

**Chicago Area Archivists (CAA)  
Steering Committee Meeting  
19 January 2006, 6pm  
Leona's, 646 North Franklin**

Present: Laura Carroll, Doug Bicknese (emeritus), Alison Hinderliter, Morgen M. Hodgetts, Lorraine Madway, Laura Mills, Janet Olson, John Zwicky (representing CAMA)

Absent: Don Widmer

1. The meeting was called to order at 6pm; a round of brief introductions followed.
2. Janet Olson welcomed new members and distributed the following documents: Year in Review 2005, CAA Financial Summary 2005, Draft of the CAA By-laws, List of CAA members and listserv subscribers
3. CAA Year in Review 2005:
  - Listserv: Currently subscribed 200; Postings: approximately 135
  - Events:
    - Co-sponsor of the Richard Cox event at the Newberry Library (January 27)
    - MAC in Chicago, most steering committee members on LAC or Program Committee (April 28-30)
    - Co-host of the Gannon Center open house event (August 4)
    - Archives Week: Proclamation issued by Mayor of Chicago; CAA listserv posted information about individual repositories events; CAMA held its fourth annual symposium (October 16-22)
    - MAC in Bloomington, Indiana: CAA social gathering (October 28)
    - Holiday Party at Leona's (December 7)
4. Financial Summary:

Beginning balance, January 1, 2005:	\$ 891.25
Income (dues and donations):	\$ 573.41
Expenses:	\$ 777.40
Ending balance, December 31, 2005:	\$ 687.26

(Expenses: \$100 for refreshments, January event; \$300 contribution to MAC Spring Meeting in Chicago; \$377 for Holiday Party)

Janet Olson noted that, due to the focus on MAC in the first part of 2005, less effort than usual was expended to increase paid membership.
5. CAA By-laws: the revisions drafted in December 2004 by previous steering committee members were reviewed. According to Article X of the by-laws, adoption of revisions requires the approval of a majority of dues-paying members. Alison and Janet will compile a list of current CAA members and email the by-laws for members to review and submit their vote. The steering committee agreed that a two week deliberation period was adequate. The steering committee defined "current CAA members" as those who paid dues in 2005 and 2006.

6. Distribution of Duties: During a discussion of duties and event ideas for 2006 it was suggested that the CAA initiate a dialogue with SAA about ways the CAA and SAA can work together, including increasing the number of SAA workshops that are offered in Chicago. Laura Carroll volunteered to take on this responsibility. Janet Olson announced that Don Widmer is still willing to serve as the CAA webmaster and he encourages the steering committee to send news and events he can post on the website.
  - Chair – Janet Olson
  - Treasurer – Laura Mills
  - Secretary – Morgen M. Hodgetts
  - Membership – Alison Hinderliter and Janet Olson
  - Events, Educational – Lorraine Madway
  - Events, Social – Alison Hinderliter
  - SAA Liaison – Laura Carroll
  - Webmaster – Don Widmer
  
7. Event ideas for 2006:
  - Continue to arrange social gatherings for CAA members during MAC and SAA conferences
  - Continue to host holiday party at Leona's
  - Summer social gathering: Decide on a free public event such as the Grant Park Symphony concerts in Millennium Park or Movies in the Park and invite CAA members to attend as a group
  - Educational event in March:
    - Tour of Northern Illinois University's Special Collections/Regional History Center
    - or**
    - Tour of Hull House/UIC Archives: Doug and Alison mentioned that a tour of these repositories was planned for the Chicago Area Special Collections librarians, CASC. Alison will contact the coordinator of this event to explore the opportunity of opening this tour to CAA members.
  - Archives Week (October 2006):
    - Pursue the mayoral proclamation of Archives Week
    - As in previous years, the CAA listserv can serve as a "clearinghouse" for information – posting notices about individual repositories public outreach and other events scheduled during Archives week
    - During a discussion about Archives week it was pointed out that the Council of State Archivists (CoSA) compiles ideas for archivists and repositories on their website; it was agreed that the steering committee would post a message to the CAA listserv in September reminding members of this resource.
    - The Steering Committee agreed that the Director of the Illinois State Archives, David Joens, and the Executive Director of SAA, Nancy Beaumont, are both ideal representatives of the archival community to promote a greater awareness of Archives Week in Illinois and the Chicago Area.
    - Other ideas about Archives Week will be discussed at future CAA Steering Committee Meetings.

8. The meeting adjourned at 7:45pm. The time and place for the next CAA Steering Committee will be announced at a later date.

Respectfully submitted by  
Morgen MacIntosh Hodgetts, 23 January 2006,