

ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT
December 10, 2022

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Vice-Chair: Alicia L. CA
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Policy and Structure CC
Charlie H. and Liz C.

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<ul style="list-style-type: none"> • Sally P. CT USA 	<ul style="list-style-type: none"> • Laura L CA USA emeritus 	<ul style="list-style-type: none"> • Kathleen S., CA USA

STATEMENT OF PURPOSE: The Archives Committee collects and preserves the business and historical records and artifacts of ACA in the form of digital records, and written documents. The committee makes the information and materials available to the Board of Trustees, the employees of the Distribution Center and the fellowship of ACA in an organized and convenient manner.

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Objective 3: Create materials to help Regions, Intergroups and Meetings archive their historical documents.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

During November

1. Members approved a revised budget for 2023. More money was requested in this budget to cover the cost of one fire proof cabinet for archival materials at Signal Hill.
2. A volunteer flyer was finished and presented.
3. We talked about starting a study of other 12-Step groups to see what materials in the archives were made public. We have already decided that not all materials will be public.
4. A discussion was held about creating a brochure to help intergroups and regions internationally to start their archives.

ORAL HISTORY SUBCOMMITTEE MONTHLY REPORT
December 10, 2022

Chair: *Ingrid D. NY*
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Content Development CC:

<ul style="list-style-type: none">• <i>Joe C. CT</i>	<ul style="list-style-type: none">• <i>Laura L CA USA emeritus</i>	<ul style="list-style-type: none">• <i>Janis E. VA</i>
<ul style="list-style-type: none">• <i>Gary M.</i>	<ul style="list-style-type: none">• <i>Lenette H. VA)</i>	<ul style="list-style-type: none">• <i>Aimee M.</i>

Statement of Purpose: The Oral History Subcommittee is charged with interviewing members of the fellowship to provide historical information for ACA.

During November:

1. The subcommittee needs a secretary.
2. The subcommittee changed its meeting time to the third Thursday of each month at 4PM EST.
3. The Release Form was approved by the Collaboration Committee.
4. The workflow spreadsheet has contact information provided by Marcia J. and Laura L.
5. Gary volunteered to do the first interview.