

MSCA 09 Archives Committee Meeting Minutes

April 2, 2011

Joseph H. opened the meeting at 11:30 AM with all reciting the serenity prayer.

Seven members were in attendance:

Joseph Herron Pete Bartlett Patti Bartlett Matthew Wageman
Raul Chocoj Doug Barrie Julie B.

Approval of Feb. 2011 Meeting Minutes

- Our beloved Secretary, Rick A, was unable to attend today's meeting, therefore, the Feb. minutes will be reviewed at the May meeting.

Treasure's Report: Patti B

- Patti will send the Treasures report by email. She reports that we are with-in our budget for the year.

Chairman's Report: Joseph H.

- Joseph reported that the Area Grapevine Writers Workshop will meet June 18th, 2011
- There will be a sorting party at the Archives April 9, 2011
- A presentation will be given to District 6 on April 5, 2011
- A presentation will be given to District 8 on April 20, 2011
- The Archive will have a display at the H&I Conference which will be held April 15&16, 2011.
- Movie Night will be held April 16th; 2011. The movie is Clean and Sober.

Collections Committee: Matt W.

- Matt reported that the Collections committee met at 10:00 AM just prior to this meeting.
- There was discussion on the progress of getting ready for Open House.
- The revised taping guidelines were presented by Julie B. Discussion was held on using the taping guidelines for the Heritage Day event. Julie will work on an outline for Heritage Day.
- People are needed to input sorted data to an Excel file. Matt to talk to Kevin about creating an Access Data Base.
- The next meeting is scheduled for May 21, 2011 2:00 PM

Archivist:

Pete B. reported that he is scheduled to give presentations at the following events:

- District 6 on April 5th.
- I.E. Round-Up April 9th
- District 8 April 20th

Note: All this from a guy who just had hip replacement surgery in March.

Old Business

2010 Budget

- Patti reported that she was given a report from the Area Finance Committee and that we were with-in our proposed budget.

Internet, E-mail, Website

- The Archives E-mail address is archives@MSCAArchives.org
- The I.T. department is working on setting-up a work station in the stack room (Rick's Room)

Projects for the Archives Committee

- Sort and Input Data
- Set-up work stations for scanning and data entry.

Spanish Speaking Archives Liaison:

- Raul C. reported the he has been working on getting History reports form District 20.

New Business

2011 Archive Open House

- Program
 - Matt and Doug will work on the program that will include Dr. Bob's prescription pad.
- Taping and Sound
 - The sound people are scheduled.
 - Raul will talk to Jesus about Spanish translation.
- Food
 - Patti B. will take care of the food and table skirts.
- Presentation
 - Matt and Doug will meet to finalize the presentation.

Next Meeting:

- The next meeting of the MSCA Archive committee will meet May 21st, 2011 at 3:00 PM.

Motion to adjourn:

- At 12:57 PM a motion to adjourn was made by Matt W. and seconded by Patti B. Motion passed.

Respectfully submitted,

Matthew Wageman,
MSCA 09 Archives Vice-Chair