

ARCHIVES COMMITTEE MEETING MINUTES

May 6, 2020

7:00 p.m. – 8:00 p.m.

In Attendance:

- John B., Committee Chair
- Julie O., Secretary
- Tom C., Committee Member
- Renee L., Area 8 Liaison

Introductions/Birthdays

- Tom C. – celebrating 31 years (April 6, 1989)

Business Minutes

- April Business Minutes were approved.

GSO Practical Experience Archives Workbook

- Committee read a passage from South Carolina Area 62.

Budget & March ACM

- John submitted a 2021 budget including an extra \$150/month for storage facility.
- John spoke to the ACM about the necessity of having all our Archives in one location.
- The ACM seems inclined to provide us the funds for a storage facility.
 - Standard storage space, not climate controlled.
- The Finance Committee will bring a budget to the next ACM to approve and then it will go the Budget Assembly for final approval.

Archiving COVID-Related Materials

- Chair is participating in various activities that support the collection of COVID-19-related AA communications and activities.
 - a. Had conversation with Policy Committee regarding preservation of records, such as minutes and Area sanctioned activity fliers.
 - b. Continued to secure and preserve items pertinent to COVID-19 & AA.
 - c. Chair reminded committee members to keep notating any details, items of interest and event during the pandemic as well as collect anything related to AA and COVID-19.
 - i. Julie to send pictures and/or materials from Turning Point Home.

NEW BUSINESS

Archives Structure and Guidelines

- Area Policy Committee would like Archives to update the Structure and Guidelines.
- Focus on expectations without specifically dictating the way its achieved.
- This topic to be moved to next month's committee meeting for further discussion.

Archived Materials – Electronic Cataloging

- Chair would like to start utilizing the external hard drive to start saving Area minutes and flyers
- Renee has thumb-drive of all ACMs and Assemblies for 2018/2019 and additional hard copies of minutes, etc.
- Chair will start contacting Sub-Committee Chairs to collect minutes
- Chair would like to meet with Connie at SD Central Office to record a conversation with her regarding her experience during COVID-19.

ROOTS

- Committee discussed event and possibility of it being held via Zoom.
- Chair shared idea of an interview format with an MC and speaker (similar to Unity Day when Mike interviewed Joan).
- Tom reported that City of Carlsbad Park & Recs is still closed but he will check with Harding Community Center.
- Chair discussed continuing the Jim Burwell display project for ROOTS.

OLD BUSINESS

- Kevin to present on Archives Conference he attended Summer 2019
- Area 9 Archives Room visit postponed until “shelter in place order” is lifted

NEXT MEETING SCHEDULED: Wednesday, June 3, 2020 at 7:00 p.m. @ Zoom ID: 929 5741 2755,

Password: 718582

Meeting closed at 8:02 p.m.