

Area 8 AA Archives  
Archives Committee Meeting Notes  
September 6, 2023 6:40pm-8:00pm  
Zoom ID 895 7511 7152  
PW 916088  
ZOOM /IN-PERSON

<https://us06web.zoom.us/j/89575117152> (Password: 916088)

We are meeting in person  
FEEL FREE TO JOIN EARLY AT 5:30PM  
7075 Mission Gorge Rd., Ste B  
San Diego, CA  
**\*\*Red Text\*\* = Notes**

Opening Serenity Prayer

- Introductions/ Birthdays
- Guests
- Attendees – Heidi, Janet, Kristine, Lore, Shannon, John, Rick

Purpose: [Archive\\_Guidelines-1.pdf \(area8aa.org\)](#) read ¶4.1- 4.4

Read /Approval Minutes - **Approved**

Chair's Activities/ old business:

- ,ACM 8/17/2023, Central Office Meeting 8/10/2023  Beginning Inventory: Review Documents in New Business  September 3<sup>rd</sup>, Storage is Moved! Success! – **Mira Mesa Storage closed. All items in Lemon Grove storage now.**
- PRAASA Archives Meeting September 3 5pm

New business:

Shannon Presents:

- Review/Motion/Approve **Submitted Documents for Accession**
- Review **Inventory Sheets** for Archives Display Room
- **Heidi will submit approval to our collection policy to ACM**
- <https://www.naaaw.org/index.php/learning/> <https://www.naaaws.org/>
- ARCHIVES WORKSHOP IN TORONTO HAPPENING NOW!
  
- Theme and Flyer for roots: Obtained the 4<sup>th</sup> Speaker Janet
- Speakers for Roots.: Make and send out formal invitations
- Go Over TimeLine Spreadsheet for Roots
- Review Our Roots and Travel Display Boards – **To be updated**
- Discuss Requests from Various Groups

Activity: GO THRU A BOX WITH OUR NEW DOCUMENTS AS A GUIDE!

<https://www.naaaw.org/index.php/learning/>

Close w Responsibility Pledge

### **Additional Notes from meeting**

Heidi will create the Roots flyer.

Ask Central Office if we can use their printer? Also, can we have their unused space in the Archives Room?

Kristine will turn cassettes into mp3 files on thumb drive for interviews to be added to the website.

Discuss Disaster Plan in the future.

Ask Judi about existing Deed of Gift forms to be filed and who owns items on display?

Next Month (Oct)

Update Poster Boards, Cover letters for speakers, Coffee Urns & Pots

International Women's Conference in SD 2025