

Business Archives Section
Steering Committee Conference Call
Thursday, May 24, 2012

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

Agenda

Attending: Sue, Jeff, Aubrey, Jennifer, Greg, Rochelle, Scott

1. Discuss Business Archives Colloquium – Wed., August 8, 1-5 pm
 - a. Venue – update
 - i. Sue has not heard from Rene Mueller about having an onsite location. After Memorial Day she will follow up, and attempt to get confirmation. We average between 80-100 attendees, so we are hoping SAA will provide a room. Hope is that if we don't get a room that Conferencing & Logistics will assist with alternatives.
 - b. Format for – discuss
 - i. Rochelle sent out information about the format used in the past (counting off, even/odd, etc.). Rochelle is testing it to keep each table fresh. Past efforts with this format received very good feedback as it was "extremely productive". Room needs to be set up properly to help facilitate this process, so until we know we can't nail this down.
 - ii. Sue will query the membership via email and newsletter to help trim down the topics list (below).

Topics list:

Outreach
Advocacy
Best practices
Social media – what's worked, what hasn't
Managing international collections, or international companies documenting global work when based in the US
Archiving web sites
Electronic records
Oral histories
Anniversaries

2. Business Archives Section Mixer/Networking Event – update (Scott)
 - a. Scott will verify a few details, but will contact Harbor House and reserve a room. It is in easy walking distance and there are restaurants and shops around.
3. Spring BAS newsletter - update on a publish date (Rochelle/Aubrey)
 - a. The newsletter is almost ready to go and will go out Tuesday/Wednesday this coming week.
4. SAA BAS microsite/webpage – move to Drupal update (Rochelle/Aubrey)
 - a. Aubrey is doing final checks regarding transfer of all content from old site to new.
 - b. Sue would like all Committee members to review the new site and provide any feedback on subject matter, look & feel, functionality, etc. Please respond to full committee with comments/suggestions by Wednesday, May 30th.
5. BAS Upcoming Election – update on nominations call (Greg)

- a. Slate of candidates is coming together very well. Continue to send any nominations to Greg. He would like to submit the list of nominations, their statements, and photos to SAA by Friday, June 8th.
 - b. Sue reminded the committee that if their term is up they are encouraged to run again, and not be concerned about having too many candidates for one position.
 - **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.
6. Other business?
- a. Greg will send everyone the BAS mailing list address for official section announcements. Recall that this should be used only for official announcements and not for discussion purposes.
7. Next conference call – Thursday, June 21st 8:30/9:30/10:30/11:30
(Pacific/Mountain/Central/Eastern)