

**ICA SBL Steering Committee
Meeting Minutes**

**New Orleans, US
Tuesday 16 August 2005**

Present: Hans Evyind Näss (chair), Becky Haglund Tousey (secretary), Didier Bondue, Matti Lakio, Francesco Pino, Kenneth Wirth

- 1. Welcome and Call to Order:** Chair Hans Näss welcomed everyone and called the meeting to order at 1:05 pm.
- 2. Approval of Previous Minutes:** The minutes of the Dortmund, Germany meeting in May 2005 were approved.
- 3. ICA Finances:** Hans described the current financial deficit faced by ICA and the steps being taken to find solutions. A letter was sent to select national archives asking for additional contributions to ICA. Saskia Brown, ICA communications officer, is leaving in early November. Hans hopes the latest issue of “Flash” will be published before she leaves. Hans is chair of a special Task Force looking at developing a new revenue plan. The Task Force meets in New Orleans later in the week. He hopes the Task Force will come up with a system that will be acceptable worldwide and one that will eventually put ICA on a stable and sound economic footing. Hans feels much more emphasis will be placed on recruiting in the future. And the greatest recruiting potential is in the “C” membership category. Most SBL members fall within this category.
- 4. Steering Committee Membership Changes:** Deborah Skaggs has changed jobs and as a result has resigned from SBL. There was discussion about potential replacements and several names were suggested. The consensus was that if any new people are added to the steering committee, they should be from a country not currently represented; Switzerland, Spain, Greece and the Baltic region were mentioned. Since Didier is familiar with many business archivists in Switzerland, he will recommend a possible candidate from Switzerland. Matti will look into possible candidates in the Baltic region. And Francesca will look into possible candidates from Spain or Romania.

ACTION ITEMS – DIDIER, MATTI, FRANCESCA

- 5. Outreach Leaflet/Brochure:** Alison Turton previously distributed the text of the outreach brochure in English. Steering committee members are responsible for translating the text into their native language if necessary and distributing it when the opportunity arises. Hans raised the question of how we use this brochure to recruit new members. On a related subject, the ICA membership form has just recently been posted on the web site. There is one form for each membership category – A, B, C and D. But the forms may be confusing to some and Hans will recommend to the Paris office that there should be an introductory page that explains the different categories of membership.

The terms and amounts of membership fees should also be explained. But it is a very good step that the forms are now posted on the ICA web site.

ACTION ITEM – HANS

Hans reminded steering committee members again to please send him their country lists of business archivists, including the names of the leadership of the business archive organizations. Please do so by the beginning of October.

Finland – Matti

Italy – Francesco

Norway – Hans

USA – [Hans has pulled it from the SAA web site]

Germany – Karl-Peter

France – Didier

ACTION ITEM – ALL

Francesca mentioned that the UNESCO web site portal has a list of business archives. Becky will look for that list and send it to Hans. There was discussion about the best approach and strategy to reach the business archivists on these lists being sent to Hans. Hans suggested we focus on the leadership of those organizations. We could ask the leadership to send a letter to their members on SBL's behalf, telling them about SBL and asking them to consider joining ICA in addition to their country business archive organization. Hans pointed out that it is important to let ICA leadership know the SBL is taking steps to generate additional membership.

ACTION ITEM – HANS, BECKY

6. SBL Web Site: Becky apologized for the lack of progress on this issue. She has not yet provided Bruce Smith with specific direction about what needs to be done to improve the SBL web site. She will travel to Melbourne in October and plans to discuss this with Bruce at that time. The goal is to have a SBL web site that we can make changes to without having to go through the Paris office. Until then Bruce will work through the Paris office to make changes to the web site, including putting the "C" category membership form on the site.

ACTION ITEM – BECKY, BRUCE

7. ICA Membership Fees: Hans will discuss this in the revenue Task Force meeting later this week. They need to find successful strategies that encourage new membership and not frighten people away because of the complexity of the organization and high membership fees. There are conflicting views on how dues or fees should be structured. What is a fair level of dues for each category? Hans feels the national archives of the world's largest countries should do their part to keep ICA alive.

8. SBL By-Laws: Becky distributed the revised by-laws to all SBL steering committee members via email prior to the meeting. The document was discussed and Hans read the

sections of the new ICA constitution that referred to sections. A motion was made to approve the revised SBL by-laws. The motion passed unanimously. Becky will send the approved by-laws to Perrine at the Paris office.

ACTION ITEM - BECKY

9. CITRA Meeting: Hans gave a brief overview of the preliminary program for the CITRA meeting in November which was distributed to steering committee members via email. SBL is well represented on the program.

10. SBL Future Meetings: Hans reviewed the list of future meetings that was decided on in Dortmund earlier this year. Didier will send to everyone this fall a preliminary program for the Spring 2006 steering committee meeting in Paris. The date for the Fall 2006 meeting in Edinburgh still have not been set. But Hans will send Lesley and Alison the dates of the CITRA 2006 meeting so they can plan around that. Becky will confirm with Bruce that he can still host the March 2007 meeting in Melbourne. And the Fall 2007 meeting is still planned for Genoa, Italy.

ACTION ITEM – DIDIER, HANS, BECKY

Looking even further ahead, Hans brought up an idea he has to invite the SBL steering committee to meet in Stavanger in 2008. As background, Hans explained that his enthusiasm about SBL and the changes in ICA has to do with democracy and peoples' right to have access to documents and knowledge. His city of Stavanger, Norway will be the European Cultural Heritage Capital in 2008. Hans wants to develop a conference in Stavanger around the theme of "Documents and Democracy." A variety of speakers would address the value of access to documents in shaping and retaining democracies. The meeting would be in the spring of 2008. The consensus of the steering committee members was that this idea is worth pursuing. Hans will sketch some thoughts on paper and distribute to the full steering committee.

ACTION ITEM - HANS

11. Euro-Mediterranean Project: A description of this project was distributed via email prior to the meeting. No action was required by SBL but Hans wanted to inform the steering committee about this proposal. The goal of the proposal is to find resources in the EU to set up business archives. The proposal was presented to the EU in Brussels but there is no word on the outcome. Didier volunteered to contact colleagues in France to gather information about the outcome of that presentation.

ACTION ITEM – DIDIER

12. International Report on Business Archives: Hans revised the Norway entry according to the new outline and it was distributed prior to the meeting. Hans reported that Jane Nokes has talked to someone in Canada about writing the Canadian entry. Matti will update the Finland entry. Hans encouraged the other steering committee

members to follow up on submitting new or revised country entries. Becky will distribute the outline again when she sends out the meeting minutes so everyone has that easily available. Becky brought up the question of who will coordinate gathering all the country entries and seeing that they are posted on the SBL web site. Elizabeth Adkins had previously volunteered to take on this task. But with her new responsibilities as vice-president/president elect of the Society of American Archivists, she has had to decline reduce her SBL responsibilities. Lesley graciously volunteered to take over this task on Elizabeth's behalf. So Lesley will coordinate the re-writing of the existing entries, soliciting new country entries, and getting the completed entries posted on the SBL web site.

ACTION ITEM – LESLEY, MATTI, BECKY, JANE

13. SAA Annual Meeting Activities: Hans and Becky outlined the various activities and meetings during the week to which steering committee members are invited and will participate. The Business Archives Colloquium is on Wednesday morning; the topic will be advocacy. The multi-national benchmarking meeting will be held on Wednesday afternoon. Hans hopes this is the start of something big – a project that will result in a list of “best practices” adhered to by at least the largest corporations. Didier will be speaking at a program session on Thursday morning. And Karl-Peter sent a paper that will be read at that same session.

14. Adjourn: There was no other new business or old business so Hans adjourned the meeting at 5:00 pm.

Respectfully submitted,

Becky Haglund Tousey
SBL Secretary

Appendix A: Summary of the Benchmarking meeting on the afternoon of 17 August, attended by representatives of several multi-nationals:

A small sub-group of those attending the benchmarking discussion were assigned the task of proposing the next steps in a benchmarking project for the SAA annual meeting in 2006 which will be held in Washington DC. They will send their proposal to Becky who will then forward it to the SBL steering committee.

Appendix B: Proposals for 2006 SAA program sessions:

The deadline for proposing session ideas for the 2006 SAA annual meeting in Washington DC is 7 October 2005. SAA would very much like to include non-North American participation on program sessions. If you can travel to Washington DC next August and have a program session idea, please contact Becky.