

MSCA 09 ARCHIVES COMMITTEE  
MEETING MINUTES OF 1-7-06

8 Members present: Joseph H., Goldene L., Jacqueline T., Lloyd N., Steven S., George S., Pete B. and Joseph M..

Meeting opened by Pete at 11:07 am with the Serenity Prayer.

Minutes for September 10, 2005 and November 12, 2005 were tabled. Motion by George, 2<sup>nd</sup> by Joseph M. Motion carried.

Treasurer's Report was tabled. Motion by Goldene, 2<sup>nd</sup> by Lloyd. Motion carried.

Old Business:

Lease: Area approved rent increase to \$800. Pete to approach landlady regarding a 2 year lease with an option for 3 at a 15% increase. We are current with the rent for this month.

Collections Committee:

Shelf to be installed on 1-21-06. Signs to be made indicating where in the intake process the material is. Committee meeting to be announced.

Webmaster: Doug to be contacted regarding info to put on Area website.

New Commitments:

Librarian: Inventory of books to be conducted by Goldene and Lloyd.  
Display Co-Ordinator / designer / developer: Not appointed, Steve thinking about it.  
Computer Whiz?: Lloyd to check.

New Responsibilities:

Co-Chair: 1. Chair half of the Archives Committee meetings at Area.  
2. Responsible for Open House and Heritage Day.  
Treasurer: 1. Responsible for overall budget from Area.  
2. All expenses to be approved by Chair and Treasurer.

Discussion item:

Possible mileage reimbursement for miles over 25-50 for Committee members.

New Business:

New Archives Docent schedule completed and posted at the Archives. Pete on standby.  
Goldene will be responsible for distribution of flyers.

Announcements:

Next meeting to be at 11 am, March 11, 2006

Meeting adjourned at 12:42 pm.

Submitted by,

Joseph M., Secretary