

Minutes MSCA Archives Committee Meeting  
March 11, 2006

12 Members in attendance: Pete B., Joseph M., Lloyd N., Joseph H., Steven S., George S., Goldene L., Jacqueline T., Charles K., Doug B.,

Visitors: Darwin N., Richard C.

Pete opened meeting at 11:04 am with all reciting the Serenity Prayer.

Secretary's Report: Joseph M.

September 2005 Minutes: After review, Charles K.. moved, Jackie K. seconded approval of minutes. Motion carried.

November 2005 Minutes: After review, Charles K.. moved, Jackie K. seconded approval of minutes. Motion carried.

January 2006 Minutes: After review, Charles K.. moved, Jackie K. seconded approval of minutes. Motion carried.

Treasurer's Report: Doug B.

Doug reported that there is \$145.52 in the bank account. A motion to accept the Treasurer's report was made by Joseph M., seconded by Richard. Motion carried.

Treasurer was requested by Pete to notify Mike, the Area Treasurer, regarding the unpaid rent situation and to post the Committee regarding same. He will do so.

Chairman's Report: Pete B.

The Archives has a 2 year lease at \$800 per month with a 3<sup>rd</sup> year option at \$900.

Everyone should be looking for a new location.

The Secretary was given a copy of the lease for the files.

Collections Committee: Joseph M.

The shelf is done.

Signs are needed for the walls re: in-coming, in-process and etc..

There was much discussion of the whole intake process and procedure.

A push to get material into the pipeline is needed.

Archivist: Charles K.

Charles has done 3 to 4 presentations.

He will be a speaker for the H&I Conference at the end of April.

He will be going to Catalina.

National Archives Workshop will be September 21-24. Jackie may attend.

GSO Archive visit. Charles would really like to go for Area history research.

Productions Person: George S. No report.

Display Coordinator: Steve S. appointed by Chair.

Starting display layout presented, suggestions requested, many given.

Good start made, pictures were requested.

**Pete to get list of places for displays.**

Computer Presentations: No Chair yet  
Jim L. is interested. **Goldene to contact.**

Librarian: Goldene  
Book inventory in process. More to be done next Saturday (3-10-06).

Old Business:

Deed of Gift forms

Mileage reimbursement:

A motion was made by Doug, seconded by Joseph H., to pay mileage in the amount of \$0.25 per mile for any miles above 25 miles, to Committee members in the conduct of Archives business. The motion carried.

Projects: Various

Website: Minutes to be posted as PDF, no last names (**Joseph M. to develop Doug B. to post**).

Virtual tour to be developed.

Schedule of events

Contact person(s): Chair & Archivist

List of items to be developed **Doug B.**

MSCA History Book: **Charles K.** in process, massive volume.

Sign-out sheet for display items: **Charles K.**

Area 5 Repository visit: **Charles K.**

New Business:

Subsidizing printed material ... "we are self supporting through our own contributions", if we need it done, we will do it.

Archivist stated that that we should start looking for a replacement as this will probably be his last 4 years.

Heritage Day: 10-15-06

To be held in District 14 (Hemet). @ people available, both with over 40 years. More to be found in Hemet area. **Goldene to coordinate.**

Facilities **by George.**

Security: be sure to lock doors, be careful how blinds are used.

A motion to replace 3 blinds at a cost not to exceed \$50 was made by Charles, seconded by Richard.

The motion passed.

Checklist for locking up to be made (**Doug B**)

Announcements:

Archives flyers made per George, to be made available to Pete for Spanish translation.

The Inland Empire Convention Committee has invited the Archives Committee to participate in the Inland Empire Convention October 21 & 22. The planning committee meets every month on the 2<sup>nd</sup>

Thursday at 7 pm at the SB Hilton. A motion to participate in the Inland Empire Convention was made by Doug, seconded by Charles. The motion passed. **George appointed to attend.**

PreConference Workshop to have Archives display.

Next Meeting: May 13 at 11 am.

The meeting adjourned.

Respectfully submitted,

Joseph M., Secretary