Minutes of the Section of Professional Associations (SPA) General Assembly held in Girona, Catalonia, Palau de Congressos, 13 October 2014
(to be approved by SPA members in Reykjavik, September 2015)

Present:
Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland; Bernhard Post, Verband Deutscher Archivarinnen und Archivare; Vilde Ronge, Norwegian Society of Records Managers and Archivists; Piotr Zawilski, Stowarzyszenie Archiwistow Polskich; Kenth Sjöblom, Society of Finnish Archivists; Cristina Bianchi, Association des Archivistes Suisses; Becky Haglund Tousey, Society of American Archivists & Academy of Certified Archivists; Claude Roberto, Association des Archivistes du Québec; Michal Henkin, Israeli Archives and Information Association; John Chambers, Archives and Records Association, UK & Ireland; Jean-Philippe Legois, Association des Archivistes Français; Joan Soler Jiménez, Associació d'Arxivers-Gestors de Documents de Catalunyas; Alexandra Lourenço, Associação Portuguesa de Bibliotecários, Arquivistas & Documentalistas; Ole Gausdal, National Archives of Norway; Gabriel Queijo, Asociación Uruguaya de Archivólogos; Anabella Barroso, Asociación Vasca de profesionales de Archivos, Bibliotecas y Centros de Documentación (ALDEE Basque Country, Spain); M. Graciela Fernández Rivero, Coordinadora de Asociaciones de Archiveros, ANABAD Federациi; Eugenio Bustos, Asociación de Archiveros de Chile; Fco Javier Escudero Buendia, ANABAD; Geir Walderhaug, Norsk Arkviråd.

The President, Fred van Kan, took the Chair.

1. Adoption of the agenda
The agenda was adopted.

2. Adoption of the Minutes of the 2013 SPA General Assembly held in Brussels, Belgium
The minutes were approved.

3. SPA Steering Committee membership
The member from Brazil resigned. Becky Haglund Tousey is the new member representing the Society of American Archivists and the American Certified Archivists (nomination presented by Fred van Kan and approved by the SPA General Assembly).
4. Amended SPA articles
Cristina Bianchi presented the amended SPA articles that had been previously emailed to the General Assembly. Content had not been changed. Updates regarding the wording were necessary because of recent amendments from the ICA introducing the word “Bureau” to replace the terms “Steering Committee”. The General Assembly approved the amendments, except for John Chambers (Archives and Records Association, UK and Ireland) who asked for the changes to be emailed again to him. It was decided Cristina Bianchi would email him the changes and he would contact her within one week if he disagreed with the new wording.

5. Presentation of the SPA advocacy brochure
Claude Roberto presented the brochure *Advocacy works!* to the General Assembly. The brochure was very well received by attending members.

6. Workshop on Elevator Pitches
Cristina Bianchi led this workshop. An elevator pitch is a way to advocate for the archival profession by presenting a description lasting the length of an average elevator ride (from about 30 seconds to 2 minutes). The pitch is successful if the person, to whom the pitch is addressed, says: “Tell me more!” Members of the General Assembly were divided into small groups and presented the following pitches:
- I am your memory!
- We will make sure your work is not forgotten!
- We activate our company’s heritage. We deal with the past with an eye on the future!
- We deal with the documents, so you can relax!
- I am a guardian of memory!
- We ensure the company does not lose information!
- I prepare your future!
- I ensure your immortality!

Members are encouraged to use elevator pitches as an advocacy tool.

7. Movie: *Advocating for the profession*
Vilde Ronge presented this movie explaining the importance of good records management. The SPA Bureau would like to receive from members other movies on records management and archives to make them available on the ICA website. Bernhard Post asked members to send them to the SPA Secretariat.

8. Other business
Fred van Kan thanked Claude Roberto and Cristina Bianchi for the ongoing work, during the past year, for managing the SPA Secretariat. Members wishing to have their news published on the SPA Newsletter should emailed them to Claude Roberto who is the Newsletter Editor.

9. Next SPA General Assembly
The next General Assembly will be held in Reykjavik, Iceland, during the 3rd ICA Annual Conference, 28-29 September 2015. The SPA Bureau suggested to hold a movie festival on archives during this Conference.
10. Adjournment
The meeting was adjourned at 18:30.