

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

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

1. The meeting was called to order at 6:15pm
2. Vacant position on Steering Committee: Lorraine Madway accepted a position as Special Collections Curator and University Archivist at Wichita State University and is no longer able to serve on the CAA Steering Committee. Alison will post an announcement about the vacancy to the CAA listserv. CAA members will be invited to volunteer to fill the spot; voting will take place during the 2006 Holiday party. Martin agreed to serve on the steering committee in the interim.
3. Discussion about the Archives Month Open House, Friday, October 6<sup>th</sup> at NARA:
  - Martin shared the goals and objectives of the open house with the steering committee: a.) National Archives staff would like to attract potential researchers from Chicago and other cities within driving distance; b.) Target professors, teachers, and students who need access to primary resource documents for class assignments; c.) Opportunity for NARA staff to collaborate with other Chicago Area Archivists.
  - Martin's planning handout included the following objectives: 1.) Gather all researchers and archivists in one place to share knowledge and initiate productive cooperation; 2.) Actively foster increased researcher visits to archival institutions; 3.) Promote archives as a fundamental institution of a free, democratic society; 4.) Develop public political support for archival institutions, be they corporate, private, religious, or governmental; 5.) Experiment with a first-time public outreach effort that can be expanded to Illinois in 2007, possibly under sponsorship of the Illinois State Historical Records Advisory Board.
  - Martin requested assistance from CAA steering committee members to help with the planning, publicity, and execution of the event. There was some discussion about the date and time that was chosen. Three committee members (Alison, Morgen, and Janet) will be in Omaha, Nebraska attending the MAC Fall Symposium on Friday, October 6<sup>th</sup>. There was also some question about holding the event on a Friday evening at all. However, everyone thought the open house idea was fantastic and could envision CAA supporting this type of event as a regular part of its activities.
  - Laura C. agreed to serve as the CAA Steering Committee Contact Person for the open house. Laura M. offered her assistance with hospitality. All members will contact potential attendees (professors in history departments, history fair teachers, librarians, etc) as appropriate.

- All members agreed to collaborate with Martin on the text for the initial “save the date” announcements and set an August 25<sup>th</sup> deadline for the completion of this activity. This will be done via email communication as not all steering committee members are familiar with the use of wiki websites.
  - Additional ideas for publicity were discussed: advertisements in Time Out and The Reader under Lectures/Readings.
  - An additional planning meeting at NARA may be necessary in September. Martin and/or Doug Bicknese (new director of NARA) will follow up with steering committee members regarding the scheduling of this meeting.
  - There was a brief discussion about using CAA/NARA logos on emails/letters/flyers. Alison offered to ask a friend to design a poster/graphic for the event. It was agreed that a vote would have to take place if CAA funds were requested to reimburse Alison’s friend for designing a poster. No final decision was made regarding the need for a poster/graphic image.
4. SAA and Archives Month:
    - A press packet from SAA will be available for repositories/institutions to use for Archives Month in October. There was a short discussion about SAA compiling and reporting the activities various repositories did for Archives Month.
  5. CAA website:
    - Don Widmer’s email regarding Go Daddy.com (an organization that hosts websites for individuals and small businesses) was discussed. No one on the steering committee was ready to make a commitment at this time without discussing the issue in further detail with Don. There was also a desire to have another option for comparison but no one present was familiar enough with the topic to offer a suggestion.
  6. Nancy Beaumont’s suggestion that the CAA nominate the Chicago Tribune for a SAA award was tabled for further discussion.
  7. The meeting was adjourned at 8pm.

Respectfully submitted by Morgen MacIntosh Hodgetts, 5 September 2006