

**Chicago Area Archivists (CAA)  
Steering Committee Meeting  
October 3, 2007  
Artist's Café – 412 S. Michigan Ave.**

Present: Laura Carroll, Alison Hinderliter, Morgen MacIntosh Hodgetts, Laura Mills, Janet Olson, Martin Tuohy, Heather Stecklein (representing CAMA)

Meeting was called to order at 6:20pm

- 1.) The CAA steering committee welcomed Heather Stecklein who will be representing CAMA.
- 2.) 2007 Chicago Archives Fair business:
  - a. The fair will be held at the Newberry Library on Saturday, October 20<sup>th</sup> from 9:30am to 2:00pm and will be co-sponsored by the Chicago Metro History Education Center
  - b. Laura C., Morgen, and Martin reported on a few of the plans they developed with Lisa and Crystal (Chicago Metro History Education Center) - materials can be dropped off at the back door of the Newberry but people can not park in the lot, CMHEC will provide refreshments, possibility of door prizes for Fair attendees; and CAA member Scott Pitol (archivist for Pampered Chef) volunteered to help with the registration table.
  - c. Laura C. will send the link to the wiki that was created to assist the Fair planning committee to the CAA steering committee members.
  - d. A short discussion about the printed program and the registration form that will be given to the fair attendees took place.
  - e. Laura C. will send press releases to *The Reader* and *Time Out*.
  - f. Janet announced that CAA Steering Committee members will be receiving extra Archives Month posters from the Illinois State Archives to distribute to colleagues in the Chicago area.
- 3.) Holiday party in December:
  - a. Janet will find a new location for the party, make the arrangements, and send out the emails to the listserv.
  - b. Edwardo's Pizza in Printers' Row was suggested.
- 4.) Steering Committee Members completing their terms of service:
  - a. Alison Hinderliter
  - b. Laura Mills

Meeting was adjourned at 8:00pm.

Respectfully submitted by Morgen MacIntosh Hodgetts, December 5, 2007