

CARA (Chicago Area Religious Archivists) MEETING
Friday, November 14, 2008
Minutes

The Business Meeting, held at the Clerics of St Viator Archives in Arlington Heights, was called to order by Joan Sweeney at 1:15pm.

Present: Merle Branner, M. Joella Cunnane, RSM, Donna Dahl, Sister Kathryn Elliott, Peter Gunther, Sister Anita Marie Gutierrez, S.Sp.S. Mary Hennessy, RC, Malachy R. McCarthy, Kenneth O'Malley, CP, Richard Seidel, Marsha Stein, Gwyneth Stupar, Joan Sweeney, Elisabeth Wittman, Diane Pugh, Trudy Roman, Richard Seidel,

Election of Steering Committee – 2009

Malachy chaired the meeting and commented on By-laws and annual elections that would be held biennially at the Fall meeting. The dues of \$5 will be paid each May.

Current officers: Malachy McCarthy, President; Diane Pugh, Vice-President; Gwyneth Stupar, Secretary; Richard Seidel, Treasurer. These four positions are open for a new term of office. Joan Sweeney, Communications editor and Morgen MacIntosh Hodgetts, representative to CAA board will continue.

Nominations for positions – By-laws: Steering Committee Article 6: 1 “...Steering Committee of 5 members, each serving a term of two years.” It was recommended that the current officers who served one year in their positions continue with their term of two years. Each officer agreed with the recommendation except Gwyn Stupar who wished to resign as Secretary. Malachy McCarthy asked Joella Cunnane to fill the position. Gwyn agreed to assist Joella during the transition.

Call to vote on new slate officers: Malachy McCarthy, President; Diane Pugh, Vice-President; Joella Cunnane, Secretary; and Richard Seidel, Treasurer – unanimous vote.

New Business

Spring 2009 –

Merle Branner, North Shore Congregation Israel Archivist, Glencoe, offered to host the Spring CARA Meeting and Program in April 2009. Merle will develop the program.

Other Issues of Interests -

- December 4, 2008 Dr. Joel Carpenter, Billy Graham Archives Center – Wheaton IL
- Margaret Lee, Grad Student at UW Madison presented at the Chicago History Museum about her study of immigrant communities who relocated to the Chicago suburbs. Members will be kept abreast of other educational opportunities.
- Janet Olson invited us to have our own page on the CAA website.

- Members were invited to submit news items to Joan Sweeney for the CARA News.
- Develop a mentoring program – Malachy noted that educational opportunities are costly but many archivists need the training which CARA members by mentoring others, could provide.
- Joan Sweeney mentioned her investigation of the North Suburban Library Systems use of Digital Past ContentDm software program. Discussion followed. Suggested that representatives from Digital Past make a presentation at one of our meetings.
- Joan Sweeney presented the website and we talked about the possibility of having news, newsletters, educational opportunities and member web site links on the website.

Establish a GOAL: Early next year, create a CARA website with content and a means of managing the content so that there is constantly new content, and photos. Information about member archives should be on site as well.

Topics to be investigated:

- more educational opportunities to learn about digitization and development of websites.
- Issues surrounding merger of religious province archives into a national archive facility. Concern over uniformity in schema to coordinate collections. Felician Sisters system explained. This discussion could continue in the newsletter or among members.
- Need to share information where members can use oversize scanners for digitization or other technical needs.

Assignment: Make sure our links and contact information are on the CAA website.

Announcements:

The CAA Holiday Party will be held on Thursday, December 11, 2008 from 7:30 to 9:30 p.m. at the Exchequer Pub (225 South Wabash, Chicago). Malachy McCarthy mentioned that the Catholic Library Association Introductory Archives Workshop for Religious Communities will be offered in June 2009 at the Malvern Retreat House in Malvern, PA.

Adjournment: The business meeting adjourned at 2:15 pm

Education Program - Getting to Know Resources – Tours

Hosted by: Clerics of St. Viator – Viatorian Archives, Joan Sweeney

Alexian Brothers – Alexian Brothers Provincial Archives, Donna Dahl and Trudy Roman

Sisters of the Living Word – Sisters of the Living Word Archives, Gwyn Stupar

