

Business Archives Section
Steering Committee Conference Call
Thursday, March 22, 2012

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

Agenda

1. Discuss Business Archives Colloquium
 - a. Scheduled for **Wednesday, August 8, 1-5 pm**
 - b. Venue
 - i. Rene Mueller (SAA) will set up a room in case our offsite location doesn't work out.
 - ii. Need to determine site sooner rather than later to help us set rest of agenda. Mentioned outdoor location, but will that work with presentations?
 - iii. Need to lock down in next month or so the location.
 - iv. Scott has not heard back from LAC but is attempting to re-familiarize himself with the area. No obvious sites are jumping out.
 - v. Believe that if we can only get a hotel site, then why go to another similar site? Should just use one of the sites within the SAA hotel.
 - c. Topics list for discussion:
 - Outreach
 - Advocacy
 - Best practices
 - Social media
 - Managing international collections, or international companies documenting global work when based in the US
 - Archiving web sites
 - Electronic records
 - Oral histories
 - Anniversaries

Ted Ryan would like to propose a session on Social Media: What's Worked and What Hasn't

The list appears comprehensive, but we should cull it down somewhat.

Jamie Martin will be presenting on 'Managing International Collections' during SAA so we may want to connect to that.

Recall that we agreed on small group format, with possible kickoff with lightening talks (Ted/Coke social media, Jamie/Target international??)
2. Business Archives Section Mixer/Networking Event
 - Petco Park?? Scott will check.
 - Harbor Cruise? Aubrey has talked to Eric Chin, but creates a bit of tradeoff if we want to use this as a location for the actually colloquium venue.
 - Scott will follow up with Eric and with Petco and report back.
3. Spring BAS newsletter update (Rochelle/Aubrey)
 - Only received two submissions, so she will be resending a plea today to the listserv.
 - Jeff is working Universal's centennial and at very least can provide content from there.
4. SAA BAS microsite/webpage – move to Drupal update (Rochelle/Aubrey)

- Sue spoke to Brian Doyle about updating to MicroSite. BAS is one of few groups that haven't moved to Drupal.
- Aubrey has begun to make updates to the MicroSite and will continue to experiment and create framework on new site similar to old site. Content will be created/moved as appropriate.
- There are opportunities to change way site is organized.
- Not sure when Drupal site will go live.
- We need to have plans for Directory and updates. Can it live on the old site or does it need to move forward to Drupal? Aubrey will investigate.

5. Upcoming SAA 2012 deadlines:

- **DONE March 15:** Deadline to submit brief descriptions of Section meeting and BAS Colloquium for preliminary and onsite meeting programs.
- **June 1:** Deadline to issue calls for nominations for Section elections.
 - Historically we've requested/solicited nominations throughout the month of May. I then spend the first two weeks of June collecting statements and headshots of candidates for submission to SAA by the 15th. I also copy Rochelle and Aubrey so they can post to the section's site.
- **June 15:** Sections submit basic ballot information (message to voters, list of offices, candidate names, links to candidate statements, etc.) to Brian Doyle, SAA.
- **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**
 - **Business Archives Section Meeting - Friday, August, 10, 1:00 pm – 3:00 pm**

6. Other business?

7. Next conference call – Thursday, April 26??