

## **Area 67 Archives Meeting Minutes**

### **April 10, 2023**

- Open meeting with Serenity Prayer
- Mission and Purpose Statement from Archives Workbook
- Attendance – **Deborah, Alyssa, Mike, Sarah, Eddie, Danny**
- Introductions – Danny introduced himself as the Intergroup Liaison for his home group and wants to get involved in our committee.

### **Committee Reports**

- Treasurer Report – Went over the expenses spent/budget for 2023, computer updates/equipment, travel expenses for upcoming conferences/conventions. Proposed amended budget for 2023 discussed and the proposed budget for 2024 set by the area Finance committee.

Motion was made to: approve treasurers report, send proposed amended budget to area for approval; and keep proposed budget for 2024 budget as is – Mike motioned/Eddie seconded.

- Archivist Report – Eddie R. discussed interviewing his old-timer and issues with archives computers
- Chair Report – Deborah T. discussed issues with IT not being willing to help us and the committee will move forward independently with all technical issues and get our matters resolved with our own funds.

### **New Position Descriptions to be voted On**

- Archives IT/Area IT Liaison

Is there anyone willing to stand for any of these positions? (**None as of 04/10**)

### **New Business Agenda Items for April**

1. The Archives Workbook suggests other trusted servant positions that we can have, do we want to have any of these positions? If so, we will need to develop job descriptions for each one we choose to use.
  - Co-archivist – assist the archivist in all of their duties.
  - Speaker Meeting Recorder – responsible for obtaining speaker tapes for present and future events.
  - Newsletter Editor – design and produce an area 67 Archives Newsletter
  - Researcher – assists the archivist and chair in researching current archives material to ensure that it meets our criteria of new materials that we may want to save.
  - Archives Service Coordinator – carry archives displays to all service events and maintain their condition.
    - Eddie made motion/Sarah 2nd, to make official positions and start publicizing said positions. Approved by majority.
2. Read and discuss small portions from archives workbook at every meeting to learn and grow together as a committee. – discussed: committee agreed by majority.
3. District 60 workshop – District 60 asked Area Archives to do a presentation during their workshop on April 22, 2023. Mike and Sara D. and Danny agreed to take care of the presentation. Motion was presented by Eddie and 2<sup>nd</sup> by Deborah to allow Sara D. to hold a set of keys for intergroup and repository. Approved by majority.
4. Archives Inventory – Area 67 treasurer has requested a detailed inventory needed for insurance reasons. Eddie R. is working on this request and has contacted other area archives committees for help.

5. Presentations (discussed to add to agenda) – I don't remember what this was about and who wanted it on the agenda, do you. If not let's delete this. If anyone wants anything added to the agenda they are supposed to email it to me.

All correspondence regarding the Area Archives Committee will be sent via your SETA email account. It will be your responsibility to check your email and stay informed. Please feel free to email or call me at any time. I usually check my emails and do all of my AA service work on Sundays. If you need to speak with me before then, please do not hesitate to reach out.

Deborah.T@aa-seta.org

A committee list with all contact information will be emailed out to everyone in attendance within 7 days of this meeting so that all contact information can be shared. If you do not want to be included on this list, please let us know now.