

ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT

July 9, 2022

Third Sunday of each month 1:30 PM Eastern

Chair: Marcia J. Iowa USA
archives@adultchildren.org

Vice-Chair: Alicia L.
archivesvc@adultchildren.org

Board Liaison: Charlie H. Virginia
charlieh.trustee@acawso.org

• Amy R., Israel	• Alicia L. CA USA	• Erin L., CA USA	• Kadri Liisa M., Estonia
• Kathleen S., CA USA	• Sally P. CT USA	• Laura L CA USA	• Zoe H., CA USA

Goal 1: Gather and process documents and recordings.

Objective 1: Scan all documents in our possession.

Objective 2: Sort and process all documents and recordings in our possession.

Objective 3: Continue search for missing documents and recordings.

Goal 2: Make archival materials available to the fellowship.

Objective 1: Set up and activate Preservica as an ACA Archives Library

Objective 2: Decide on cataloging policies and create an accessible ACA Archival Library

Objective 3: Create materials to help Regions, Intergroups and Meetings archive their historical documents.

Goal 3: Safe storage of archival materials at Signal Hill

Objective 1: Take inventory of archival print materials and memorabilia held at Signal Hill.

Objective 2: Decide if materials are safe from water, fire, or other natural disasters.

Objective 3: Research methods and materials needed to preserve items safely.

The following activities happened in June 2022:

1. The Oral History group

Several work groups have been formed, working outside of the regular Oral History meeting times.

Adjusting the meeting time for the committee is up for discussion. The current time is difficult for members in the UK. There may or may not be a meeting on July 16 based on whether there is someone to lead it. Both Ingrid D. and Marcia J. will be unavailable that day.

2. Archives Committee

After discussion with Marcia J., Alicia L., IT, the ACA Secretarial Team and Board Chair, Charlie H., it was decided some sort of controlled vocabulary will be necessary to help the fellowship with effective searches of Preservica. This will be developed before taking Preservica online. The committee has agreed to support the Oral History Group in their desire to form their own committee which will be working with the Content Development Collaboration Committee.

3. There will be no committee meetings in July or August. We will resume work in September.