

May 1, 2017

A meeting of the SAA Business Archives Section (BAS) Steering Committee was held via conference call on Monday May 1, 2017. In attendance were Chair Jamie Martin, Past Chair Bill Jackson, Vice Chair Eric Chin, Editor Angelique Richardson, Vice Editor Ryan Donaldson, Member at Large Erin Norris, Secretary Marie Force and SAA Council Representative Rachel Vagts. Jamie Martin chaired the meeting.

Jamie Martin called the meeting to order at 1 p.m.

Eric Chin reported on the new plan for the BAS Mixer at the SAA Conference. Nike is interested in hosting a tour of their archives at Nike World Campus in Beaverton (suburb of Portland), beginning at 3 p.m. on Tuesday, July 25. Afterwards, attendees would either gather at a local bar, or possibly a catered event at Nike archives facility. There will also be an opportunity for discounted shopping at Nike store on the campus. This event will be exclusive to BAS members only. BAS members will be responsible for own transportation.

Eric also reported on progress with the BAS Colloquium planning. He talked to Ted Ryan at Coca-Cola, who has contacted Wieden+Kennedy ad agency based in Portland, and asked for someone to present on leveraging archives for brand development and media engagement. The last part of the Colloquium will be the brand development panel. The middle portion on media training will be interactive, breaking into groups to work on different scenarios. Could have more media-experienced archivists act as facilitators for each group.

Led by Jamie, the Committee began outlining agenda items for the BAS Business Meeting on Friday, July 28:

- Building relationships and opportunities with students to promote corporate archives.
  - At SAA, Jamie will be speaking at the Students and New Archives Professionals (SNAP) Colloquium about business archives and what we do. She will report on outreach to archival students and educators.
- BAS Mentorship Program's pilot year update.
  - Jamie will send out a survey to participants and report on feedback.
- International Council of Archives (ICA) report
- BAS Social media update
- New BAS task forces/committees and volunteer opportunities.

General discussion followed about the BAS Election deadlines and possible candidates. Deadline to issue calls for nominees is May 15. Ballots will be open from June 1-7.

Angelique reported good consistent traffic on social media. Work begins on the May BAS Newsletter next week. She would like to do a save the date announcement for the BAS Mixer. She would also like to do a profile of Nike Archives in the June or July newsletter.

Action Items:

- Eric will finalize Mixer plans and continue working on the Colloquium program.
- Jamie will share the Colloquium program template with Eric.
- Jamie will put out a call for nominees by e-mail before May 15. Angelique will push it to social media.
- Committee members will contact possible candidates directly to encourage them to run.
- Committee will identify possible task forces and/or committees, such as Education, Advocacy and Corporate Archives Directory, and outline responsibilities.
- Angelique will put out a call again on social media that there are a few remaining spaces available at the Business Archives Workshop, as requested by Bill Jackson.
- Ryan Donaldson will send Angelique a report, and possibly photos, on the MARAC Business Forum held April 20.

The Committee agreed to meet next after Memorial Day.

The meeting adjourned at 12:45 p.m.

Submitted,  
Marie Force  
BAS Secretary