

SAA Records Management Round Table
Steering Committee Meeting
Thursday August 22, 2002 5pm-7pm.

In attendance:

Sharon Alexander-Gooding

Sonia Black

Ed Galvin

Randy Jones

Eileen E. Keating

Kobi Kobialka

Sarah Polirer

Sarah brought meeting to order at 5:15 at conference hotel in Birmingham, AL

The following items were presented and are summarized here for information of the membership.

Old Business

1. Who we are, what we do, how we do it - Sarah Polirer, outgoing Chair presented summary document following - Current Governance Practice of SAA Records Management Roundtable

2. Steering Committee Members

Sarah Polirer - Outgoing Chair

Elizabeth Fairfax - Incoming Chair

Ed Galvin - Listserv Coordinator and Webmaster

Randy Jones - Immediate Past Outgoing Chair

Tom Heard - Newsletter Editor

Stacey Gould - Membership

Duncan McCollum - Member

NOTE: Stacey Gould and Duncan McCollum have resigned from the Steering Committee. They have been replaced by Sharon Alexander-Gooding, Sonia Black and Kobi Kobialka

3. Our relationship with SAA - discussed by Sarah Polirer

SAA Roundtables are a place where members can interact on a special interest area. The Roundtable can be shaped however the members choose. At minimum they have a chair and vice chair. The round table will also endorse SAA main session proposals with a records management relationship.

4. Our relationship to the ARMA / SAA Joint Committee - discussed by Randy Jones, co-chair of Joint Committee

The SAA Roundtable was created in 1996, spurred on by the Joint Committee, after a petition signed by the SAA membership expressing a strong interest in a round table. The ARMA Archives ISG was also created at the same time. The Roundtable brings items of concern and interest to the Joint Committee in order to further the cooperation of Archivists and Records Managers.

5. Website / listserv - Discussed by Ed Galvin

Ed explained how while having his own website at Syracuse University Archives redone by a student employee this spring, he was able to also have the SAA RMRT site, and two others updated as well. The new site will go live after SAA. Needed is more timely information about the ARMA Archives ISG and the Joint Committee. The listserv continues and is now considered 'the' membership list for the Roundtable. Ed is willing and pleased to continue serving the Roundtable as webmaster and listserv coordinator.

6. GRIST Newsletter

Joint venture between ARMA Archives ISG and SAA Roundtable in order to further cooperation and understanding between Archivists and Records Managers. Try to publish two issues per year - one right after SAA and ARMA (by the end of the year) and one in the early spring / summer prior to the conferences.

7. SAA Roundtable Session 2002

Role comparisons of the archivists and records manager in an organization and the relationship that must exist to ensure that the objectives of each are met. It will discuss the challenges facing each professional and the resources available to meet those

challenges. Presenters will be Phyllis W. Parker, CRM of the Carlton Consulting Group, Inc. Birmingham, AL and Sandra K. Behel Ph.D. of the Energen Corporation, a gas and oil company in Birmingham, AL.

New Business

1. Incoming Steering Committee

2. SAA Round Table Session 2003

Ideas were discussed.

3. What next?

Ed offered to create a listserv for the steering committee.

Meeting was adjourned at 6:15 pm.