

Society of American Archivists – Business Archives Section (BAS)  
 Steering Committee Meeting Minutes  
 August 30, 2012

Telephone conference, 10 a.m. CST, hosted by Sue Watson, Kraft Foods, Inc.

Participants:

Present (X)	Name	BAS Role	Contact	Organization
X	Scott Grimwood	Chair	scott_grimwood@ssmhc.com	SSM Health Care Corporate Archives
X	Steve Hausfeld	Vice-Chair/Chair Elect	hausfes@nationwide.com	Nationwide Insurance
X	Susan Ginter Watson	Past Chair	susan.watson@kraftfoods.com	Kraft Foods Inc.
X	Sue Topp	Secretary	sue.topp@motorolasolutions.com	Motorola Solutions, Inc.
X	Aubrey Carrier	Content Editor	aubrey.carrier@wellsfargo.com	Wells Fargo & Co.
X	Eric D. Chin	Vice-Content Editor/Editor Elect	eric.d.chin@nbcuni.com	NBCUniversal
X	Nicole Thaxton	Member-at-Large	thaxton_nicole_l@cat.com	Caterpillar Inc.
X	Jeff Pirtle	2012 Colloquium Facilitator	jeff.pirtle@nbcuni.com	NBCUniversal

Sue Watson called the meeting to discuss actions needed to wrap-up the 2012 BAS Colloquium held at SAA San Diego on Wednesday, August 8, 2012.

Sue W. said Linda Edgerly, Winthrop Group, has provided support to BAS in the past. Linda has offered to help the steering committee summarize Colloquium results to share with the BAS membership, including those members who were unable to attend the Colloquium this year.

**Sue W. will follow up with Ted Ryan, Coca-Cola, to get a list of URLs he collected from the Social Media session.**

The committee discussed various means to facilitate continued discussion and sharing among BAS members on the Colloquium topics such as creating a secured link from the BAS microsite page to a page where people can review, read and comment. **Aubrey Carrier is exploring options for adding functionality to the microsite** such as setting up a comment section with a login for BAS members only.

Aubrey recorded video of the Colloquium final summaries (AVI format). She may be able to post on the microsite although there is a 6MB file upload limit. She also has photos.

Aubrey said everyone on the steering committee will have some ability to edit the microsite, but only she and Eric Chin will have full capabilities.

Sue W. asked everyone to check what access they have to the microsite. However, edits should go through Aubrey and Eric Chin.

The committee decided to survey Colloquium attendees to find out what worked, what could be improved. Sue W. will draft questions and circulate to the committee for comment. Sue T. will implement the survey in SurveyMonkey.

Scott Grimwood commented that the logistics of the Colloquium meeting room were somewhat of a problem – limited ability to do wrap-up. Sue W. agreed.

Sue W. will type up a general report of the Colloquium, summarizing notes taken by scribes at the event. She asked Jeff Pirtle and Scott Grimwood, who served as discussion facilitators at the event, to send her feedback from the facilitator point of view, tips for what worked, what could be improved, effective facilitation. The group agreed some sort of full-group summary at the end of the Colloquium would be helpful.

Sue W. and Scott will follow-up with Linda Edgerly and report back.

Sue W. will collate an email contact list of Colloquium participants.

Scott will contact the committee to set up a BAS steering meeting, probably for October, to write the annual report. Annual report deadline is November 15 – to be submitted to SAA.

Steve Hausfeld and Scott Grimwood are submitting a 2013 SAA session proposal. General discussion followed regarding the need to encourage BAS members to submit proposals, and the process for BAS Section proposal endorsement.

Submitted by Sue Topp, BAS Secretary