ICA SBL Steering Committee Meeting
Vienna, 27 August 2004

Present: Hans Evyind Naess (chair), Becky Haglund Tousey (Secretary), Elizabeth Adkins, Didier Bondué, Karl-Peter Ellerbrock, Matti Lakio, Göran Larsson, Alessandro Lombardo, Lesley Richmond, Bruce Smith, Alison Turton

1. Welcome and call to order at 9:30 by chair Hans Naess. Hans distributed copies of the agenda, the steering committee by-laws and minutes from the past two meetings.

2. Steering Committee listserv. Lesley gave everyone the steering committee email address: SBL-STEER@gla.ac.uk. If you send a message to this address, you will be speaking to the entire steering committee. Lesley will continue to maintain the section and steering committee lists even though she is stepping down as secretary. She will email everyone the full list of the 2004-2008 steering committee.
   Action Lesley

3. SBL web site. The list of new steering committee members will be put up on the ICA/SBL web site. Becky and Lesley will make sure that the Paris office gets the list.
   Action Becky and Lesley

4. Working Committee. Everyone in attendance introduced themselves. Hans said he was very pleased that this new steering committee has a broader geographic representation. And even though not everyone on the committee was able to attend the meeting in Vienna he looks forward to very productive years ahead. However, a committee of 19 people is very large, so there will be a smaller working group or executive committee made up of himself, Becky, Lesley, Elizabeth, Karl-Peter and Göran.

5. Recruiting. The proposed changes to the ICA constitution will enable more people to join SBL. When the changes are approved, ICA members will be allowed to be a member of more than one section. Hans encouraged everyone to help recruit new members to the section. He set a goal that each steering committee member would recruit one new member to the section each year.
   Action All

6. Letter of welcome. Hans and Becky will send a letter of welcome to everyone who attended the Business Archives Symposium on Wednesday.
   Action Hans and Becky

7. Outreach. Alison asked if SBL has an informational brochure that could be handed out at local or national business archives meetings. There is currently no SBL brochure. Alison agreed to work on creating a brochure in English. And
each steering committee member should see that it is translated in their local
language and distributed to their country’s business archives associations.

**Action Alison, Action All**

Hans said he would like to know what other business archives associations
exist at the country level. Alison and Lesley will write an article about the 2004
congress and the Business Archives Symposium. They will see that it is posted
on the ICA/SBL web site and will send it to the SBL listserv. Then each steering
committee member can distribute it to business archives associations in their
respective country. Each steering committee member should send to Alison a list
of business archives associations in their country. And Alison and Lesley will
also compile a list of all these associations. Becky will add this latter task to the
4-year plan.  

**Action Alison and Lesley, Action Becky, Action All**

8. **Business Archives in International Comparison Report.** During the next 4
years Hans would like the steering committee to produce annual updates to this
report. Elizabeth volunteered to take over responsibility for the report. There is
still work to be done to fill in gaps and solicit SBL members to submit entries for
those countries. Göran volunteered to submit an entry for Sweden. And Hans will
take care of distributing the report once Elizabeth completes some updates.

**Action Göran, Action Elizabeth, Action Hans**

There was further discussion about the structure of future versions of the
report. Each entry is somewhat different. There was agreement about the need to
develop a model format for each country’s entry so the content is more uniform.
Elizabeth and Göran volunteered to develop and design such a form. They will
distribute this form via email to the entire steering committee for their review.

**Action Elizabeth and Göran**

Elizabeth would like to see further discussions around the recommendations
on access. In-house business archives and collecting repositories have differing
perspectives on access and she would like to see recommendations that emphasis
what we have in common. She suggested a spectrum or range of access models
rather than just one model. She volunteered to work on this in conjunction with
designing the entry form.  

**Action Elizabeth**

9. **Future Meetings.** Based on discussion of the committee Hans suggested a
tentative plan for future steering committee meetings:

a. Spring 2005 – Dortmund, Germany, hosted by Karl-Peter
b. August 2005 – New Orleans, USA, in conjunction with the Society of
American Archivists (SAA) annual meeting

c. Spring 2006 – Paris, hosted by Didier

d. Fall 2006 – United Kingdom, in conjunction with U.K. archivists meeting,
hosted by Alison or Lesley

e. March 2007 – Australia, hosted by Bruce
f. Fall 2007 – Genoa, Italy, hosted by Alessandro

For the SAA annual meeting in August 2006, the tentative schedule would be as
follows:
--SBL Steering Committee meeting, all day – Tuesday, 16 August 2005
--Business Archives Symposium (morning) – Wednesday, 17 August 2005
--Benchmarking meeting (afternoon) – Wednesday, 17 August 2005
--Business Archives reception (evening) – Wednesday, 17 August 2005
--SAA annual meeting – 18 August 2005 – 20 August 2005

If any steering committee members are interested in participating on a program session for the 2005 SAA annual meeting, please contact Elizabeth Adkins by the end of September.

10. **Labor Section.** For new committee members Hans explained the background on plans to create a separate Labor Archives Section within ICA. He will talk to several interested labor archives groups and plans to have Sweden’s Labor History group send a formal proposal to Paris. Elizabeth, Bruce and Karl-Peter each volunteered to send Hans contact information for their country’s labor archives group. These groups will be asked to stand behind the creation of a Labor Archives Section in ICA.

   **Action Elizabeth, Action Bruce, Action Karl-Peter**

11. **Electronic Records.** This issue has never been on the SBL agenda, but Hans feels there is a need to no longer just focus on traditional media. Elizabeth suggested that incoming steering committee member Deborah Skaggs could begin to look at how we might bring this issue forward on an international platform. She will contact Deborah about this idea.

   **Action Elizabeth**

12. **4-Year Plan.** The plan was accepted at the outgoing steering committee meeting on Monday. Hans went down the list for the incoming members and discussed each item briefly.

   a. Item #5 – Bruce volunteered to be content editor for the SBL web site.
   b. Item #7 – Bruce suggested that as part of a steering committee meeting we could arrange to meet with the head of that country’s economic history organization. Hans offered the idea that there could be “sector” meetings within the SBL (e.g. banking).
   c. Item #8 – There is a new Sports Archives Section in ICA. They would like to cooperate in some way with the SBL. We also have much in common with the Education Section. And we cold partner with ICA branches whenever possible.
   d. Item #11 – Alison and Lesley are working on a new Handbook on Business Archives. It will be a practical guide and has a tentative publication date of 2006.

13. **AOB.** Matti mentioned the ELKAD program for the long-term preservation of digital business history. It is being done by the Finland National Archives. Matti will post information about this initiative to the steering committee’s email list.

   **Action Matti**
14. **Adjourn.** Hans adjourned the meeting at 13:30.

Respectfully submitted,
Becky Haglund Tousey, Secretary