

## Minutes: NETA 65 Archives Committee

**Date:** October 20, 2011

**Time:** 7:30pm

**Where:** Town North Group

### Committee:

*Dano B.	*Terry C.	*Keith C.	*Alison K.	Vince K.	Steve M.
*Bill N.	Joe P.	*Scott R.	Richard R.	*Arthur S.	Glenice S.
Stephanie S.	Mark S.	Jodie U.	James V.	Lisa W.	Phil E.

(\*In Attendance)

Chair: Keith Choitz

Minutes: Alison Kilman

### Topics

- Meeting opened by Keith C. at 8pm with the Responsibility Declaration.
- Minutes by Terry C. read by Alison K.
  - The following corrections were submitted:
    - Item 4c: The bookshelf dimensions should be 6 x 4 feet.
    - Item 4b: “Foundations Group” should read “Foundation Group.”
  - Accepted as amended.
- Treasurers Report presented by Bill N.:
  - The bank account had an ending balance of \$478.76, in September, with \$97 to be added in October.
  - Bill N. has distributed the financial report and a check disbursement report to the committee via email.
  - Arthur S. requested that the purpose for the expenses be included in the report.
  - Accepted.
- Chair’s Report by Keith C.:
  - Storage
    - Current space could be maximized by adding shelving. Terry has found adjustable steel shelving (details submitted later via e-mail) at 18" D x 36" W x 72" H = \$66.97 and 24" D x 48" W x 72" H = \$77.97
    - Terry reports the following prices for storage at our current location:  
Present: 5' x 5' = \$34.00 for an upper level area and \$48.00 for a ground floor space.  
Proposed: 5' x 10' = \$55.00 for an upper level and \$67.00 for ground floor.  
Others: 5' x 15' (or 7' x 10') = \$72.00 for upper and \$81.00 for ground floor.
  - Keith will make a spreadsheet of his expenses.

- Inventory is scheduled to take place on December 17 at Arthur's house. All available hands are needed!
- Historian/Archivist's Report by Arthur S. :
  - The National Archives Workshop in September was fabulous. Arthur gave 4 presentations.
  - Keith C. will stand for the Archivist position at the next panel.
- Discussion of Expense Reimbursement / NETA Funding
  - The grievance Arthur filed was referred to the NETA Finance Committee, which recommended that committee members go to their specific committee rather than the area budget.
- Event Schedule Update by Dano:
  - October 29: Arlington Central Anniversary, exhibit
  - November 15: Mid Cities, ppt. presentation
  - November 19: Grapevine Unity, exhibit and ppt.
  - New Year's Eve: Foundation Group
- New Business:
  - Our next meeting will be Thursday December 15 at 7:30pm at Town North.
- Meeting closed at 9pm with the Lord's Prayer.

#### Agenda for December 15

- Open Meeting
- Minutes
- Treasurer's Report
- Chair's Report
- Archivist's Report
- Conservator's Report
- Inventory
- Storage
- Finances
- New Business
- Close Meeting

Minutes approved 15 December, 2011