

Society of American Archivists – Business Archives Section (BAS)
Steering Committee Meeting Minutes
April 16, 2013

Telephone conference, 10:45 a.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.
	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.

Social Media Update – Eric Chin

BAS now has a presence on Facebook and LinkedIn! BAS pages currently have 47 “Likes” on Facebook and 59 members on LinkedIn. Both sites offer detailed metrics on which postings spark the most interest and attention. Currently Eric and others have used the sites to share job postings, news items, other relevant inquiries and discussion. The membership has reacted positively and we continue to see how people engage and respond. Eric expects to see more social media members and activity as we move closer to the Annual Conference.

The BAS social media initiatives are a potential topic for the Colloquium, or more likely the Section Business Meeting.

Eric will send reminders about the social media sites and call for newsletter submissions to the membership. He will emphasize that the Facebook page is open and accessible to anyone, even those who don’t have personal accounts (or can’t/don’t want to login).

2013 BAS Colloquium Planning – Steve Hausfeld / Scott Grimwood

The Colloquium will most likely be held in the Conference hotel as Steve has not been able to find a workable alternate venue. Scott will notify SAA to reserve space at the hotel.

For the post-Colloquium social, Steve has proposed Tommy’s Cuisine (<http://www.tommysneworleans.com/>), a restaurant recommended to us by Ted Ryan of Coca-Cola.

Pros: Tommy's will not charge for use of the room or require an up-front deposit. It is also close to the hotel, which is an important consideration during the heat and humidity expected of August in New Orleans.

Potential concerns: Price point is somewhat high and the menu is predominantly seafood. If appetizers are ordered for the group, the Committee will make sure to include some non-seafood options. Committee members observed that attendees often use the social as an opportunity for drinks and networking before heading elsewhere for dinner.

There is still time to explore other venues for the social, but Tommy's proximity to the hotel and lack of a room charge make it an attractive choice.

Dates to remember:

- The Business Archives Colloquium takes place Wednesday, August 14, 1-5 PM
- The Section Business Meeting takes place Friday, August 16, 12:30-2:30 PM

Scott and Eric will reach out to the membership through various channels (listserv, social media) to find out what format and topics people would like to see at the Colloquium. Scott raised the possibility of including a roundtable sharing of news and updates from regional/local meetings and conferences.

Steering Committee Election Slate – Scott Grimwood

BAS needs to submit ballot information to SAA by June 15. The deadline to finalize a list of candidates is the end of May.

Aubrey will retrieve the list of last year's candidates from the microsite and send to Steve. Steve will contact last year's runners-up directly to gauge interest in running again, then send a general call for nominations to the membership through the listserv, Facebook and LinkedIn.

Other Business

Down the road, Scott would like to explore modifying the Co-Chair's numerous responsibilities to share some of them among other Steering Committee members.

Nicole offered to support other Steering Committee members as needed. Steve enlisted her to assist with Election business. The Steering Committee will also need more help from Member-at-Large as the Conference draws nearer.

Future Meetings

The Steering Committee will plan to meet monthly between now and August. Members should check their calendars for the timeframe May 6-24 and send availability (or lack thereof) to Scott. This allows a small window of time before the end of May if the candidate slate needs more work.

Meeting adjourned at 11:20 a.m. CST.

Submitted by Aubrey Carrier, BAS Content Editor, on behalf of Sue Topp, BAS Secretary