

Society of American Archivists – Business Archives Section (BAS)  
Steering Committee Meeting Minutes  
February 21, 2013

Telephone conference, 2:30 p.m. CST, hosted by Scott Grimwood, SSM Health Care

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.

2013 BAS Colloquium Planning – Steve Hausfeld / Scott Grimwood

Steve is contacting BAS members in New Orleans to discuss venues for the 2013 Colloquium and Mixer. Scott spoke with SAA staff about room availability and is awaiting a response. The venue choices need to be determined by the end of March. The venue size and location may affect the Colloquium format.

Website Update – Aubrey Carrier / Eric Chin

A summary of the 2012 BAS Colloquium in San Diego has been published to the BAS website. Thank you to Linda Edgerly and the Winthrop Group for converting the session notes into charts. Aubrey and Eric have received positive feedback.

Eric and Aubrey reported that BAS has a YouTube account, and asked if the Steering Committee is in favor of setting up BAS Facebook, Twitter and LinkedIn accounts. Committee consensus was that Eric and Aubrey should set up these platforms and notify BAS members when the tools are available.

Aubrey will solicit content for the next issue of the BAS newsletter, to be published in June or July. The newsletter will have an SAA Preview theme.

Steering Committee Election Slate and Bylaws Updates – Scott Grimwood

By June 1 the Steering Committee needs to call for nominations for candidates to run for election to the following positions: vice chair; vice editor; member at large; secretary.

According to BAS bylaws, the vice chair leads the nomination process. However, Scott suggested that the vice chair also has several other responsibilities such as organizing the Colloquium. He suggested that the bylaws should be amended to provide more flexibility when appointing someone to lead nominations. He will check with SAA to see if that is possible.

#### AASLH Corporate History Affinity Group – Scott Grimwood

Scott met with representatives of the AASLH Corporate History Affinity Group. That group expressed interest in developing a relationship with BAS. The committee decided that more needs to be known about the benefits of such a relationship and to what extent BAS members also are members of AASLH. Scott will write a newsletter article introducing BAS to the AASLH group and the AASLH group will write an introductory article for the BAS newsletter. BAS will determine next steps based on member feedback.

#### Cloud-Based File Storage – Sue Topp

Sue recommended that BAS use a cloud storage tool such as MS Skydrive or Google Docs to store and share files used by the BAS Steering Committee. Eric noted that the Committee already has a Gmail account. Eric and Sue agreed to set up a folder on Google Docs and Eric or Aubrey will give Committee members permission to upload and access files.

Meeting adjourned at 3:30 p.m. CST.

Sue Topp, BAS Secretary