

SAA Business Archives Section: Steering Committee Meeting Minutes
Thursday, 23 July 2015

Meeting Called to Order:

Jamal Booker (President), called the meeting to order at 2:30 PM (EST) via teleconference. Joining him on the call were: Greg McCoy (Editor), Elizabeth (Libby) Spatz (Secretary), and Jennifer Steinhardt (Member-at-Large), Bill Jackson (Vice Chair), Sarah Wagner (Vice Editor), Rachel Vagts (Counsel Liaison) & Steve Hausfeld (Immediate Past Chair.)

Welcome (Jamal)

Bylaws Update (Jamal):

Greg sent edited bylaws to Jamal who will add updates and then submit for BAS voting approval. Must have been consulting an old document that had a 30-day submission time frame for the agenda. Will move the process forward, update current documents and submit next year, if necessary.

- **Content Editor Updates (Greg/Sarah):**
Feedback re new format of newsletter is positive but BAS list is still not including access options to the wider BAS members. Sarah is setting aside space in the BAS site to share archives events, stories and inspiring content.
- Greg re newsletters, chair wrote first two notices and Greg wrote the last one. Would like to rotate the responsibility around the committee members for a broader scope of material. Committee members agree with this idea.

Colloquium and Mixer Update (Bill)

Confirmation from Amy Stevenson at Microsoft that Ross Smith travel budget has been approved. He is an expert in Enterprise Gamification and does a workshop with hands-on approach for development of gamification, game mechanics, and game principles for business. Attendees are split into groups to design and pitch ideas. Time frame is 2.5 hours. This will allow time at beginning of colloq to do round robin and at sharing at end, to fill the entire 3 hours. Amy asked Ross to incorporate historical elements to target our BAS community. Ross is not an SAA member and he's not an archivist but is an engaging program leader. Colloquium will be held at the Convention Center.

- Steve comments, we've had challenges in the past with logistics (re room size, # of chairs etc.) so hope our plans will be accommodated. Room 16 was reserved for us at the Convention Center – with team set up, how many people can we reasonably fit in the meeting? (Don't want to have issues that we have with the past few years with us not fitting in the room)

- Jamal – how are we going to work out the team set up? Are we going to give everyone a number when they enter the room/number off to sit together for teams instead of having everyone sit with their friends?
- Bill – do on-site as people show up. Very helpful because you are meeting people that you don't know.
- Bill – confident we won't be blind-sided by Ross not being able to make it, but Plan B is to ask Tracey Panek at Levi's step up to talk about DAM.

Mixer

- Urban Farmer's Steakhouse – one block east of the Westin – know that we are coming and ready for us. Told them to be ready for 70-90 people to show up. Cash bar
- Sarah added invite to our website, and we plan on having the invitation for the mixer shown at the colloquium.
- Steve – back-up if this bar falls through or if people need other suggestions on where to go: Lola (Michael Symon restaurant) and The Velvet Tango Room (authentic speak-easy)

Business Meeting

- Don't currently have someone speaking for 15 minutes – does anyone have a topic in mind that would be relevant to our section?
- Rachel – would love to see more people at the Archives Leadership Institute – adds a great richness to have people from non-academic settings be there. Perhaps we could have someone from BAS who has attended to talk about their experience with it
- Jamie Martin (IBM) and Jessica (McDonald's) have attended and are possible speakers if we ask them
- Steve (Nationwide) has attended and thinks we should all apply because it is a great experience
- President of SAA is willing to come to our meeting as well – what are your thoughts?
- Bill – great idea, whether they come to say anything or just sit there, it will make us feel included.
- Everyone agrees – Jamal will reach out to see if they can stop by
- Proposal Ideas – did we get more proposals? Did asking our members for proposals increase our input?
- Jamal thinks we received many more proposals because of this – guessed we received 12 and 6 were accepted. He will ask Paul for an actual number.

Election Results (Bill):

Two posts uncontested. Vice-chair Jamie Martin; Secretary was two-way contest, won by Shaun Kirkpatrick (ACE Archives); Vice Editor went to Angelique Richardson (The Roman Catholic Archdiocese of Atlanta); Member at Large will be Tracey Panek (Levi Strauss and Company). Election results will be communicated to all who ran (before the SAA Conference) and will be announced at the BAS Business Meeting.

New Business:

[no new business]

Adjourn:

Meeting was adjourned at 3:07 PM (EST.)

Minutes recorded by Elizabeth Spatz (Secretary) and Jennifer Steinhardt (Member at Large)