August 6, 2004
8:30-10:30 AM
Boston, MA

1. Welcome

The meeting was called to order by Rosemary Pleva Flynn, Chair. Because we had a wonderful program planned for this section meeting, we held only a very brief business meeting. If you have further questions about something mentioned during the meeting, please contact Rosemary.

2. SAA Council Liaison

Peter Wosh, ERS Council liaison; he will be replaced next year by Mark Duffy

3. Announcements

1. 2005 Conference Session Proposals, Robert Horton. http://www.archivists.org/conference/proposals.asp
2. 2005 Pre-conference Workshop Proposals, CEPD Committee member Cheryl Stadel-Bevans. http://www.archivists.org/conference/precon_proposals.asp
3. NHPRC Fellowship, Fynette Eaton.
4. Reminder of the SAA-hosted section announcement list.
   - Recently begun, the announcement list has great potential for the section having contact with its members. It is updated based on the section membership lists. You should have received a message about it when it began. Only section leaders can post to the list. If you have an announcement that you would like posted, please send it to the section chair.
   - Rosemary Pleva Flynn did receive one request to be removed from the list. Our understanding is you may unsubscribe but that action unsubscribes you from all e-mail correspondence from SAA.
   - If you have questions or concerns about the list, please let one of the section leaders know or contact the SAA webmaster, Brian Doyle.
5. Petition announcement and circulation.
   - Several leaders of the ERS have been concerned with the proposal and endorsement process for sessions at the annual meeting, which has been changing from year to year. We are also concerned with the apparent lack of institutional and functional diversity in recent program committees. From conversations with other colleagues, we have found that others share our concerns. Hence, we have written a petition asking that SAA Council review the proposal and endorsement process and develop standard operating procedures, the main focus of the petition. We have also asked that they review the role of the program committee and establish stronger guidelines for ensuring institutional and functional diversity. Essentially, we are looking to have the proposal and endorsement process and the selection and roles of the program committee clarified and codified.
   - Copies of the petition were circulated during the meeting. If you have any questions or concerns about the petition, please talk to Rosemary Pleva Flynn.
6. Announcements from the floor. ECURE, February 2005, Rob Spindler.
7. Section endorsements for 2005 session proposals.
   - The section will again be endorsing session proposals. To be considered, please submit your proposal to the endorsement committee by October 8, 2004 (the same day they are due to the Program Committee). Please watch your e-mail. We will send instructions and reminders to the Archives & Archivists listserv, the ERECS-L listserv, and the section announcement list.
   - Mark Myers, Cheryl Stadel-Bevans, and Eliot Wilczek have volunteered to be on the endorsement committee.

4. Election of Officers

- Vice-Chair/Chair-Elect (a five-year term) – Introduction of candidates present:
  Mark Conrad
  Patricia Galloway
- Steering Committee (a three-year term) – Introduction of candidates present:
  Don Chalfont
  David Read
  Eliot Wilczek
- Because of the program, ballots were tallied after the section meeting and the results posted to the message board. We would like to congratulate Mark Conrad, who won the election for Vice-Chair/Chair-Elect, and Eliot Wilczek, who won the election for Steering Committee.

5. Section policy on postings to the section web site, to the section announcement list, and to ERECS-L listserv

At last year's meeting we discussed the need for a policy that would cover what are appropriate postings to ERS electronic forums. Fortunately, this has not been much of an issue this year. Jean Marie Deken has done some research on policy statements available through SAA for organizational web sites and listservs. Based on her research, she recommends that we 1) put a link to the SAA disclaimer page on our ERS web site, and 2) we add a tag line to each listserv posting that states something like: "Disclaimer: The Society of American Archivists does not assume liability or responsibility for the conduct, content, or currency of this posting." Everyone in the room seemed to agree that this was fine.

6. Newsletter

- After discussion and comments from others, Kevin Glick, the incoming chair, and I decided that we were going to switch the section to electronic-only newsletters. Our timing was fortunate, since we found out the first day of the conference that SAA has directed that we switch to electronic distribution for newsletters. Overall, this is a good thing because it will allow us to distribute information in a timelier manner. We all have had the experience of seeing an exciting announcement in a newsletter, only to find that the deadline had already passed or the speech was a month ago.
- Unfortunately, our newsletter editor, Jennifer Jacobs, has had to resign due to health problems. Jennifer was in the middle of gathering articles for our next newsletter that we had hoped would be out this summer before the conference. Jennifer was unable to send me much information about what she had gathered. If you submitted something to her, please contact Rosemary so she can touch base with you.
- The newsletter was to focus on publishing articles related to electronic records and related issues. We would like to continue with this newsletter topic and hopefully release our first electronic-only newsletter this fall. Rosemary has volunteered to be the interim newsletter editor since she is familiar with the topic choosen. One section member has expressed an interest in also working with the newsletter. If you too are interested, please talk to Kevin or Rosemary. We would love to get someone on board who would like to help shape the new format.

7. Press Kit

- Kris "Kobi" Kobialka is stepping down from working on the press kit and has been working with Vicki McCargar, who is willing to take over this effort.
- One of the big sticking points is working with SAA to make sure we get information about electronic records out there to different media outlets without conflicting with SAA press initiatives and official positions. Kobi was unable to get a response to date. At this time, for this project to proceed, we need to get clarification

from SAA. Rosemary recommend that Vicki and Kevin work together on this over the next year and solicit feedback as needed from section members through the section announcement list.

8. On-Line Voting for Section Leaders

This is an issue that we have discussed at the last couple of meetings. After talking with Cal Lee, we have decided to table the discussion for the moment. The SAA staff has been making more and more on-line improvements. At this time, we think it is better for us to see what direction SAA is headed.

9. Concluding remarks

- Rosemary thanked our outgoing steering committee members, Cheryl Stadel-Bevans and Phil Bantin. Also, many thanks to Jennifer Jacobs for her work on the newsletters and to Kris Kobialka for her work on the press kit. Thanks to Geof Huth, Cheryl Stadel-Bevans and Nancy Deromedi for their work on the 2004 section endorsement committee. Rosemary also thanked all of the steering committee members for their help and guidance during the past year. Rosemary would also like to thank Patricia Galloway for helping with the meeting minutes.
- Rosemary then introduced the new section chair, Kevin Glick, who took over the helm at the end of the section meeting.

Program

Crossing Over: The Business of Electronic Records Management

Bruce Miller

Bruce Miller is the e-Records Strategy and Business Development Executive with IBM Corporation. We perhaps know Bruce best as the former President and co-founder of Tarian Software which was acquired by IBM in 2002.

Bruce led the joint ARMA/Defense Department initiative to advance the US DoD 5015.2 standard. In 1997 he achieved the world's first e-Records software certification against the US DoD 5015.2 standard, and has since presided over several successful 5015.2 certifications. He founded Tarian Software in 1999, where he developed the world's first e-Records software engine for business software. Tarian was the first e-Records technology in the world to be certified against the revised 5015.2 June 2002 standard.

In 1997, Bruce received ARMA Canada's National Capital Region's Ted Ferrier Award of Excellence for his contribution to the field of records management.

download Miller presentation (PowerPoint-723 kb).

Susan Chapdelaine

Susan Chapdelaine is a Senior Project Manager for Records Improvement Institute, LLC in Cranston, RI where she has worked since 1993. She has over 20 years records and information management experience in both public and private sector records centers and archives. She also has experience in text retrieval, image management and workflow technology.

Susan is a past President of ARMA Boston Chapter and past Chair ARMA International Design, Engineering, and Construction Industry Action Committee. She has authored numerous articles on records and information management and is a co-author of detailed industry study on Workflow technology.

In addition to working at the Records Improvement Institute, Susan has worked with the Delphi Consulting Group (Boston, MA), Metcalf & Eddy, Inc. (Wakefield, MA), the Massachusetts Institute of Technology (Cambridge, MA),

the New York State Office of Court Administration (New York, NY), the Harvard Business School (Boston, MA) and the City of Providence, RI.

download Chapdelaine presentation (PowerPoint-417kb).

Submitted by Rosemary Pleva Flynn, Outgoing Chair, Electronic Records Section, 19 December, 2004

Page last updated: 13 August 2005