

Business Archives Section
Steering Committee Conference Call
Friday, July 13, 2012

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

Attending: Sue Watson, Jeff Pirtle, Jennifer Johnson, Scott Grimwood

1. Finalize plan for Business Archives Colloquium – Wed., August 8, 1-5 pm
 - Onsite room set finalized
 - 100 people in classroom set up is what will be provided by hotel/SAA
 - Sue has received 40+ responses and 75% will be attending
 - Will provide 5 easels, but need to supply our own paper (Greg will locate the closest office supply store and will cover the costs). Ardes Kozbial is chair/co-chair of host committee.
 - Get a contact for office supplies – pens, pads of paper, larger size post-it notes, large pads of paper for easels
 - Agenda draft
 - 1-1:15 Introductions and explanation of the goals for the day
 - 1:15-2 Session 1, participants choose 1 of 3 topics
 - 2-2:15 Break
 - 2:15-3 Session 2, participants move to a new topic
 - 3-3:15 Break
 - 3:15-4 Session 3, participants move to a new topic
 - 4-4:15 Break
 - 4:15-5 Recap and conclusions
 - 5:00 Head to the reception
 - Topics that were selected Archiving Websites, Managing Electronic Records, Social Media
 - Scott and Jeff graciously agreed to facilitate at the topic tables. Consider asking Ted Ryan to facilitate the Social Media discussion.
- Topics: Topics that were selected Archiving Websites, Managing Electronic Records, Social Media
- Jeff and Scott volunteered to be topic discussion leaders/moderators, id one or 2 more depending on # of topics Consider asking Ted Ryan for Social Media (Greg will ask him); Jeff will facilitate Archiving Website; Scott will facilitate Electronic Records.
- Greg will ask Shane for “ground rules document” and will send out to group.
- Brainstorm questions for each topic, or work with the topic leader to brainstorm some questions to start the discussion. Jennifer provided thoughts in 7/17 email;
- Logistics
- Supplies needed; SAA will provide podium and microphone. We definitely want this for delivering final

- Colored post-its, markers, pens, large notepads and note cards
- Other?
- Hand out colored post-its at the door which assigns them to their first table. For the second and third sessions they are allowed to choose their next topic, rather than stick together in a group.
- Format for sending out conclusions to the membership. Sue will develop and pull in others as necessary.

2. BAS Election – voting closed on Sunday, July 22

Greg has gotten no response or information from Brian Doyle. Sue and Greg should both be notified.

3. BAS Business Meeting - Friday, August, 10, 1 - 3 pm – submit agenda items to Sue

- SAA Council liaison
- Business Archives Workshop, Phil Mooney and Elizabeth Adkins leaders, announcement

4. Other business?

5. Next conference call – Tuesday, July 31st 11ET / 10CT / 9MT /8PT AM