

SAA Business Archives Section: Steering Committee Meeting Minutes

February 17, 2015

Welcome

Meeting called to order 11:35 am (EST): Jamal Booker (Chair), Bill Jackson (Vice-Chair), Steve Hausfeld (Immediate Past Chair), Greg McCoy (Editor), Jennifer Steinhardt (Member-at-Large), and Rachel Vagts (SAA Council Liaison) present.

Annual Meeting Minutes Note

We sent our annual meeting minutes to SAA in a not-as-timely-as-hoped fashion, although Rachel says we did just fine.

- We want to make sure they are updated on our website as well. **Libby** – please follow up.

Bylaws Updates

According to Steve, everything looks good so far. The ideas we are implementing have come out of his leadership last year; we are providing the follow through. Updates include:

- Advocacy Committee
 - It was agreed that it would be good to have something in place in case something akin to the Target situation arose again. It can also help with general issues and be a resource for our members.
 - Responsibilities:
 - The committee will be responsible for triage support. If we hear of an archive closing, the Advocacy Committee will inform the Steering Committee. The Steering Committee will decide how to handle the situation.
 - The committee will help people navigate the advocacy tool kit on the website.
 - The committee will serve as the primary contact for updates/revisions for the advocacy tool kit.
 - Committee Member Basics:
 - It will be led by the immediate past chair of the steering committee.
 - We will have a minimum of two volunteers each year. Instead of being required to serve for a multi-year term, volunteers will serve for one year like the immediate past chair. Volunteers will have the option to “re-up” and serve as a volunteer for more than a year at a time.
 - Side Note: A Corporate Archives Tool Kit
 - Bill asked the question if we wanted to make the advocacy tool kit a resource for corporate archives that are looking to start a corporate archives. In committee members’ personal experiences, they tend to go about it the wrong way (want a database, a few interns to scan, and presto! you have an archives)
 - It was decided by all that this would be a good resource, but it should be a separate tool kit from the advocacy tool kit.
 - Greg pointed out that it could contain overlapping information from the advocacy tool kit, but that corporate archives that are just starting have different needs than those that already exist.

- This could be a separate task for the Advocacy Committee to take on. It would also fall under the leadership of the immediate past chair.
 - **Jamal** – we should talk in August how we want to expand our support for new archives and explore the possibility of including it within the duties of the immediate past chair.
- Member at Large Bylaws Update
 - We will change the position to incorporate actual duties. The Member-at-Large will search as a contact of outreach towards student groups and help the incoming chair plan the colloquium.
 - Instead of waiting to implement change for the next member-at-large, Jennifer will help Bill with the colloquium whenever possible (and pending on ability to go to annual meeting).
- Content Bylaws Update
 - Greg: we are changing the bylaws to reflect what we actually do. Prior to the edits, they did not reflect reality.
 - Major Edits:
 - There is no content committee. It is only the content editor and vice-content editor. This section has been removed.
 - List the Vice Content Editor and Member-at-large as officers for SAA. They should be officers, especially since we are adding to their duties.
 - Rachel: Perhaps they were not originally listed as officers because it was perceived that certain technical abilities were required to fulfill the position.
 - **Greg** will change bylaws to call Vice-Editor and Member-at-Large officers.
 - **Rachel** says we should confirm that our changes are acceptable with Nancy Beaumont.
 - Restructuring/new language changes
 - Move section two to end so all the content editor sections are together.
 - Under Committees, Section A: reduce standing committees to two and remove section content Committee (Upon reflection, all of Section G should be removed.)
 - Number Four: “Liaise” is misspelled
 - **Jamal** and **Greg** will make their edits separately and then make one document together to forward to the Steering Committee for their reactions.

BAS Digest Dates

Greg will send out the update around March 4th. It will include something brief from Jamal.

Casting Out Colloquium Ideas from Membership

Bill has his notes and will send it to the Steering Committee for review in the next two-to-three days. We hope to send out this email some time prior to the BAS Digest email so as not to inundate our members’ inboxes.

- The Steering Committee will say what ideas Bill presents excite them and present ideas of their own, if they have them. If we agree on colloquium messaging, we may make a note of it in the March 4th digest.
- Bill – Question: How have we landed on topics in the past?

- The Steering Committee asks people for ideas and some people give ideas at the end of each colloquium, but it always comes back to the steering committee choosing which direction to go in.

Colloquium Ideas Follow Up

- Gamification of Archives
 - We don't have anything strong at this point.
- Business Function History
 - Steve finds this interesting and notes that people within his organization are curious to see how their departments have evolved over time.
- DAM Systems in Archives
 - Besides focusing on archives and knowledge management in DAMs, we could extend it to incorporating our experience in expanding knowledge and information more broadly throughout the organization. It could be a way for people to connect the archives with broad systems of information throughout their companies.

Microsite Stats

Our page received a shout out for its excellence. ("They really have their shit together.") Greg followed up with SAA and discovered that BAS is the most popular site after the homepage and online career center. We have a good lead on the group directly below us as well. Jamal and Bill pointed out that we are telling people what they want to know and are providing fresh content. Kudos to Eric, Greg, and Sarah!

- **Greg** will delve deeper to see what people are actually looking at. He has his suspicions.
- **Greg/Jamal** will tell our membership about the site's popularity, possibly in the March 4th digest.

Council Update from Rachel

- The deadline for colloquium plans was Monday, February 16th. **Bill** should follow up. [Note: if we didn't give them something, they could roll over our description from last year. It used generic language related to corporate archives.]
- Budgeting requests need to be in by March 1st. This is the first time SAA has done this. Per Rachel, if we have a request and can provide reasoning for it (such as a speaker for the colloquium, hotel costs, etc.), we should put it forward.
- Items for council action/discussion for the spring meeting in May should be presented.
- Unfortunately, the leadership forum at the annual meeting will overlap with the BAS colloquium. Rachel hopes that we can still send a few members to help change the program from a talking-head-orientation format to that of a forum.

New Business

No new business concerns/ideas were raised.

Adjourn

Meeting was adjourned at 12: 24 pm (EST).