

Minutes for Area 8 Archives Committee Zoom Dec 6, 2023

Opened meeting at 7:05pm

- One AA Birthday recognized: Heidi celebrated 11 years 12/2.
- One guest who joined meeting at 7:40: Rob R, Area 8 Acting Treasurer.
- Committee members present were Lore, Shannon, Janet, Heidi, Eric. John was excused.

Minutes

- Minutes read and unanimously approved

Purpose

- Purpose: We looked over the list of Area 8 Motions for Archives Committee to familiarize ourselves with what our obligations are to the Area and how to inform ourselves about what to ask for when requesting expenditures in upcoming budget. For example, we saw that in 1990 a file cabinet was purchased. In 2001 an Area 8 Archive representative was sent to the Archive Workshop.
- Chairperson informed members that in Feb 2024 she will create an Archives Committee Budget for 2025. Requests for expenditures may be granted all at once or over time (years), as there are some larger expenses needed for inventorying, such as computers, scanners, etc. Shannon asked “Why is the purchase of our scanner missing from the Structure and Guideline Area Motions? *What is the origin of the scanner?*”

Chair’s and Committee Activities

- Chairperson thanked Lore for table decorations used at ROOTS, they had been repurposed to Turning Point and were decorating the TP tables and walls. Lovely decorations.
- The Oral History Interview with Gail Nelson track has been sent to IT and they will convert to MP3 file and also fix the 30 second gap of silence at beginning of interview. *Chairperson to check status of edits on the Gail N interview.*

Old Business

- Shannon suggested ROOTS had more attendees than venue allowed. Chairperson said not true, as all requests to venue had been approved beforehand.
- As a group, we voted to look for a different venue for next years ROOTs. Our 2024 budget is \$500. VFW or Carlsbad location are inexpensive options. The dates for 2024 are not set yet. Chairperson states we need to not double book events-like ROOTs and pancake breakfast.
- ROOTS improvements submitted by committee members:
 - 1-Delegate which committee member sits where.
 - 2-Provide a written list for volunteers—who is needed to do what and how to do get it done.
 - 3-Invite Turning Point ladies and Way Back men (men’s facility next to TP)
 - 4-Confirm Building Opening time so members can make coffee/ditto extra chairs available
 - 5-Ensure sufficient Electrical outlets at coffee table location
 - 6-Make an announcement at ROOTS about committee duties and invitation to join, point out sign-up sheet (point to table where Shannon was sitting)

7-Invite Assembly, Literature, Grapevine, Young people's AA, Al Anon, ASL, Spanish speaking and Interpreter committee members are invited to set up tables and / or interpret. Confirm them all just before event.

New Business

- Committee needs to *find and update the master list of ROOTs speakers*.
- Create a list for future committee events- a list and also a box of books and package of posters. Shannon volunteered to make a box of books to take to Archive committee events. Lore suggested colored bins for travel (like her son uses).
- Area 8 Acting Treasurer Rob R was a Guest visitor. He explained some of the Archives budget to us, using screen share and Excel budgets. Shannon asked him "what does the Operating Budget cover?" He answered "There are 2 parts-one budget for supplies (mileage, printing etc.) and one budget for committee (rent, transportation, Archivist mileage to ACMs etc.). Lore asked him "How will we be able to purchase a new computer & scanner to use for Archives inventorying?" He answered "Area 8 IT committee would purchase hardware and Archives committee would use it, the same goes for software." He added "there is an Unbudgeted process (UnBudgeted Expense Request UBER) that can be utilized." Chairperson stated to Treasurer "The storage Agreement with Archives and Central and Area needs to be updated. Storage rates will increase soon."
- Rob R signed off at 8pm.

Chairperson requests

- Chairperson requests committee members to reply to her emails so that she knows you've received all her emailed communications, please.

Meeting Ended at 8:07pm, closed with the I Am Responsible statement.

Next meeting January 3rd, 2024 In Person at Central Office.