

**Archive Committee Meeting
Dated: March 11, 2023
Intergroup Association Inc.
Houston, TX 77092**

In Attendance: Deborah T., Committee Chair; Mike D., past Committee Chair; Sarah D., Secretary; Alissa, Suzanne P.; Joel G., IT.

Introductions:

Carol W., God Meeting at Bateswoods Community Center

Mike D., Outgoing Committee Chair

Sarah D., Past Archivist and current Committee Secretary

Joel G., outgoing IT and current Convention Chair

Alisa: with District 70 and the Alief Group Noon Meeting

Suzanne P., Home Group, God Meeting

Deborah T., Archives Committee Chair: Introduction - got involved with Archives in Dallas. Her position as Archives Chairperson for SETA is her first time to serve in archives on the Area level.

Treasurers Report: there were no copies of the report to distribute at the committee meeting. The information for the January expenses is on record and has since been updated.

Secretary: The December 11 Minutes were approved. Joel G. made the motion to approve the minutes, seconded by Mike D.

Archives Committee Chair: Deborah expressed need for changes to the Archives Committee to serve the Committee's primary purpose per Service Manual. She stated the importance of the Spirit of Rotation, Concept 7. Positions will be added. She talked with the Archivist, who agreed. An Alternate Chair will be added to learn the position. The IT position was added with a job description and an Area IT Liaison. The Secretary and Treasurer were given job descriptions.

Voting for positions:

Secretary: Alisa introduced herself and qualified. A motion was made, and she was voted in.

Treasurer: Suzanne P. introduced herself and qualified.

IT Chair: No one stood for the position. Open discussion followed.

Alternate Area Chair: Carol W., new Alternate Area Chair

Area Conference in April: Deborah T. announced she would make a thirty-minute presentation at the Conference in April to show the set up for the basic system.

The Archives Committee meeting: will be a hybrid meeting at night during the week. Deborah T. suggested the second Monday at 7 p.m. Can use Google Meet. Zoom too expensive. Will not interfere with the Assembly. Guidelines will be written.

Repository Keys: Access to be restricted and will need form to fill out to remove anything from the repository area. Access to the repository will be restricted. The Archivist and the Archives Chair should be the only individuals with keys.

Meeting closed.

**Respectfully submitted,
Sarah D., Outgoing Secretary**

