

# MSCA 09 ARCHIVES COMMITTEE MEETING MINUTES FOR SEPTEMBER 18, 2010

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At 316PM Joseph H. opened the meeting with the Serenity Prayer. There were six in attendance: Raul C. Rick A. Matt W. Joseph H. Patti B. Pete B.

## **Approval of August Minutes**

- After review and corrections, Matt W. made a motion to accept the August minutes. Raul C. seconded the motion. Motion passed.

## **Treasurer's Report: Patti B.**

- It was reported that all reimbursements were paid to date.

## **Chairman's Report: Joseph H.**

- It was reported that the Archives' Equipment list was submitted to the Finance Committee and Communications Committee for approval at the October Area Service Committee meeting.

## **Collection's Committee Report: Matt W. for Moses P.**

- A report on the progress of the Grapevine inventory was made. Copies of the Grapevine inventory were passed out.
- It was reported that a list of the physical conditions of the Grapevines on hand will be made.
- It was decided by the Collections Committee that items brought into the Archives that are MSCA 09 items would not need to be approved, but automatically accepted into the Archive inventory.
- The Collections Committee also approved to print all digital items received so as to have a physical record and file.

## **Archivist's Report: Pete B.**

- Pete B. and Doug B. will be attending the National Archives Workshop in September in Macon, GA.
- MSCA 09 will host the next 'Archives Workshop' on October 30, 2010 at 10:30AM.
- Pete B. will give presentations to District's 5 and 15.
- It was brought out that the Electronic Media Committee suggested to the Area Committee that a new copy machine be purchased and set up for Area use at the Archives.

## **Old Business**

### **2010 Archives Budget: Patti B.**

- Itemized operating budget was passed out and discussed.

### **Internet, Email, Website: Doug B.**

- There was continued discussion of Archives electronic and computer needs.

### **Projects for the Archives Committee: Joseph H.**

- Review of Archives commitments thru end of year was reviewed.
- The continuation of the Grapevine inventory was reviewed.
- Pete B. passed out and reviewed the update Archives 'Projects' list.

### **Spanish Archives Liaison Report: Raul C.**

- District 21 is currently continuing its efforts to participate in sorting efforts.

## **New Business**

- Pete B. and Doug B. will be attending 2010 National Archives Workshop in Macon, GA.

### **Next Meeting**

- The next meeting of the Archives Committee will be on October 9, 2010 at 2PM.

### **Motion to Adjourn**

- At 4:37PM Patti B. made a motion to adjourn the meeting. Doug B. seconded the motion.

Respectfully Submitted,

Rick Alvarez

MSCA 09 Archives Secretary

