

Archives Committee Meeting

December 11, 2022

Intergroup Houston

Attending: Mike D., Chair; Sarah D, Secretary; Deborah T., Chair for 2023 & 2024, Mike B. and Joel G., IT (Eddie R, Archivist not present)

Discussion re **policies and procedures** for the Archives Committee: Deborah T. had not seen anything.

Committee Interaction outside the Archives Committee: what is the committee doing for the different Districts?

Digitization of Records: Michael B., Alternate Chair and Joel G., Committee IT: helping Archives digitize. He offered to help Deborah T set up as Chair on Google Workspace. He commented there is a lot to do. Though he will be District 40's Alternate DCM, he will help be a resource for Archives. He sees pulling people involved on the District level into Archives as a challenge. Deborah T. expressed the need for the committees to get "out there" to help the still suffering alcoholic.

Archives Work with the Districts: Mike D. shared with Deborah about the work he and Eddie R, the Archivist, had done with the Districts in the past two years.

Further discussion: Deborah wanted to know the **positions on the Archives Committee filled, the budget** for the Committee, whether it was itemized and **how the money was spent**. Joel commented the Committee did not actually spend much of what was budgeted. She asked for a breakdown on the money spent. She **wanted to see the minutes**.

Newsletter: Deborah stated she would submit items for the Area Newsletter.

Phone Numbers: Deborah requested contact information from the Committee Members. Joel, Mike, and Sarah gave her the information which she recorded.

Committee Restructure: Among items discussed on the topic were **getting off Zoom, using Google Meet and getting the repository in order** after the last move.

IT Liaison: Deborah commented about what she saw as a need. Michael B. responded he would be the Alternate DCM for D40. Joel said he functioned as the IT Manager.

What does the Archivist do? The Archivist educates the Districts, displays the archives at the Area events, organizes the documents, stores them, and maintains a record about where and how the archival items are stored. He is responsible for their preservation in their original state and digitization.

Misc.: Deborah asked what the Past Chair, Mike D, did and after discussion among the members, Sarah D described his ongoing contribution was as someone who communicated the ongoing job of Archives.

Joel expressed concern about the records going to the Cloud. Deborah wanted to set up a digital display. Several members responded that need was being currently met and not only at events.

We'll decide as a Committee who needs keys for Intergroup.

Meeting adjourned.