

## Area 67 Archives Meeting Minutes April 10, 2023

- Open meeting with Serenity Prayer
- Mission and Purpose Statement from Archives Workbook
- Attendance – **Carol, Donna, Deborah, Kevin, Alyssa, Lillian**
- Introductions – Kevin introduced as DCM of District 70, Carol introduced as Co-Archivist Committee Chair, Donna F introduced as District 31 Archivist, Lillian introduced from District 40
- Minutes from April – No questions or concerns from last month. **Motion made by Deb to accept minutes. All in favor.**

### Committee Reports

- Treasurer Report – Money spent on an adapter (possibly it could be returned, so not reported) – Budget of \$2170 – \$1761.77 left. The amended budget will be on the July 2023 SETA agenda. Adjusted for Canada conference, Deb will be putting this in the agenda, and it'll be sent out this week. Possibly pulling additional funds from committees who are not using their budget. **Deb made a motion to accept the treasurer's report. Donna seconded it. All voted yes on motion.**
- Archivist Report – Eddie wasn't in attendance, so Deb relayed the info from him. Displays were discussed – falling apart, brand new items not used, what displays go to assembly and what doesn't. Revamping archives. Deb and Eddie will get workdays scheduled for Sundays. Eddie said he would be using the room and registration to attend the Texas Convention.
- Chair Report – Deb has been working on operating policy and guidelines – will be putting this together. Working on the devices, no computer systems are working currently. We have a laptop but have difficulties logging on. Texas Convention may let us take our displays and set off. Went over minutes from April. Deb sent out workbooks from everyone. Discussed ordering archives workbooks so that we wouldn't have.

### New Position Descriptions to Be Voted On:

- Archives IT/Area IT Liaison
- Co Archivist
- Speaker Meeting Recorder
- Newsletter Editor
- Researcher
  - Is there anyone willing to currently stand? No new positions voted on as of 5/08

### New Business Agenda Items for May

- Getting the technology up and running from money from the cash box. **Motion to use a max of \$50 for the laptop by Alyssa. All in favor.**
- Old CPU to try to be accessed as well.

### Notes:

- Deb has 2023 G-Drive documents saved, Deb has District 70 Grapevine Workshop – we want flyers and info about activities to add to the G Drive – Speakers also downloaded onto the area 67 archives – we are currently collecting speaker tapes.
- Cash box with \$438 from past donations – cashbox at repository. Key in there. Given for archives. Possibly used for getting the technology figured out. IT continues to not respond so it's possible that we

may have to go to Best Buy to clean out the computer so it can be usable. \$50(w/ tax) for Best Buy to do this.

- Discussed cleaning out the rooms and opening up boxes, to dispose some of the items.
- Discussed the area committee chair spending money with the committee approval as long as it's under \$100 with receipts for the expense. **Carol made a motion to accept. Donna approved. All in favor.**
- Deb discussed that she would like committee members to look through online Archives workbook and see how other archives hold their members. Discussed the parameters to what documents are considered "archive" – necessary to have committee input. Must be important to Area 67 Archives history. Necessary to get the SETA email to get access to certain documents.
- Donna (the chair for District 31) is having a District 31 Founders' Day on November 4<sup>th</sup> – info to come. Asked to set up an archives display. Discussed sending a recorder to record the meeting.
- Discussed having an archives work day – 2pm second Sunday every month from 2-4pm. Will start on June the 11th

Meeting adjourned.

*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.*