

October 18, 2016

A meeting of the SAA Business Archives Section (BAS) Steering Committee was held via conference call on Tuesday, October 18, 2016. In attendance were Chair Jamie Martin, Past Chair Bill Jackson, Vice Chair Eric Chin, Editor Angeliqe Richardson, Vice Editor Ryan Donaldson and Secretary Marie Force. Jamie Martin chaired the meeting.

Jamie Martin called the meeting to order at 4:04 p.m.

Jamie provided an update on the progress of forming a BAS Mentorship Program. She proposed the idea at the BAS Annual Meeting and received enthusiastic responses from BAS members. She emphasized that we support SAA's Mentorship Program, but the work that business archivists do is specialized. Having a mentorship program for business archivists will be beneficial for new archivists entering this profession to be matched up with someone with more experience. Many business archivists tend to be lone arrangers, and new business archivists do not have anyone at their company who can mentor them in archival work, so hopefully, this program would make them feel more connected with the archival community. This year will be a pilot year, rather than a formal program, so at this time, we are just planning to facilitate mentor/mentee matches, offer suggestions and set up a way to review what's working and decide if we continue the program.

Eric has set up a Google Forms template for mentor/mentee sign up. He will send it to the Steering Committee for review before it goes live.

Bill and Jamie discussed that it would be helpful to put together a couple of bullet points with suggestions of things mentors and mentees should be aware of that could help make the experience go smoothly. Committee members agreed. Jamie will plan add these bullet points to her introductory statement with the sign-up form.

Angeliqe sees the BAS emails everyday on her browser, so she will forward submitted BAS mentorship forms to Jamie.

Jamie will talk to Member at Large Erin Norris about working together to make mentor/mentee matches.

Bill introduced the next item on the agenda, 2017 SAA Proposals. He reported on several panel proposals currently in development with corporate archivists. Topics include gamification and the use of archival collections for new product development. Eric also reported of a possible panel on how corporate archivists support the brand through relationships with fans and fan clubs.

Bill, Jamie and Eric will assist the various panel organizers with finding speakers as needed and continue to encourage folks to submit proposals in time for SAA's deadline of November 18.

The next two items on the agenda, SAA and Ethics Webinar and the BAS 2017 Colloquium, had overlapping discussions because the committee agreed that it would be beneficial to develop a webinar and colloquium based on same topic.

Jamie reported that SAA is asking each section and group to develop a webinar and gave as an example the *SAA and Ethics* webinar. SAA suggested BAS could build on the popular Business Archives Workshop or expand on it. Committee members agreed that the webinar would be a good thing to contribute, but it will involve a lot of legwork and we need to make sure it enhances the workshop, not takes away from it. The BAS webinar could address a topic, either not covered in the 3-day workshop, or one that the workshop is not able to cover in depth. Workshop instructors should be contacted for input.

For the 2017 BAS Colloquium, Eric proposed the topic of media relations and training in being interviewed by the media. There is a general trend now for archivists to be interviewed in the news, in documentaries or Mystery in the Museum-style shows. This topic is not covered in library school, but is very key to corporate archivists' work. In addition to a speaker, we would also have break-out sessions to practice different interview scenarios. Committee members agreed to move forward with this topic for the colloquium.

Eric will begin looking for a speaker who might be willing to donate their time to BAS.

Angelique suggested also doing the topic of media training for the webinar and using the colloquium as a sounding board. Committee members agreed that BAS is in a unique position to benefit the larger SAA group with a webinar on this topic.

Ryan reported on the last item on the meeting agenda, Corporate Architectural Archivists Consortium. A group of real estate and design company archivists have formed a consortium, and are hosting their first session next week. Participants are regional, but a video conference will also be offered. As this consortium matures, it could be something to consider supporting and promoting as a further specialization within BAS.

Ryan will share a synopsis of the event and how it went with the committee.

Angelique reported that BAS listerv is functioning correctly after an issue when e-mails were being received by some former committee member and not seen by some current committee members. She also reminded committee members to use the BAS listserv for communication, so everyone can see messages and search the archives.

In closing the meeting, Jamie mentioned a few more action items:

- Eric will send mentor/mentee sign-up form to the committee for review after this meeting and Jamie will send it with a note out to the BAS group this week.
- Angelique will talk to Philip Mooney and Jamie will e-mail Bruce Bruemmer for their input about the webinar from their perspective as workshop instructors.

The meeting adjourned at 4:55 p.m.

Submitted,
Marie Force
BAS Secretary