

**Chicago Area Archivists (CAA)
Steering Committee Meeting
27 June 2007
Miller's Pub, 134 S. Wabash Avenue**

Present: Laura Carroll, Alison Hinderliter, Morgen MacIntosh Hodgetts, Laura Mills, Janet Olson, John Zwicky (representing CAMA)

Meeting called to order at 6:30pm

Announcements (Janet Olson):

- 1.) The Jameson Award proposal submitted by the CAA steering committee and voted on by the CAA membership to SAA was approved. The Chicago Tribune will receive the award at the SAA Annual Meeting in Chicago, August 2007.
- 2.) CAA donated \$300 to SAA towards the general fund for the conference because Chicago is the host city.
- 3.) Don Widmer, CAA Webmaster, sent a reminder/announcement via Janet: "Please send items about Archives Month with plenty of advanced notice in order that these important events can be posted on the website in a timely fashion."
- 4.) MAC 2010 Chicago – get ready to volunteer for the Local Arrangements Committee, it will be here sooner than we think.

Archives month update (Morgen and Laura C.):

- 1.) Three people/repositories responded to the "seeking a venue" email that Laura C. posted on the CAA listserv: Chris Pyle from the Lake County Discovery Museum, Susan Rishworth from the American College of Surgeons, and Lisa Oppenheim from the Chicago Metro History Education Center (CMHEC). The response from the membership was terrific and exciting. Laura and Morgen will follow up with those who so graciously volunteered. The CMHEC with their connection to the Newberry Library is considered the leading candidate because of the location of this potential host-site.
- 2.) CAA steering committee members agreed that \$400 of the CAA funds could be used to support the CAA Archives Month Event.

By-laws Change:

The steering committee discussed the by-laws of other groups that Martin Tuohy sent via email. It was decided that no changes need to be made to the current CAA by-laws as Articles V and IX cover the issues discussed in the April 4, 2007 meeting:

"However, on occasion the CAA steering committee is asked to "speak" for the CAA membership on matters regarding public advocacy and it is in these areas that we may want to consult the dues-paying members."

It was agreed that when necessary an email can be sent to the CAA listserv outlining whatever matter the steering committee would like input or feedback (votes) from the CAA membership.

CAA Events (Alison):

- 1.) Social gathering, July 11th Millennium Park; Alison will send a reminder email around the 5th of July and the day before the event.
- 2.) The Woodson Regional Library, Harsh Collection tour was not scheduled. Everyone agreed that it was now too late in the year especially because of the tours and open houses scheduled for SAA. The steering committee decided that a tour of an archives repository should be planned for February 2008.

CAA Repository Guide (Janet Olson):

Dave Joens, Illinois State Archivist, is creating an Illinois Repository Guide and sent a blank form in an issue of *For the Record* (published by the Illinois State Archives Advisory Board) to gather information. Janet has received questions from CAA members asking if this is the same as the CAA Repository Guide and has responded that these are currently two different repository guides. After a brief discussion, all steering committee members agreed that the information from the CAA Repository Guide could be integrated (after it is checked for any necessary updates or changes) into the Illinois Repository Guide but we would like to see a feature to search the guide by region. Ideally, the new Repository Guide would be ready by October, Archives Month. Janet stated she would follow up with Dave about our idea to integrate, request for regional searching, and ask about the timeline of the project.

Meeting adjourned at 8:15pm.

Respectfully submitted by Morgen M. Hodgetts, 17 August 2007