

**Chicago Area Archivists (CAA)
Steering Committee Meeting
January 8, 2007: Lou Malnati's (439 N. Wells)**

Present: Laura Carroll, Alison Hinderliter, Morgen M. Hodgetts, Laura Mills, Janet Olson, Martin Tuohy, John Zwicky

1. The meeting was called to order at 6pm.
2. Janet Olson distributed the document: "The Year in Review – 2006." Highlights:

Events

- CAA at MAC in Bloomington (April 28-30)
- CAA Social outing – Grant Park (June 14)
- Archives Month (Proclamation issued by Mayor Daley, October 2006)
- CAA/NARA Open House (October 6)
- CAA at MAC in Omaha (October 6)
- Holiday Party (December 4)

Membership

- Paid members – 84 (compared with 62 in 2005)
- Currently subscribed to CAA listserv – approximately 220
- Postings to listserv – approx. 290 (compared with approx. 135 in 2005)
- Attendance at "CAA at MAC" – approx. 10

Financial Summary

Beginning balance, January 1, 2006:	\$687.26
Ending balance, December 29, 2006:	\$981.47

Income:	\$1045.00
Expenses:	\$755.00
Interest earned:	\$5.81
Fees:	\$1.60

3. All CAA steering committee members voted unanimously to donate \$50.00 to MAC for the spring meeting in Columbus, Ohio.
4. Martin Tuohy agreed to serve on the CAA steering committee. The official start of his term has been recorded as July, 2006 – the date of Lorraine Madway's departure.
5. All CAA steering committee members voted unanimously to nominate Chicago as the host location for the MAC 2010 annual meeting.
6. CAA Website: Following a discussion of the GoDaddy.com website suggestion made last summer by Don Widmer, current CAA webmaster, the steering committee drafted a couple of questions to ask Don, Doug, and Julia (What is the status of the CAA repository guide on the UIC server? Can Vandercook continue hosting the CAA website until a permanent website has been established for CAA?) Morgen volunteered to send the questions via email. A short discussion about wikis took place. Morgen and Laura C. shared their positive experiences with wikis and suggested that the CAA should monitor this technology as a possibility for CAA

information sharing. Laura C. volunteered to investigate the websites of other small “area” archivists’ groups.

7. Janet gave a report about her involvement with the SAA local arrangements committee for the 2007 meeting in Chicago: Announcements will be made via the CAA listserv for 1.) area archivists to volunteer their repositories for tours and open houses; 2.) request for photographs from area collections that depict Chicago for the SAA program. Laura C. asked about the possibility of the CAA having a free (?) ad welcoming conference attendees to Chicago in the SAA program. Janet said she would follow up and see if this is possible. A short discussion took place about providing a CAA give away item (such as the pencils ordered for the CAA/NARA 2006 Open House) in the SAA 2007 Chicago conference goodie bag. Janet offered to investigate the cost of having more pencils or pens printed. Bookmarks were another suggestion for the goody bag.
8. CAA plans and goals for 2007:
Spring Tour: Alison will coordinate the spring repository tour (ideas: Theatre Historical Society in Elmhurst; Vivian G. Harsh Collection)

Summer: Social event in Millennium Park/Grant Park Symphony Orchestra

October – Archives Month: plan another open house (discussed the need for a central location; different audiences/different repositories – metro history fair students compared with undergrad/grad/higher ed faculty; Alison agreed to contact Lisa Oppenheim to find out what events are planned for metro history fair teachers then perhaps the CAA can encourage archivists who work for repositories with collections and staff that support this activity can attend these events; Morgen agreed to meet with history faculty members at DePaul who can suggest ideas for attracting undergraduates and professors to an open house event; Morgen, Martin, and Laura C. agreed to meet in March for a planning session – they hope to include Julia Hendry from UIC)

CAA at MAC (spring meeting and fall symposium)

December - Holiday Party

New idea: Janet mentioned that the online workshops offered by SAA could be opportunities for area archivists to participate in training sessions that are often too costly for an individual. She suggested that the CAA monitor these online workshops and promote collaborative efforts among local SAA members who may be able to host the online workshop at their repository.

9. Janet and Morgen shared their experience as members of an archivist’s panel invited to speak to graduate students in University of Chicago’s History program: archivists from 7 area repositories (Chicago History Museum, DePaul University, Newberry Library, Northwestern University, Spertus Institute, University of Chicago, and University of Illinois – Chicago) each spoke for approximately 10 minutes describing the scope of collections, the hours of the department, as well as general policies and procedures for researchers.

Respectfully submitted by Morgen M. Hodgetts, February 14, 2007