

**Business Archives Section**  
**Steering Committee Conference Call**  
**Friday, June 24, 2011**

1-888-310-2919  
Passcode 1212242

**Agenda/Notes**

**Attending:**

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

**Absent:**

Nichole LaFlamme

**1. Business Archives Colloquium**

- A. Draft contract and payment schedule for American College of Surgeons meeting facility sent to Linda Edgerly, Winthrop Group, on June 10.
  - Pretty sure we are confirmed. Waiting for confirmation from Linda Edgerly. Draft contract was sent on June 9<sup>th</sup>.
- B. Not sure of costs yet, but to lease space was \$720, plus setup costs.
- C. Only 2 presentations confirmed thus far
  - We only have two, and one is from Pat. ☺ The other is Amy Stevenson from Microsoft.
  - If we don't get anymore submissions, Jeff will resend the call for submissions and open it up to more than social media projects and make it any internet use.
  - Rochelle recommended something along the lines of remote presentations and Jeff is going to ask Dean Weber at Ford if he'd be willing to present virtually on their ford.com capture efforts.
  - Jeff will reach out to Ford and Coke about presenting 10-15 min. presentations; Rochelle (Gap) would also be willing to provide this sort of presentation/roundtable.
    - i. Have the lightening round discussion after the panel.
    - ii. Greg (P&G) will be prepared to talk re: supporting P&G's Community Managers
- D. Chatter application at Colloquium – Rochelle
  - Use Salesforce application (Chatter); they have application to use for this purpose and we are waiting to hear back their approval. Will let committee know when we hear from them.
  - They have provided questions which Rochelle and Jeff are dealing with.
  - Rochelle has contingency plan in case that doesn't use Chatter.
  - Rochelle is committed to the virtual attendees having a good experience.

- Rochelle
- E. SAA approval
  - Everyone at SAA was fine with our arrangements for an offsite and for the chatter application.

## **2. Business Archives Section Mixer / Networking Event**

- A. Possibility of Wyndham Chicago Hotel bar immediately following Colloquium – Sue
  - Sue did a quick check online which says room is available for 20 people; looked inadequate for our needs.
  - Sue will widen her search for the nearby area as we've had 40-50 people attend.
  - Once we have confirmation on the Colloquium location we can move ahead on this further.
  - Attempt is to find a location that is free and far enough from the hotel that it's not inundated with other archivists.

## **3. Business Archives Section Business Meeting**

- A. Elizabeth Adkins confirmation
- B. Bill Foster, Professor of Management at University of Alberta – wants to solicit research participants.
  - Asked SAA, and they approve as long as he's a registered participant of the conference or an SAA member.
  - Jeff is communicating with him and explaining issues regarding business archives
  - He has also submitted a paper for inclusion on the BAS newsletter; Pat has asked him to word the article so members would have a better idea of what they would get out of it.
- C. Yuko Matsuzaki – Japanese Archivist at Center for History of Entrepreneurship
  - Becky Tousey has requested time for at least 30 minutes for this presentation.
  - If we are running low on Colloquium content, we may ask her to present there rather than the business meeting.

## **4. Business Archives Section Elections**

- A. Submitted to SAA on June 13. Anything else we need to do?
  - Submitted material to Brian Doyle
  - Had a question about whether or not we need to provide web platform or does SAA?
    - i. Scott: the elections are handled by SAA, but the individual sections are responsible for posting this material on our site and then SAA links to them for the elections.
    - ii. There will have to be a notice to the section once elections are open.
  - Greg will send all elections material to Pat for crafting content to website.

**Next Meeting:**

Thursday, July 28<sup>th</sup> (12:00 Eastern/11:00 Central/9:00 Pacific)

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