

**Business Archives Section
Steering Committee Conference Call
Tuesday, April 26, 2011**

1-888-310-2919
Passcode 1212242

Agenda/Notes

Attending:

Jeff Pirtle, Sue Watson, Scott Pitol, Pat Franks, Rochelle McCune, Nicole LaFlamme, Greg McCoy

1. Business Archives Colloquium

A. Scheduled for Wednesday, August 24, 1:00 – 5:00 pm

- This date/time has been confirmed

B. Discussion of proposed locations

- Scott Grimwood has recommended a location approximately 6-7 blocks from hotel (see image). Cost would be \$720.
- Discussed issues with last year's room as too long and narrow.
- Hotel can provide a space for us however as event is so well attended



Follow Up:

- Confirm offsite location's ability to provide light catering, internet access, room capacity, availability to serve as site for mixer afterward (Jeff)
- Confirm with Linda Edgerly at Winthrop if they are still willing to sponsor the colloquium. (Jeff) Last year the amount contributed was either \$1250 for \$2250.
- Inform SAA of location and determine any compliance issues (Jeff)

C. Status of virtual meeting

- By SAA's request we will not offer the meeting virtually. SAA is evaluating taking the entire meeting virtual and making certain sections available online. They've asked that we not provide this service individually this year.
- No one is pleased with this, but as compromise we will record the meeting and post online afterwards.

Follow Up:

- Inform SAA that we will instead be recording/posting online the colloquium (Jeff)

- Insure all speakers are aware of need to speak directly into microphone at all times.

D. Discussion of possible colloquium themes

1. Web 2.0 (Facebook, Twitter, Blogs) and corporate archives

- This is the agreed upon theme.
- In light of not making the colloquium available virtually, we will instead conduct the meeting as an experiment in Web 2.0 technologies.
 - Chosen individuals will either Tweet during the meeting, post on Facebook, or blog, with advance posting of presentations.
 - Need to insure internet is available in the room.
 - Ask Coca-Cola Archives to present on the full scope of their work in this area (Jeff)
 - Solicit members to create and present a '5-minute' tour of their use in one of the applications
 - Conduct more in-depth survey regarding the membership's interest levels and what would be useful to them. Have this completed for publishing in Winter newsletter. (Pat)

Follow Up:

- Discuss further at next meeting (All)
- BAS ability to set-up BAS Twitter & FB accounts & blog will need to be confirmed with SAA (Jeff)
- Rochelle will make a brief example of the 5-minute tour and send out to group for review
- Solicit the membership for any innovative outreach or other emerging technologies, issues, challenges, advances, etc. (Jeff???)

2. SAA Code of Ethics

- Very happy we made revisions to suggested Code of Ethics as this clearly demonstrated how business archivists are different than their brethren in other areas.
- Jeff has heard no news regarding our submitted recommended changes.

Follow Up:

- Ask Elizabeth Adkins to give a quick presentation on this issue. (Jeff)

2. Business Archives Section Mixer / Networking Event

A. Evening of Wednesday, August 24

- This date/time has been confirmed
- Issues to be resolved about location (see Section 1 above)

3. Business Archives Section Business Meeting

A. Scheduled for Thursday, August 25, 3:30 – 5:30 pm

- This date/time has been confirmed

4. Business Archives Section Elections

A. Deadlines of June 1 for nomination collection, June 15 for submission to SAA, online ballots available first week of July.

Follow Up:

- Jeff will send email to membership calling for nominations & self-nominations the week of May 2nd.
- Will have nominations sent to Greg's email to compile the ballot

Next Meeting:

Tuesday, May 31st (12:00 Eastern/11:00 Central/9:00 Pacific)

1-888-310-2919

Passcode 1212242