

Minutes MSCA Archives Committee Meeting
September 10, 2005

12 Members in attendance: Pete B., Joseph M., Lloyd N., Bill C., Joseph H., Charles K., Clifford L., Steven S., George S., Manuel A., Richard C., Goldene L.

Visitors: Bruce H., MSCA Chair, Joe B., MSCA Treasurer, Mike M. MSCA Finance Chair

Pete opened meeting with all reciting the Serenity Prayer.

August Minutes: After review, Joseph M. moved, Joseph H. second approval of minutes. Motion carried.

Treasurer Report: None. Treasurer absent due to illness.

Chairman Report: Brought up financial business with MSCA area which will be covered under New Business. Has not obtained Deed of Gift forms at this time.

Collections Committee: Joseph M. reported we now have a small stack of material ready for computer entry. Sorting will be done with large boxes of material. When sorting oldest material shall be placed on top. Charles related filling out the Intake Sheet is very time consuming.

Archivist: Charles has ordered the tape eraser but hasn't arrived. Said National Archives Workshop scheduled to be held in New Orleans obviously has been cancelled. There is talk about having two next year-one in January in Baton Rouge. He has no plans to go. Feels a trip to GSO Archives would be helpful in finishing MSCA History. Has had no response from LA Central Office regarding visiting Area 05 archives. Has not made signout sheet as yet.

Productions Person: George reported had been in contact with Charles and at present everything uptodate.

Old Business:

Heritage Day: Steve related we now have a location--Trinity Church at 13922 Prospect Ave., Santa Ana. Can start setting up at noon with meeting to start at 1:00 p.m. Charles will have flyers ready for MSCA meeting on Sunday. Steve will get together with Manuel after meeting for Spanish translation. Charles will have all participants taped by end of week.

2006 Budget: Committee reviewed budget item by item with input from Area Treasurer and Finance Chair. Revised budget to be submitted to Area will be \$3500.00 plus building rent.

Website: Charles will contact area web person.

Display Boards: George brought display he had purchased for \$9.00/sq. ft. Total cost was \$108.00 plus tax. He will present bill to Area Treasurer for reimbursement.

New Business:

Members from MSCA reported they had received an outlandish tax bill from Riverside County which has been paid. An appeal has been filed. Need copy of our lease and estimate of value on furnishings and material. Will file for an exemption. Felt we would qualify as non-profit as either a library or museum.

Bank account was discussed. It isn't the bank account that is problematic but Treasurer needs financial report from Archives Committee reporting income and expenses on a bi-monthly basis.

Repository Lease: Charles will negotiate with landlord for a 3 year lease.

Elections: Election of Archives officers will be held at the November bi-monthly meeting. 4 year review of Archivist performance will also be made by committee.

Dates for 2006 Archives Events;

Open House--April 2, 2006

Heritage Day--October 15, 2006

Next Archives Committee Meeting November 12, 2005 at 11:00 a.m.

Joseph M. moved, Cliff second adjournment.

Goldene L., Secretary