources for new business archivists on the web site.

Andrea Spence Pudas (Target Corp) suggested the idea of providing some thought leadership to the rest of SAA in the way of presentation skills.

A motion was made to close the meeting which was approved, and the meeting adjourned at 9:56 am.