**ARCHIVES COMMITTEE MEETING MINUTES**

**December 4, 2019**

**7:00 p.m. – 8:00 p.m.**

**NEXT MEETING SCHEDULED: Wednesday, January 1, 2020 at 7:00 p.m. @ Central Office (7075 Mission Gorge Road, Suite B, San Diego, CA 92120)**

**In Attendance:**

|  |  |
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| * John B., Committee Chair |  |
| * Jonathan P., Committee Member |  |
| * Kevin P., Committee Member * Julie O., Committee Member, Acting Secretary |  |

**Introductions/Birthdays**

None

**Time & Location**

* John discussed that the Archives Meeting will meet the first Wednesday of the month regardless and the location will be Central Office.

**General Discussion**

* Discussion regarding the purpose of Archives, beyond ROOTS.
* Archives Display at upcoming events – design and construct a display (story board and cards descriptions) that can be transported.
* External hard drive – Materials should be digitized

**ACTION(S):**

* Schedule a meeting with Archivist in Area 9 (Riverside) – John to get his # from Mike.
* Contact Mike about visit to his storage – John
* Get the Structure and Guidelines – Julie to retrieve from Mackenzie

**Evaluation of Archivist**

Archives Committee is to evaluate current Archivist, Mike. The term is 4 years and the Archivist needs to be evaluated every two (2) years. The archivist can extend another 2 years.

**ACTION(S):**

* John to discuss with Mike.
* Kevin to attend December ACM (12/19 from 7 – 10 p.m.) to find more information.
  + Ask about the Structure & Guidelines
  + Archivist Evaluation Template
  + Where Mike is in his term

**Oral Histories**

Oral histories on hold until we speak with Mike.

**ACTION(S):**

* John to discuss with Mike.

**ROOTS Meeting**

* Well attended, approx. 200 attendees
* Speakers were great
* We like the venue and the high attendance in North County…may use same venue next year!
* Decide whether we should sell copies afterwards.

**January Meeting**

* Talk about Round up
* Start creation of a mobile Archives display

Meeting closed at 7:56 p.m.