

SAA Business Archives Section
Annual Business Meeting
5 August 2004

The meeting was called to order at 10:03 by Laurie Banducci (Gap, Inc), Section Chair. Approximately 75 members were in attendance. She introduced section officers: Leslie Simon (CIGNA), Vice-Chair, and Bruce Bruemmer (Cargill), section web editor.

Sign-in sheets began circulating. To facilitate sections members being resources to fellow members, Ms. Banducci asked members to include areas of expertise on the sign-in sheet. Ms. Banducci indicated that this resource list would not be posted on the web, but would be maintained by her. Members should contact her for referrals.

Ms. Simon announced the corporate underwriters of the Section Social, held on 4 August 2004, following the Section Colloquium, for recognition and thanks by the members.

Ms. Banducci called for nominations for the position of Vice-Chair. Dan Barringer's name was placed in nomination and seconded. Members affirmed his election by voice vote.

Mr. Bruemmer took the podium to review the status of the section web site (<http://www.archivists.org/saagroups/bas/Welcome.asp>) and newsletter. The newsletter is to be published three times per year. Deadlines for inclusion are: the end of November, end of March, beginning of July. Calling for contributions / content from members, Mr. Bruemmer paraphrased Tom Lehrer, remarking that web pages are like a sewer – you get out what you put in. He also asked for a partner to help with the gathering of content and coding.

Mr. Bruemmer also reminded members of the sections listservs recently created by SAA. The listserv draws directly from the information in the membership database, so members were asked to review and update their membership information appropriately. Member could also contact section leadership on this matter.

Elizabeth Adkins (Ford) briefly reviewed the Business Archives Workshop, being held in Atlanta early this fall. She reported that the workshop was oversubscribed, and included at least one attendee from overseas.

Ms. Banducci reviewed the 2004 section colloquium. About 70 people attended. Attendees were divided into several groups to consider and respond to three scenarios typically encountered in business archives. Groups were recombined with each scenario to promote networking and interaction. One member of each group presented the group's discussion of each scenario to all attendees. Ms. Banducci collected the notes from these discussions and presentations; once compiled, they will be posted on the section website.

Ms. Simon called for ideas for the 2005 section colloquium to be held in conjunction with the SAA Annual Meeting in New Orleans (15 – 21 August 2005) – probably 17 August 2005. Jane Nokes (Scotia Bank), section representative on the 2005 Program Committee also called for section members to submit session proposals. Ms. Nokes reviewed tips for successful proposals, available on the SAA website, emphasizing the need for a balanced slate of speakers to appeal

broadly across SAA members. She also encouraged rejected proposals to be reviewed and re-submitted in following years, as the Program Committee changes annually. The 2005 meeting has no overarching theme. Deadline for submission is 8 October 2004. Sections will endorse session proposals this year, but will not rank them as they were called upon to do last year. Our section is guaranteed at least one session in 2005; Program Committee members have been tasked with submitting proposals.

Following up on this discussion, Ms. Simon reviewed the session proposal petition circulated by the Electronic Records Section. The petition called for clarification of the section endorsement and ranking process and purpose. Their section leadership, and leadership of other sections, had believed a top ranking guaranteed a place on the program; this turned out not to be so. Some correspondence was exchanged between sections leadership and the 2004 and 2005 Program Committee chairs. As reported by Ms. Nokes, in 2005 there will be no ranking, only endorsements, indicating review and approval by section leadership.

Hans Nass spoke of the benefits of joining the International Congress of Archives (ICA), and the meeting of the Labor and Business Section in Vienna later this summer. Three SAA Business Archives section members will be attending. There is increasing U.S. participation in the ICA section; 4 U.S. members have been nominated for the Steering Committee (Ken Worth; Elizabeth Adkins; Deborah Skaggs [Russell Investments], Jane Nokes); Becky Haglund Tousey (Kraft) serves as secretary. Sessions at the Vienna meeting will include: business archives in Germany; situation of business archives in U.S., and a reprise of the session to be delivered at this SAA meeting.

Mr. Nass also spoke of the Business and Labor section's four-year plan to arrange for annual international symposia in cooperation with other organizations. The Steering Committee is considering meeting in New Orleans in conjunction with the SAA annual meeting, especially if there is session and /or colloquium participation.

In new business, Mr. Bruemmer reviewed the "Raisingate" controversy, arising from the cover of the Fall/Winter 2003 issue of *the American Archivist*. He reported that this cover generated more correspondence to the editor and other SAA leadership than any other cover. Some of this correspondence, from section members, non-section members and the editor, will be published in an upcoming issue.

Phil Mooney (Coke) reported on a study of metrics being conducted by.... Funded by grant ... out of

He is a member of the working group. The goal is to find metrics that reflect the variety of functions performed by archivists across the profession as well as the value of our services, that are reasonably easy to collect and readily understood by resource allocators and stakeholders.

Ms. Banducci expanded on the Information Clearinghouse / expertise referral service introduced with the sign-in sheets. She called on members to share samples of archives products, whether for marketing, reporting, whether used internally or externally.

The floor was then opened to the attendees for comments and announcements:

C. Smith announced a records survey of vineyards and wineries in the Finger Lakes region of New York.

Gregory Hunter announced he will be editing a new series of books covering common sense, bottom-line solutions for archives and records management issues; he called on Section membership to submit proposals.

Sarah Polirer (CIGNA) announced a project by the joint SAA-ARMA records management committee to compile short, succinct, accurate and understandable responses to records management questions commonly asked by non-records professionals.

Ira Galtman (American Express) asked for members with DAM experience to contact him; he is seeking advice for a project.

Deborah Shey (Winthrop Group) announced a position with the U.S. Tennis Association.

Linda Edgerley (Winthrop Group) announced a survey relating to the protection and use of trademarks. Surveys will be distributed this fall. As the survey is not being paid for by any particular client, she expects to share the results with the business archives community.

As there was no other business, Ms. Simon called for the meeting to adjourn. The motion was seconded and approved; the meeting adjourned shortly before noon.