

Business Archives Section
Steering Committee Conference Call
Thursday, February 23, 2012

1-866-206-2223
Conference Code: 39 36 24 60

Agenda

Attending: Sue Watson, Scott Grimwood, Jeff Pirtle, Aubrey Carrier, Rochelle McCune, Jennifer Johnson, Greg McCoy

1. Session endorsement for 2012 SAA San Diego meeting
 - a. Jamie Martin's (Target) proposed session was accepted and will be endorsed by the BAS
2. Spring newsletter (Rochelle and Aubrey)
 - a. Had a handful of submissions and hoping to get more as deadline approaches. Including Pat Frank's official results of her survey.
 - b. March 12th is the tentative deadline.
 - c. Output will be online and printable in .pdf.
 - d. Will include listing of all corporate timelines that Rochelle created for Gap's timeline redevelopment.
3. SAA BAS microsite/webpage - section and directory updates needed
 - a. There's been interest from members to update the directory on BAS site. Moving to new Drupal an option?
 - b. Rochelle wants to have all updates made to directory by 2/28. However we must move to Drupal eventually, so this may be more appropriate to fix after this. Drupal seems to be difficult to use and not compatible with many computers.
 - c. Sue will talk to Brian Doyle at SAA to get an update on status of Drupal's use for the BAS and what we can do to move this forward.
 - d. Aubrey doesn't appear to have Admin rights to our site.
4. Business Archives Colloquium Brainstorm/Discuss
 - a. Scott has reached out to the local committee in hopes to identify a topic that is related locally, or at least one speaker from that area for a presentation.
 - b. Rochelle did get feedback from last year:
 - i. Give up on remote access as it disrupts the meeting.
 - ii. Have a group lunch before the colloquium to allow a networking and bonding period.
 - iii. Regarding the content, we really need to focus on actionable and pertinent talks. The lightning talks were planned but dropped off agenda.
 - c. Consider smaller group discussions with narrower focus rather than presentation format. Should be truly interactive where members get opportunity to talk shop. Each table had a specialist and was very well organized. Rochelle will check with Laurie as she's executed this at previous BAS event.

- d. Aubrey will circulate the survey results from last year's session, Steering team will review think about themes and then determine next steps.
 - i. Rochelle suggested asking members to list their top 3 challenges or projects for the coming year. This will make the topic more relatable and actionable.
- e. Sue proposed shortening the colloquium but adding that time on the networking session.
- f. Sue will reach out to SAA (Rene) to hold a room for us on Wednesday for this event.
- g. Scott is working to attempt to locate a location for the Colloquium. He's reached out to local committee for assistance. He recommends something close to the hotel as transportation can be difficult. Rochelle will ask around as well.

5. Business Archives Section Mixer/Networking Event

6. Upcoming SAA 2012 deadlines and dates to keep in mind:

- **March 15:** Deadline to submit brief descriptions of Section meeting and BAS Colloquium for preliminary and onsite meeting programs.
 - Sue will write these and they will be quite generic, as in years past. Jeff will forward last year's descriptions.
- **June 1:** Deadline to issue calls for nominations for Section elections.
 - We will talk about this at the next meeting. When is best time to send out nominations.
- **June 15:** Sections submit basic ballot information (message to voters, list of offices, candidate names, links to candidate statements, etc.) to Brian Doyle, SAA.
 - Greg will check on how long the election is open.
- **July 1:** Post supplementary ballot information (optional) to section microsite.
- **August 6 – 11: Beyond Borders: San Diego 2012, 76th Annual SAA Meeting, San Diego Hilton Bayfront, San Diego, CA (Sessions will start August 9th)**
 - **Business Archives Section Meeting - Friday, August, 10, 1:00 pm – 3:00 pm**

7. Other business?

8. Next conference call – Thursday, March 22, same time