

Archives Roundtable
Redwood 6
8:30 – 10:30 p.m.
11 present
Moderator: Lisa B., Area 17
Scribe: Mitchell B., Area 09 Archivist

Meeting began with the Serenity Prayer.
Lisa read from G.S.O. Archives pamphlet F-47

Questions: What to keep in the collections?

Collections policy. If Grapevine collection, how many copies to keep?
Paul W.: What to do with a donation of realia, such as a metal watering can connected with an A.A. member, and chose not to save.

Bob H.: Collections Subcommittee to evaluate the donations for review by Archive Committee. Need to maintain smaller footprint.

Mike S.: Collections should reflect the local emphasis. Meeting minutes, flyers, events. International Convention for San Diego. Members important to the area – Hugh McCoy, Jimmy Burwell.
Area Archivist sticking to what is relevant to the local history rather than the larger A.A. history.

Paul W.: Reviewing Collections Policies from several area archives. Example using Area 72 – two copies of reports in print: Area Yearly income, Expenses

Delegate Files
Oral Histories in digital file – mp3 or CD
Area histories – group histories from members.
Correspondence to area members from people in area.

Archive Repository: Beyond Archives Workbook but uses an earlier.
AA Approved
AA Acceptable
Memorabilia
AA Related

Sort through material for relevant items.
Research requests from area members can be found in Area minutes.

MCB: Space in industrial facility.

Mike: Budget and facility space:
Area 06: Budget for boxes, materials. Don't buy. 300-450 sq. ft. Shelving, wall shelving. Rented space in Contra Costa Central Office .
Area 05: Sam – Repository space space 8' x 5' Area 05 older than Area 93 and Area 09. Also stores Area 05 financial records. Storage cost \$1500/year. Archives budget \$2200 to fund committee chair to attend NAAW. Monies for displays and attend events. Committee for Southern California and General Service

formed Archives Committee and rift with GSO and Intergroup Archives. Archives with Area 05 and Intergroup to talk and work with the collection.

Area 69: Started in Chiquita boxes under her bed in the beginning. Currently, 380 sq. ft. environmentally secure storage unit. Repository Archivist doesn't rotate. Area Standing Chair rotates every two years and can vote at Area level. Repository \$400 and Area Archivist \$200/annual. All Area chair travel \$300/annual. Travel within state for display \$0.25/mile and \$40/night.

Area 09: Archives Committee Chair rotates every two years. Committee members in positions. A committee member with experience from area. Six archivist

Area 42: Budget for Archives at \$400/year. Archives in Las Vegas Central Office at \$1/year for storage. "Gentleman Jack" Central Office member was involved for a long time but got sick.

Area 09: Budget for Area \$14,400 and \$4,500 for Committee work.

Area 17: Total budget \$600 for everything. Digitizing, storage, travel. Don't store anything. Process to scan and OCR. A company that manages electronic files and access through Area website. Destroys paper records. Office is efficiency apartment with office staff, volunteers, and digital files. Storage boxes in shower – not used as shower. Travel for meetings and travel costs biggest part of the budget. Looking at Zoom and related technology for remote meetings.

Collections policy. How to model an appropriate policy?

Reviewing Archives Workbook. Add detail for born digital content. Processing for audio, video, email, scanned documents and related content. Preparing archives by doing an inventory to prepare manifest of material.

Feedback to Delegate on agenda topics – policy on audio files.

Digital Archives for PRAASA? Where are they? What will happen?

1968-2011 then fall off. PRAASA archives for documentation for treasurer, wrap-up, and details.

Portland did a lot of documentation.

Richard Wayland CNI Archives Chair. Paul W. listing inventory in Area 06. Doesn't have material except 2017 Sacramento. Working on electronic scans of the collections.

Delegate would pass reports from past PRAASA into Archives for holding. Gone to digital that was to be emailed to Archivists. Is there a group for Chair?

MCB: Creating a solution to gather together digital files in a place to make accessible.

Area 42 planning documents -financial, planning – for searching.

Updated history book entries.

Q: What is the relationship between the Archivist and the Archives Committee?

Committee what to collect and Archivist decides how to preserve. Sharing content that is transformative.

Closed with the Responsibility Statement at 10:32 p.m.

Archives Roundtable

Redwood 6

3:00 – 5:00 p.m.

13 present

Moderator: Bruce L., Area 93, District 17 Archivist

Scribe: Mitchell B., Area 09 Archivist

Began at 3:17 p.m.

Introductions.

Topics:

What to do to share your history with the districts? Displays, presentations, projects?

Area 06: If Districts have event (Unity Day, presentation) bring traveling display. Also an Archives Day and share displays. Bring displays to Area meetings. Bring people in with food. Young people events requests Archives displays at functions. Announces at assemblies and group minutes.

Area 09: We created theme displays on early A.A. members, such as Chuck C. – author of a New Pair of glasses- for a meeting in Riverside CA who call themselves “A New Pair of Glasses.” It turns out the meeting does not focus on the Chuck C. book and the meeting name is just a borrowed phrase. An Archives Committee member has created a series of tri-fold displays and posters on women in A.A., some which were provided to the Second Hispanic Women’s Workshop. The purpose of the posters was to be able to provide an archive product for meetings or individuals.

Area 06: Began with creating posters in plastic frames. Now making tri-fold displays with plastic pockets to replace material in sleeves. History day meetings. Recent display was a presentation at an event on the Delegates for Area 06. Archives created a display of photos of previous delegates. The photos were transferred to picture frames and now displayed in the Archives public display space.

Area 08: Annual breakfast celebrating history of the Area. Performed a short play of the first meeting in San Diego area. Also did an oral history with a woman whose husband was responsible for bringing meetings to Native Peoples in Southern California. A old-timers meeting to give stories of the area and A.A. events.

Area 69: Area 69 Guidelines state the responsibility of the Archives to bring displays to every Area meeting and upon request to district and meeting events. The Repository Archivist alters the displays to include regional or local information for the audience. She made three exhibits each year for thirty years. Women in Southern Utah had their first woman’s luncheon and asked for a presentation for their group. Request from Area motion to make a display for each meeting with materials and activities done by the Archives. The level of involvement for each Archives will be impacted by funding, geography, and number of meetings or events.

Area 93: Bruce L. is a District Archivist. The local Central Office has allocated room for the Archives. The space has a focus on history of groups with photographs and brief history of a specific group, beginning with the Palmdale Group. Bruce created the information page by interviewing old-timers about their experience. The printed history can be distributed to groups at their events. He is also working on the history of the Antelope Valley Central Office.

Area 06: A means to display fragile or controversial materials is to make reproductions with photographs or a photocopies of the original. The reproductions can be handled or used in public displays to limit light or environment damage to fragile originals.

Area 06: A collection of the material associated with specific groups – a Young People’s event following the fire in Ventura County in early 2018. The Archives created a display board for people to sign.

Sonoma County and Venture County where fire and flood damage using newspapers related to the

Structure of Archivist and Committee in other areas. How are Archives structured in you areas?

Area 06: Archives Committee

- Area Archives Chair
- Alternate Archives Chair
- Archivist
- Alternate Archivist
- Secretary. Was recording secretary. Invitations for oral history, thank-you notes to speakers, thank-you notes for donations.
- Audio-video librarian (used to be the tape librarian)
- District Archives Chairs

Monthly meeting on fourth Saturday and workdays on alternating Saturdays. Training day. Annual Workshop.

Area 72: Archivist and Archives Chair. Chair (two year) and Archivist (4-8 years).

Archives with 4-6 year commitment. Steering Committee meeting monthly and work parties once a month. Archives to seven committed events a year.

Area 08: Success getting involvement with Archives?

Area 69: Three out of eleven districts have archivists.

Area 72: 24-30 participating archivists with 55 districts.

Area 93: Area Archives on edge of Area. Meetings are too far to travel.

Area 06: Archives Chair to serve two years. Working to plan an overlapping Alternate Chairs Chair with two year terms. Archivist to serve up to 6-8 years with rotating Archives Chair every two years. Moving onto digitization and preservation. Now has a committee. A large area, concentrating on districts near the Archive location. Discussion about the challenge of removing a person who is not effective but difficult to remove. Or having a good person who can be renewed.

Visiting local districts and H&I and Young People Committees and NCCAA historians.

Area 69: Collect the district minutes. Then District archivist collect group histories, meeting minutes.

Copies are acceptable. Area newsletters.

Area 42: Collecting material for Arizona. Works with Intergroup Archives where physical collections are stored. Working to create guidelines for their collection.

Area 09: Archives Committee

- Archives Committee Chair (two year rotation)
- Alternate Archives Committee Chair
- Archivist (4 year commitment; can be renewed)
- Treasurer
- Secretary
- Central Office Liaison
- Spanish Liaison

How to collect archives? How to get people to contribute to the archives? What to save and what not to save? Collection Policy. Digital data retention. Sorting electronic files for preservation.

Area 09: Collection policy to define what to add and what not to keep. The things to keep are the items that are unique to your region or topic collection. Area 09 focuses on Southern California groups and meetings. Obligation to support Panels documents, Area meetings, Districts, group histories, and oral histories from Heritage Days and with individuals. Prepared questions for personal experience and their

remembrances of A.A. Area 09 Archives has created questions based on the GSO Archivist Workbook. Guidelines for oral history questions give direction to the questions to ask members. Oral history details may be transcribed to add to historical references to people or events of interest. Group histories can track local traditions. Material in digital form with standard data formats with folder names and date structure (YYYY-MM-DD). Data backup in Rule of Three – local backup, a second external drive copy, and a third external drive in another geographical location.

Area 06: Using Google Drive with location for holdings.

Area 09: We not be organized is not about storing data in cloud. We are not an organization in the traditional sense. Backing up data to the cloud may have concerns about anonymity and the level of publicly accessible contents. The cost and logistics of the process is to be considered.

Area 06: Digitization of repository to store to external hard drives, with other storage in an external location. Area considering a cloud storage for Area material. Storage of paper materials could be a challenge for long term maintenance. Identifying information with metadata.

Area 06: Digitization guidelines on GSO website.

How we are collecting material from older members? Contacting members about possible donations? Collecting oral histories?

Area 06: Oral histories from someone with age or experience. A preliminary interview to have hem familiar. A release form to maintain the use of information. Digital recorder and a thank you note. Sometimes transcribed. A digital copy in repository.

Marita: Experience many areas. Insert a note in the collection to contact family members on the passing of their family. Outreach to members with sobriety milestones. Part of congratulations as part of policy.

Area 06: Conference in 1999 Area 06 bookmark. “Don’t throw me away” with contact to retain material.

Area 08: When I’m gone pass me on.

Area 69: Family have right to refuse. Oral histories using questions ahead of time. Depending on age the questioning may span several days. Ask other people to do the interviews. People in districts to collect their local histories.

Area 06: Told a story about a member who passed that had a movie with Dr. Bob, Lois W., Bill W. and Anne W. In researching Lois’ diaries to try to pin down a possible date.

Area 08: Collections of member files of people local history. Sharing the images and details with members in their past.

Area 09: From Heritage Day oral histories are reviewed and transcribed. The Archives created kits with digital recorders and prepared questions to aid the interview. Contact with members with collections that could be of interest .

Area 06: Organization of material for districts by drawers. Meeting books with dates, names, details. Meeting notes may stay with districts.

PRAASA Archives. Area 06 has the physical archives for PRAASA. They have the boxes from Idaho and begun inventorying and indexing the source files. Digitizing material and working to catalog and inventorying. Days away from being complete. Material will be shared.

Adjourned 5:15 p.m.