

Name of Section/Roundtable: Business Archives Section
Date: November 30, 2011

2010-2011 SAA Business Archives Section Annual Report

Officers:

- Chair: Susan Ginter Watson
- Vice Chair/Chair Elect: Scott Grimwood
- Immediate Past Chair: Jeff Pirtle
- Secretary: Greg McCoy
- Editor: Rochelle McCune
- Vice Editor: Aubrey Carrier
- Member-at-large: Jennifer Johnson

Report from annual meeting:

Number of attendees: Approx. 74

Election results:

Vice Chair/Chair Elect: Scott Grimwood

Secretary: Greg McCoy

Vice Content Editor: Aubrey Carrier

Member-at-large: Jennifer Johnson

Summary of meeting activities:

(Annual meeting minutes of August 25, 2011 and BAS August 2011 newsletter are both attached.)

Completed projects/activities:

The Business Archives Colloquium was held August 24, 2011 at the American College of Surgeons in Chicago. The theme for this year's meeting was Web 2.0 uses for business archives, as well as international business archives. Six presentations were made on these topics, including one remote session. Approximately 100 people attended with a majority participating in person and several virtually. Major support for the 2011 Business Archives Colloquium was provided by The Winthrop Group.

Ongoing projects/activities:

At the Business Archives Section business meeting on August 25, 2011, a presentation was made by three members on their plan to create a webinar on "How to Create an Executive Summary". This project is ongoing. Also, the Business Archives Section provided feedback on SAA's proposed Code of Ethics under consideration.

New projects/activities:

The section continues work to update the BAS website to include current information and make the information presented more timely.

Strategic Priority - Technology initiatives:

The Business Archives Section offers a forum - both formally at SAA annual meetings and during the section's annual colloquium and through informal discussions among members - to discuss the capture and preservation of records in all formats, especially electronic records. The section fosters the sharing of information about best practices and standards for electronic records, imaging and metadata. The BAS annual colloquium provides an opportunity for participants to share their experiences and challenges with electronic records in capturing, preserving and making them accessible. Technology represents an ongoing challenge to many archivists and will continue to be a topic section members will want to address and discuss.

The section has also embraced the use of communication technology to keep BAS members informed. For several years the section has offered a virtual meeting platform for its annual colloquium to connect with members unable to attend in person.

Strategic Priority - Diversity initiatives:

This year the section as a whole has not specifically addressed the issue of diversity. However, the BAS continues to foster and embrace an environment of inclusiveness among its membership and the archives profession.

Strategic Priority - Advocacy/Public Awareness initiatives:

Plans for a possible SAA webinar on "How to Create an Executive Summary", which several BAS members are currently working on, is one example of progress on the Advocacy initiative. The initial idea was to provide section members with a useful tool to help them frame and convey to management the necessary role of their particular archives within the business or organization. However, BAS section members felt that others outside the BAS - within SAA - could benefit from this knowledge. With encouragement from a member of the SAA Committee on Education (and who is also a BAS member), the idea grew into a draft for an SAA webinar.

Questions/concerns for Council attention:

None at this time.

Respectfully Submitted
Susan Ginter Watson, BAS Chair