

June 28, 2016

A meeting of the SAA Business Archives Section (BAS) steering committee was held via conference call on Tuesday, June 28, 2016. In attendance were Jamal Booker, Bill Jackson, Shaun Kirkpatrick, Sarah (Wagner) Latva, Jamie Martin, Tracey Panek, and Angelique Richardson; Rachel Vagts also participated. Bill Jackson chaired the meeting.

Bill Jackson called the meeting to order at 12:02 p.m. Central Time.

Bill asked if there were any comments or concerns about the minutes from the last meeting (April 12). There being none, he asked for a motion to approve the minutes; this was done and seconded.

Bill next addressed this year's election slate, noting that Eric Chin was the only candidate to write in the third-person (the others wrote in first-person) and asked if we should ask Eric to revise. The consensus was that this was not necessary, particularly since Eric was running unopposed. Jamie said that the ballot will be available on July 1, and asked Bill to send the note out to the section since she will be on vacation. Sarah offered to add a notice to the newsletter; Angelique observed that it should be noted on the microsite as well. [*Secretary's note: The ballot was actually distributed by SAA on July 8.*]

Bill next referenced the Plenary II at this year's annual meeting (in which the BAS will be awarded) and asked if we needed to draw more attention to it. The consensus was no. Relatedly, it was asked if we should highlight sessions in which business archivists are presenting; Angelique said that she and Sarah could put together a list to send out.

Jamie then addressed this year's colloquium. She reported that she spoke to AVPreserve a month ago, and they were very interested in presenting; they do these types of presentations frequently. After discussions with Jamie, AVPreserve created a proposal [*distributed to the committee in advance of the meeting; see attachment*] in which the format will be half presentation and half an exercise in drafting statements of work. Bill asked what they were providing logistically for the exercise; Jamie indicated that the only thing attendees should need are writing utensils.

Jamie said that she has a call later in the day with Tina of the Delta Flight Museum to discuss her giving a 30-to-45-minute talk about various three-dimensional materials that we might find in our collections. This would be followed by us breaking into groups with people with like materials. She noted that Eric and Jessica at NBC Universal have said that they can facilitate two groups; Greg McCoy also will if he is able to attend. Bill and Sarah also offered to help. Jamie said that we just need to decide what the groups should be.

Tracey asked if the colloquium can be on a call for those unable to attend. Sarah suggested a Google Hangout, which Rachel agreed would be more likely since the rooms do not have phone lines. Rachel recommended that Tracey speak to Sasha Griffin about the Google Hangout idea [*Sasha, of Denison University, set up streaming for the Collection Management Tools Roundtable*], and also noted that general technical questions about the room should go to Felicia Owens.

Jamie concluded the colloquium discussion by stating that she will brainstorm some small-group discussion ideas and send them out to the committee for feedback; she will also send out a description of the colloquium to the section after she gets back from vacation on July 6.

Angelique next discussed the mixer, reporting that it will be at the White Oak Kitchen & Cocktails, by the Hyatt Regency. They don't require a hold fee or a minimum. They have the reservation for approximately 50 people; it will be in the bar area, which seats up to 150. The reservation is for 5:30 but she doesn't think it matters when people show up. She said that she will create a Word document with walking directions from the hotel, and will also write up a blurb about the mixer that Jamie can append to the colloquium description distributed to the section.

Bill next turned to discussing the section meeting agenda, a draft of which was distributed before the meeting. He said that Linda Edgerly has confirmed that she will speak about the findings she presented at the 2016 ICA meeting, and recognized Shaun's request that Emily Cottle be given time to speak briefly about the MARAC Business Archives Forum being planned for Spring 2017.

Bill asked if there was anything else to add to the agenda. Jamie said that she had talked with Nicole Laflamme at Smuckers about speaking on her use of gamification as a follow-up to last year's colloquium. Bill suggested that he could put a call out for others who would like to comment on their applications of last year's talk.

Sarah asked if Becky Haglund Tousey was going to do her usual plug for ICA, to which Bill indicated probably.

Jamie noted that we should be prepared for questions from section members after Linda's presentation, which may result in it taking more than 15 minutes.

Jamie asked if we wanted to address other SAA topics (such as the affinity groups changes) to make members more aware of them. Bill asked Rachel if she could speak to them, to which she agreed; Bill said that he would put Rachel down for 5-10 minutes.

Bill asked if there was anything else Atlanta-related that needed discussed. Jamie asked Bill how SAA plans to do the Plenary II awards. Bill asked Rachel, who said that generally they have been given at the beginning of the plenary but she hasn't gotten a lot of details. Bill said that he can ask Nancy about the timing. Jamie said that she thought that only she and Bill go up to receive the award, but the consensus is that we would like as many section members as possible to be in attendance.

The meeting ended with a survey of who will be at the Annual Meeting at Atlanta; everyone confirmed that they will be there other than Tracey, who confirmed that she will not be.

The meeting adjourned at 12:38 p.m. Central Time.

Submitted,
Shaun Kirkpatrick
BAS Secretary

(Approved by unanimous written consent, by e-mail, effective July 14, 2016.)