

**Chicago Area Archivists (CAA)
Steering Committee Meeting
4 April 2007, 6pm
Cosi Cafe, 116 S. Michigan Avenue**

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

Meeting called to order at 6:25pm.

1. Janet passed out an updated "2006 Year in Review" document that included two additions to the Events category (spring tour of Hull House and the summer social gathering in Millennium Park) but no changes were made to the Membership Statistics or the Financial Summary (see the minutes for 8 January 2007).

2. Events Planning:

Alison reported the archivist, Kathy McLeister, at the Theatre Historical Society in Elmhurst is leaving at the end of March. Due to this reduction in staff at the society Alison proposed we seek another location for an archives tour. She will contact Michael Flug at the Woodson Regional Library to arrange a date for CAA members to tour the Harsh Collection.

Everyone agreed to repeat the Millennium Park concert gathering for the CAA summer social event. Several dates were suggested (June 13th, June 20th, and July 11th). Alison will send a Save the Date announcement via CAA listserv for July 11th. This date was decided during several email communications between CAA steering committee members following the April 4th meeting.

3. By-laws change(s) to include voting procedures:

Due to Nancy Beaumont's request for CAA to nominate the Chicago Tribune for a SAA award, the CAA steering committee reviewed and discussed the current by-laws to determine if additional language regarding voting procedures for the CAA membership should be added. Article V includes the following statement: The Steering Committee will be responsible for organizing meetings, circulating information to the membership, and formally representing the CAA when needed." 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. At the end of the discussion it was decided that the by-laws of other organizations would be reviewed as a guide to defining our functions as representatives to the greater CAA membership and the procedures for inviting the dues-paying members to have a voice in these matters. Laura M. volunteered to review MAC's by-laws. Martin stated he would review the by-laws of organizations he has previously served.

4. MAC 2010 Proposal:

Laura C. volunteered to complete the form nominating Chicago as the host city for the 2010 MAC conference. Janet will find out the due date from Tanya Zanish-Belcher, MAC Vice President.

5. Archives Month 2007:

SAA will use the 2006 theme, "Celebrating the American Record," because it was rolled out so late last year. Janet shared some highlights from a conversation she had with Dave Joens, Illinois State Archivist. The Illinois State Archives will produce a poster celebrating Illinois records and also hope to maintain a calendar listing Archives Months events planned throughout the state, especially highlighting archives in rural areas. CAA will assist in the promotion of SAA and IL State Archives activities.

Laura C., Morgen, and Martin reported on the development of the CAA Archives Month event. They met with Julia Hendry, past CAA steering committee member and UIC university archivist, in March. Julia recommended Hull House as a potential site for the event and offered to submit our proposal to the director. Laura C. and Morgen volunteered to coordinate the planning efforts for the event which will target local faculty and undergraduate/graduate students. A discussion about creating small subcommittee of college and university archivists took place.

6. CAA gathering at MAC Conference in Columbus:

Janet will send an email via the listserv announcing the time and place for this annual gathering.

Meeting adjourned at 8:20pm.

Respectfully submitted by Morgen M. Hodgetts May 1, 2007