

ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT

April 9, 2022

Working to come up with a regular meeting time.

Chair: Marcia J. Iowa USA
archives@adultchildren.org

Vice-Chair: None

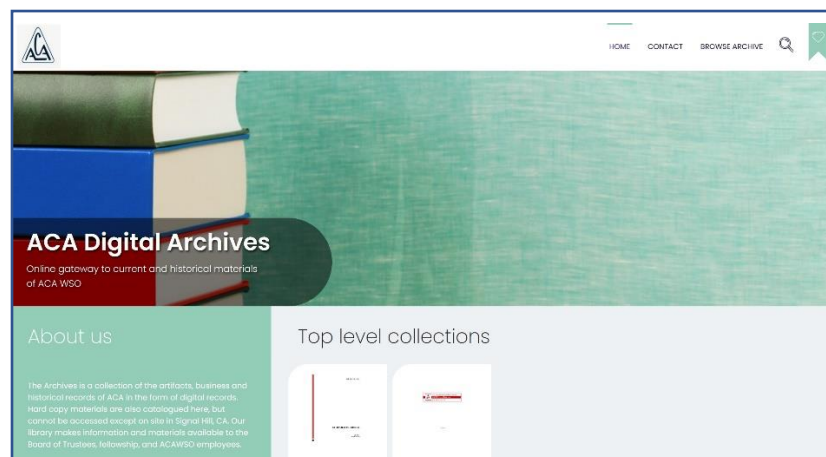
Board Liaison: Charlie H. Virginia
chair@adultchildren.org

• Amy R., Israel	• Alicia L. CA USA	• Erin L., CA USA	• Kadri Liisa M., Estonia
• Kathleen S., CA USA	• Sally P. CT USA	• Laura L CA USA	• Zoe H., CA USA

<p>Goal 1: Gather and process documents and recordings. Objective 1: Scan all documents in our possession. Objective 2: Sort and process all documents and recordings in our possession. Objective 3: Continue search for missing documents and recordings.</p> <p>Goal 2: Gather and Process Oral Histories Objective 1: Make a list of those we wish to interview. Objective 2: Conduct as many preliminary oral history interviews as possible.</p>	<p>Goal 3: Make archival materials available to the fellowship. Objective 1: Find a platform to use in the creation of the ACA Archival Library Objective 2: Decide on a method to catalog materials for the ACA Archival Library.</p>
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The following activities happened in March 2022:

1. **The Oral History group** met a second time and three members stepped forward as temporary officers. At present we still have Ingrid D. as the Temporary Chair, and Cyndy B. as the Temporary Secretary. The person who accepted the Vice Chair position decided against remaining for the moment. The group decided to focus on Oral History rather than ACA History so as not to lose their focus. The group leaders met to have an initial conversation about ACA emails, and an ACA Shared Google Drive. They later set up their own meeting to get started. This is a lot to take in for new committee members, and they are to be commended for their service so far.
2. **ACA purchased Preservica Starter Plus**



The home page was designed by the team at Preservica based on a banner, color choices, and text provided by the Archives Committee. Work will begin immediately to catalog committee reports and other items that are used regularly. This will assure a permanent location for items that might otherwise be lost. Books of Motions and Minutes are in place up through 2020.

3. **New goals** were approved by the committee.

STRATEGIC GOALS FOR 2022

Goal 1: Gather and process documents and recordings.

Objective 1: Scan all documents in our possession.

Objective 2: Sort and process all documents and recordings in our possession.

Objective 3: Continue search for missing documents and recordings.

Goal 2: Make archival materials available to the fellowship.

Objective 1: Set up and activate Preservica as an ACA Archives Library

Objective 2: Decide on cataloging policies and create an accessible ACA Archival Library

Objective 3: Create materials to help Regions, Intergroups and Meetings archive their historical documents.

Goal 3: Safe storage of archival materials at Signal Hill

Objective 1: Take inventory of archival print materials and memorabilia held at Signal Hill.

Objective 2: Decide if materials are safe from water, fire, or other natural disasters.

Objective 3: Research methods and materials needed to preserve items safely.

4. **The report to the ABC** was written, approved by the committee and sent in before April 1.
5. **We have three new committee members**, thanks to a request put into the Traveler. We are noticing that the more specific the description of committee work, the better the response. Previous generalized advertisements for committee members did not attract volunteers.