

**Chicago Area Archivists (CAA)  
Steering Committee Meeting  
17 April 2006: Leona's, 646 North Franklin**

**Present:** Alison Hinderliter, Morgen M. Hodgetts, Lorraine Madway, Laura Mills, Janet Olson, Don Widmer, John Zwicky

1. The meeting was called to order at 6pm.
2. Membership and Bank Account (update provided by Janet Olson):
  - 79 paid members (the largest number to date)/\$1100 in the savings account
  - AH and JO are still working to update the membership database
  - There was a brief discussion about outreach: JO reported that she routinely takes CAA membership forms to MAC conferences; DW offered to contact the MAC webmaster to see if a link to the CAA website could be added
3. Hull House Event (report provided by Lorraine Madway):
  - Ten people attended the presentation and tour given by Peg Strobel, Director of Hull House, and Dan Portincaso, Head Docent; the social time provided a good opportunity for attendees to network; the presentation and behind the scenes tour were excellent and really demonstrated the cross-over between archives and museums.
4. SAA and CAA (Laura Carroll was unable to attend the meeting but sent the steering committee a copy of an email she sent to Nancy Beaumont):

In addition to the points outlined in Laura's email –

  - SAA's promotion of Archives Week
  - Increased opportunities for educational/professional workshops in Chicago
  - CAA's local support for the SAA Annual Meeting 2007 in Chicago

the steering committee discussed the following:

  - potential marketing ideas for publicizing Archives Week (i.e. buttons)
  - submitting information to the Illinois State Library Newsletter
  - press releases and spots on local news channels publicizing archives
5. May Day – promotion by SAA and ARMA about emergency preparedness
  - DW will add a link to the CAA website
  - Announcement will be posted on CAA listserv
6. Ideas for future events and social activities:
  - Invite David Joens, Director, Illinois State Archives, to give a presentation about ISHRAB – Illinois State Historic Records Advisory Board to CAA members
  - Vivian G. Harsh Research Collection of Afro-American History and Literature, CPL Woodson Regional (sometime in the Fall would be better for a CAA tour - as a courtesy to director, Robert Miller, [rmiller@chipublib.org](mailto:rmiller@chipublib.org) who receives numerous requests for presentations and tours in February)
  - Frank Lloyd Wright Home and Studio, Oak Park, Illinois
  - CAA Summer Gathering: Grant Park Musical Festival, Wednesday, June 14<sup>th</sup>

7. CAA website:
  - DW created a standard form for people to submit announcements about news and events for the CAA website
  - DW will follow up with Rachel Binnington regarding the updated list of consultants to add to the CAA website
  - Everyone agreed that a permanent website for the CAA is a good idea. DW agreed to investigate the costs associated with establishing a domain name
  
8. No additional business was discussed

The meeting was adjourned at 7:45pm.

Respectfully submitted by Morgen MacIntosh Hodgetts: May 11, 2006