

Society of American Archivists – Business Archives Section (BAS)
Steering Committee Meeting Minutes
July 23, 2013

Telephone conference, 1 p.m. CST, hosted by Sue Topp, Motorola Solutions

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
	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

- Wednesday, August 14, 1-5 p.m. – Business Archives Colloquium
- Wednesday, August 14, 6 p.m. - ? – BAS Social, Tommy's Cuisine / Wine Bar
- Friday, August 16, 12:30-2:30 p.m. – BAS Annual Meeting

2013 BAS Colloquium Planning

Executive advocacy section: Shane Meeker, Procter and Gamble, has offered to present on storytelling. Aubrey agreed to provide an overview on how to draft an elevator speech. Aubrey and Sue Topp will work on a “good speech / bad speech” skit.

IT panel section: Sue T. agreed to contact Amy Stevenson, Microsoft, to invite her to present on the panel. Steve agreed to contact Mandy Reese, Nationwide, and to draft a call to the membership for other presenters.

Exhibits section: Nikki is receiving submissions. She reminded the Committee to send theirs in.

The Committee agreed to meet for lunch prior to the Colloquium to handle final details.

Annual Business Meeting Planning

Sue T. contacted Jamal Booker, Coca-Cola, to invite him to speak about a mentoring program. She is waiting for his response and expects he will agree.

Scott received a request from Becky Tousey, Mondelez International, to be added to the agenda to report on the International Council on Archives (ICA) Section for Business and Labour Archives (SBL).

The Committee agreed to ask the SAA council rep to report to the section. Scott will ask.

Scott reported that Tiffany Ming, AASLH Corporate History Group, is unable to attend. Due to changes occurring in the group, the Committee agreed to table the outreach project with AASLH until next year.

Recruiting New Business Archivists

The Committee noted that there is now an SAA Students and New Archives Professionals (SNAP) Roundtable. SNAP has invited other sections to address their members on Wednesday evening. Scott and Nikki agreed to attend to introduce BAS to SNAP members, and to invite them to attend the BAS Business Meeting.

2013-2014 BAS Steering Committee Nominations

Steve reported that the following people have been elected to the 2013-2014 BAS Steering Committee:

Vice Chair	Jamal Booker, Archivist, Coca-Cola
Secretary	Jamie Martin, Sr. Corporate Archivist/Historian, Target
Vice Editor	Greg McCoy, Senior Archivist, P&G
Member at Large	Jacqueline Reed Wachholz, Director, John W. Hartman Center for Sales, Advertising, and Marketing History, Duke University

Steve will notify the winners and let them know about the leadership training session scheduled for SAA New Orleans.

Steering Committee Role Definitions / Knowledge Sharing

Sue T. noted that BAS now has more online tools to manage. The Committee needs a process to forward BAS Google Drive and website access to incoming leaders. Whose role is it to maintain and pass that information? The Committee decided to defer responsibility for clarifying leadership roles to the incoming Steering Committee.

Meeting adjourned at 2 p.m. CST.

Submitted by Sue Topp, BAS Secretary