

Society of American Archivists – Business Archives Section (BAS)
Steering Committee Meeting Minutes
July 9, 2013

Telephone conference, 2 p.m. CST, hosted by Nikki Thaxton, Caterpillar

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
X	Sue Topp	Secretary	sue.topp@motorolasolutions.com	Motorola Solutions, Inc.
X	Aubrey Carrier	Content Editor	aubrey.carrier@wellsfargo.com	Wells Fargo & Co.
	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.

Upcoming

- Tuesday, July 23, 1 p.m. CST – Next Steering Committee call
- Wednesday, August 14, 1-5 p.m. – Business Archives Colloquium
- Friday, August 16, 12:30-2:30 p.m. – BAS Annual Meeting

2013 BAS Colloquium Planning

Scott reported that SAA confirmed we will have 8 tables seating 10 people. There will be a podium, projector, screen and front table.

The format is shaping up. The theme is advocacy and outreach, with three sections: executive advocacy / elevator speech as an interactive session; IT outreach panel session; exhibit showcase. Steve will draft a call to the membership to submit an image of either a physical or virtual exhibit they have implemented recently, along with basic talking points about the exhibit: organization name, contact, theme, audience, one success, one challenge. Nikki volunteered to collate the exhibit submissions and create a Powerpoint presentation. Sue T. will draft and send an agenda to the Committee for comment.

Annual Business Meeting Planning

Scott is talking with Tiffany Ming from the AASLH Corporate History Group about addressing the BAS. The Committee continued discussion about increasing student involvement. Sue Topp offered to contact Jamal Booker from Coca-Cola to ask if he would speak regarding a mentoring program he works with. Sue T. will draft and send an agenda to the Committee for comment.

Meeting adjourned at 3 p.m. CST.

Submitted by Sue Topp, BAS Secretary