

District 1 Archives Committee

Minutes of Meeting #116, February 16, 2019

Alano Beach Club, Dolphin Village, St Pete Beach

- The meeting was called to order at 1:30pm by the Chair, Tony M. There was a moment of silence followed by the Serenity Prayer.
- Each person in turn introduced themselves.
- In attendance were; Tony M, Larry H, Jamie R, Jake R, Kayla F, Darlene L, Bruce A, Leslie B, Lynn S, Dan B.
- Larry H described for the new commers what the Archives Committee's mission is and what we actively do as a committee to realize the goals of our mission.
- The Secretary, Dan B, read the minutes of the Jan 19th, 2019 meeting. The minutes were corrected and amended and approved by a committee vote.

- **Chair Report** – Tony M
 - Tony attended the Intergroup Anniversary Dinner on Feb 9, setting up a small table of archives material, and speaking to interested attendees.
 - Tony reported that he was unable to attend the last District 1 meeting.
 - Tony began a discussion about having a special archives event. This topic was last discussed at the Dec, 2018 meeting. Many ideas and suggestions were shared by committee members. Leslie B and Lynn S volunteered to cochair a sub-committee for putting together this special event designed to foster interest in doing archive work among the District 1 membership.

- **Archivist Report** – Larry H
 - Larry H presented to the committee a revised District 1 Archives Workbook which he put together. Several “job descriptions” for committee positions were added to or revised. It is important to keep the workbook current to insure it accurately reflects the practices of the committee. Thanks, Larry, for a job well done.

- **Plain & Straight Liaison** – Leslie B
 - Leslie B began a discussion on the wording of the “byline” which accompanies each article she submits to P&S for publication.
 - Leslie reported that her article, Stepping Stones, will appear in the next issue of P&S.

- **Website** – Leslie B
 - Leslie presented the committee with her rewrite of the history of AA in Pinellas County that appears on the web site. She said she is still working on it and invited comments and feedback on the piece as it currently stands.
 - Leslie brought up the idea of posting the Power Point, ***How the Big Book Was Published***, on the website. After discussing the matter, the consensus was to view the video at the end of the next meeting before making a decision.
 - Leslie announced that the fees for the web site for GO DADDY have been paid by John R, who has agreed to continue managing the GO DADDY and domain accounts.
- **Computer Graphics Designer** – Jamie R
 - Nothing to report
- **Email Liaison** - Bruce A
 - Bruce contacted John R and found out that John has been managing the GO DADDY account along with the domain account business. And that John R has agreed to continuing to do so.
 - Bruce suggested the committee look for someone who might help the committee create and develop an Archives App.
- **Recorder** – This position is still vacant.

- The meeting closed at 2:55pm with the reciting of the Responsibility Statement.

District 1 Archives Workbook

Updated as of 02/01/2019

(2/1/19)

Mission Statement: The mission of the District 1 Archives Committee is to document the work of Alcoholics Anonymous by collecting and preserving historical material relating to District 1.

Archives Committee Standing Positions: Qualifications and Responsibilities

Chair/Treasurer: The Archives Chairperson also serves as Treasurer. Combining the two positions eliminates a middle person when transferring funds from District to the Committee.

1. Term: 4 years
2. 2 years continuous sobriety.
3. Should have service experience.
4. Requests funds from District as needed.
5. Presents reports at District and Area business meetings
6. Leads monthly Archives Committee meetings.

Alternate Chair: Requirements same as Chair. Fills in for Chair as necessary.

Secretary: Keeps the minutes of committee meetings.

1. Term: 4 years
2. 2 years continuous sobriety.
3. Should have service experience
4. Must be computer literate.
5. Get minutes out to members in a timely manner.
6. Prints minutes and attaches sign-in sheet w/rustproof staple; punch & put in Minutes binder.
7. Send out Meeting Reminder Email to all members on the roster 4-5 days prior to next meeting.

Archivist: Organizes and catalogues all archival material.

1. Term: Indefinite; non-rotating
2. 2 years continuous sobriety.
3. Keeps all inventories current.
4. Is responsible for organizing and maintaining materials in the storage unit.
5. Arranges for safe removal and return of display materials.

The following positions have no minimum sobriety requirement

E-mail Contact: For all *non-solicitation* emails received:

1. Responds to sender acknowledging receipt of email message.
2. Forwards email to Committee members for consideration.

Plain & Straight Liaison: Writes articles about AA history for the Plain & Straight.

Web Liaison:

1. Maintains the District 1 Archives web page.
2. Posts material on site as needed

Recorder: Records interviews with local long-timers to be saved for posterity.

No-Shows: If a Committee member holding a position does not attend two consecutive monthly meetings, and does not contact the Committee, the position will be considered VACANT.

Requirements for storing Archive Collection:

1. Climate controlled 24/7
2. Pest controlled
3. Secure
4. Reasonably accessible.

Collection Scope: District 1 Archives acquisition priorities include, but are not limited to:

1. Group histories
2. When & Where
3. Local event flyers: conventions, picnics, anniversary or special meetings, new meetings, etc.
4. Correspondence
5. Written or recorded histories of long-time members
6. Display items including:
 - a. Books
 - b. Pamphlets
 - c. Newspaper articles
 - d. Photographs
 - e. Group Family tree
 - f. Other factual collectibles.

Acceptance of Donated Materials: Anyone wishing to donate items to District 1 Archives should contact a member of the Archives Committee. The member will then bring the proposed donation before the Committee at the next monthly meeting where it will be discussed and voted on. One individual member cannot accept, or reject, a donation. Any donation accepted commits the Committee to the task of organizing and preserving it, which involves hand work and archival material costs. Any prospective donation that would require expensive conservation, special housing, intensive processing, or other extensive demands on Archives resources may not be accepted.

If a donation is accepted, the Committee member receiving the material should fill out a Donation Form.

If a monetary appraisal is desired by a donor, it is recommended that it be done by a disinterested third party before title of the material is transferred to District 1 Archives.

District 1 Archives does not purchase archival records, books, or artifacts.

District 1 Archives generally does not accept items on loan.

Retention & Deaccession: District 1 Archives reserves the right to reevaluate historical material and to carefully and judiciously deaccession and dispose of certain items from its collection consistent with professionally accepted standards. An item may be deaccessioned if any of the following conditions exist:

1. In most cases, a maximum of three copies of any item will be retained.
2. The item is not relevant to Alcoholics Anonymous or to the District 1 mission and scope.
3. The item has deteriorated beyond usefulness.
4. District 1 Archives is unable to continue to provide care and storage for the object.
5. The item may be replaced with a similar object of greater significance, quality, and/or in better condition.
6. The item is subject to legal and ethical standards requiring its removal. Complete records will be maintained on all deaccessioned items and their subsequent disposition.

Disposal of Deaccessioned Items: Deaccessioned items may be disposed of by one of the following methods, in decreasing order of desirability:

1. Return to original donor
2. Transfer to another Alcoholics Anonymous repository
3. Donation to an appropriate non-A.A. archives or scholarly institution
4. Destruction of the item.

Displays: When Archives receives an invitation to do a display, it must be approved by the Committee in advance. One individual member may not accept, or reject, a display invitation. Archives will not pay admission/registration fees to attend a function to do a display. However, if individual members are planning to attend and are willing to accept responsibility for the materials, an invitation may be accepted.

A traveling display may include the following:

1. Two or three display cases
2. Group family tree w/stand
3. Binder containing Group history forms
4. District 1 Archives banner.

Pertaining to *all* displays: The material **must not be left unsupervised**. If the member(s) leave the room, it must be locked, such as an overnight display.

District 1 Group Family Tree: To have a leaf on the tree, a group must have a Group History Form on file with Archives Committee. Forms may be obtained online from the Archives website, or from an Archives Committee member.

Group History Form (attached): Processing procedure when receiving a completed Group History Form:

1. Put the completed form in a plastic sleeve and put it in the Group History binder alphabetically.
2. Enter the new group in the Group Histories spreadsheet.
3. Write the group name and year started on a leaf of the traveling tree with a black Sharpie.

Guidelines for interviewing and recording members for archival files: The purpose of recording members is to memorialize the recollections of senior District 1 members with emphasis on their memories of how AA was practiced when they first came into District 1. We want this to be a comfortable experience for everyone involved.

1. Interviews should be no more than 1 hour, after editing. Anything under that is fine, depending on how long the member wishes to speak.

2. Try to arrange for a quiet location free of distractions, perhaps someone's home.
3. Be certain that the member being interviewed reads and signs the Interview Waiver Form.
4. Before you begin recording, explain to the member that our primary interest is in AA's role in the person's story. *The emphasis should be on sobriety rather than drinking.* The member may want to begin their story with their original contact with AA.
5. Begin the recording by identifying yourself and giving the date. Then introduce the member.
6. The member may want to simply reminisce. If, however, they would prefer to answer questions, below is a list of suggested questions (there are many more in the Area 15 Archives Workbook, on pages 10 & 11).
 - a. Sobriety date.
 - b. Where did you get sober?
 - c. How did you learn of AA?
 - d. When and where was your first actual contact made with AA?
 - e. Did you have a sponsor? If so, how did it help you as a newcomer?
 - f. Who were the people especially prominent in your sobriety?
 - g. Your first home group?
 - h. Who were the founders and group officers of early groups.
 - i. What special occasions do you recall? (start a new group, assemblies, conventions, etc.)
 - j. Did you get into Service? If so, how deeply?
 - k. When was AA started in your original place of sobriety?
 - l. What was AA like then??
 - m. When did you move to District 1?
 - n. When you came to District 1, what differences did you see?

Attachments:

Interview Waiver Form

Group History Form

Donation Receipt

