

2017 SAA Business Archives Section (BAS)  
Annual Business Meeting

Friday, July 28, 2017, 11:15 a.m.  
Oregon Convention Center  
Portland, Oregon

Steering committee members in attendance were Chair Jamie Martin, Past Chair Bill Jackson, Vice Chair Eric Chin, Editor Angelique Richardson, Vice Editor Ryan Donaldson, Secretary Marie Force and SAA Council Representative Rachel Vagts. Member at Large Erin Norris was not present.

Chair Jamie Martin opened the meeting at 11:19 a.m., welcoming BAS members. Attendance was estimated to be at 90 people.

Jamie announced the BAS election results and introduced the new steering committee members: Incoming Vice Chair/Chair Elect Greg McCoy (Procter & Gamble), Incoming Vice Editor Meredith Torre (Atlanta Housing Authority), Incoming Secretary Michele McKinnon Fricke (Capital Group), Incoming Member at Large Lauren Gaylord (Pixar) and the first BAS Education Chair Jennifer Johnson (Cargill).

Jamie reported that the membership voted to approve revisions to the BAS Standing Rules intended to improve education and advocacy efforts. A new Education Chair position was created. The role of the Past Chair was revised to include responsibility for maintaining the Advocacy Toolkit and monitoring general advocacy efforts with the assistance of the Member At Large.

Education Chair Jenny Johnson spoke and asked for feedback and suggestions related to education needs of BAS members and relationship building with SAA. She will manage the BAS Mentorship Program, and asked participants to contact her to change mentor/mentee relationships or to join. She asked for any suggestions for SAA Business Archives Workshop topics or new formats, or if anyone is interested in being an instructor. She also asked members to contact her if interested in participating in the new BAS partnership with SAA Students and New Archives Professionals (SNAP) Section. She is available to help with developing business topics for SAA or regional conference panels. She encouraged members to be personally involved in SAA, such as serving as a SAA Navigator at the next conference, becoming a SAA mentor or publishing in *American Archivist*.

Jamie thanked everyone who participated in the pilot year of the BAS Mentor Program. It was very successful with 54 people signed up. She sent out a survey to participants, and received mainly very positive responses. There are a couple people still needing mentors. Next year will bring more structure and guidelines to the program, such as tips for participants and more feedback mechanisms.

Suggestions from the audience included adding a BAS mentor/mentee mixer opportunity at SAA conference, and considering ways to better identify commonalities among mentor/mentee pairs on the sign-up form (type of businesses, etc.)

Eric Chin reported on outreach efforts to archival students to promote business archives, including the first joint Twitter chat with Students and New Archives Professionals (SNAP) Section, Jamie spoke at SNAP's meeting at SAA conference and the new Education Chair will continue the BAS/SNAP partnership.

Eric announced that BAS has its first SAA intern Adrienne Duris (University of Pittsburgh). She will assist with updating the Business Archives Directory on the BAS microsite and with social media.

Angelique Richardson reported on current social media statistics: 576 Facebook likes, 452 Titter followers, 287 members of Linked In group. There were changes in how Linked In members can post to the group, so at this time Facebook and Twitter are the more up-to-date sites. Vice Editor/Incoming Editor Ryan Donaldson will be looking at Linked In message options.

Ryan Donaldson spoke of his plans for social media and the newsletter in the next year. He will build on the good work of previous editors and look for ways to increase awareness of what we do. He encouraged institution and member contributions to the Newsletter Spotlight column, which could perhaps expand to feature other organizations that BAS members are also members of, such as ACA and other groups. He will also support partnership efforts with SNAP and the Business Archives Directory update. BAS members should send ideas for content to [bascontent@gmail.com](mailto:bascontent@gmail.com).

Citi Heritage Collection Global Curator Kerri Anne Burke shared information about the Citi Fellowship Program, a partnership between Citi Center for Culture and the Queen Library, which began in the 2013/14 school year. The two-semester program accepts two fellows per year from Queens College and St. Johns University MLIS students focusing on archives. Fellows gain experience processing paper collections at the Citi Archives and Queens Public Library Archives and with group projects, such as exhibits and oral history projects. Lessons learned since 2013/14: Don't assume students have knowledge of current archival practice and theories (some did not know about MPLP), don't assume supervision from school, be explicit in explanations and written guidelines, implement quality control/check student work and be open to reasonable feedback from students.

BAS members responded by show of hands to questions related to internships: how many have interns, how many offer paid internships, who has hired a former intern, who started their career as an intern. Eric Chin encouraged BAS members to consider internships as a good way to educate students about corporate archives, and others in the audience agreed.

Becky Haglund Tousey spoke about her experience attending the International Council on Archives (ICA) Section on Business Archives (SBA) symposium, held this year in Stockholm. The annual two-day symposium is free to attendees with no registration fees, and offers diverse and interesting programming. She encouraged BAS members to attend and consider becoming involved in the ICA SBA. Upcoming meetings are in Mumbai (December 2017), Beijing (2018), and hopefully, in the U.S. in 2019.

Jamie reported on attending the first Mid-Atlantic Regional Archives Conference (MARAC) Business Archives Forum held at MARAC's Spring Meeting in Newark in April 2017. The forum was organized by Emily Cottle (Vanguard), and was very successful, with over 50 archivists attending from nearly 30 corporations and presentations from six different archives. The next meeting is in Hershey, PA, in Spring 2018.

Bill Jackson reported on this year's Business Archives Workshop, held June 12-14, 2017, at the Harley-Davidson Museum. There were 20 attendees, less than the usual attendance of about 30 participants. He thanked local organizations that hosted tours of their archives for the participants. Bruce Bruemmer, one of the workshop instructors, noted that they are always looking for hosts for tours and the workshop.

Jamie reported on results of the SAA 2016 conference feedback survey. There was very positive feedback about the 2016 BAS Colloquium, with comments about good networking, building connections and community.

Paul Lasewicz thanked Jenny Johnson for serving as the first Education Chair. He also said one of the best ways to raise the profile of BAS and business archives is to participate in a panel session at SAA. If you have a topic to suggest for a regional or SAA conference let the BAS steering committee know. Jamie commented that the Gamification panel at this year's conference was standing room only.

Jamie asked for any other news or updates the BAS members would like to share.

Jenny Johnson reminded BAS members that SAA program proposals need to be submitted this Fall, so be thinking about panel proposals now. If you are interested in assisting or participating with MARAC BAF, let Emily Cottle know.

Incoming Chair Eric Chin spoke of this year's accomplishments and his plans for the upcoming year. He thanked the outgoing steering committee members. He gave special thanks to Jamie Martin for her inspirational leadership as chair. She advanced BAS by forming the mentorship program, initiating outreach with SNAP and helping our section grow. He thanked Scott Reames at Nike for organizing the BAS tour and reception at the Nike Archives. For this next year, he is thinking about how do we continue to demystify ourselves and break down barriers. He encouraged members to individually take initiatives to promote business archives and BAS on the local, regional and SAA level and to participate in BAS initiatives.

SAA Council Representative Rachel Vagts gave an update on the SAA Council meeting, held July 24, 2017. The Council is reconsidering Austin as 2019 conference site, pending action by the Texas legislature. A petition to form an Independent Archivists Section of SAA was approved, with more information coming. The Membership Committee conducted a survey on barriers to participation in SAA; look for a link on the SAA site with survey findings soon. She encouraged BAS members to consider section leadership as a great way to be involved. The SAA Council approved two resolutions of support for ICA statements concerning principles of access to archives and basic principles of the roles of archivists and records managers in support of human rights. She encouraged participation in Archives Leadership Institute. The Incoming SAA Council Representative for BAS is Stephen Booth (National Archives).

The meeting adjourned at 12:19 p.m.

Submitted,  
Marie Force  
BAS Secretary