

**Chicago Area Archivists
Steering Committee Meeting
29 October 2008**

Pomegranate Café, 1633 Orrington Ave.
Evanston, IL, 60201

Present: Morgen MacIntosh Hodgetts, Heidi Marshall, Beth Myers, Janet Olson, Scott Pitol, Heather Stecklein, Martin Tuohy

Absent: Don Widmer

Call to Order: 6:30pm

Agenda Items

1. Archives Month 2008 Discussion

- Beth and Janet provided highlights from the CAWHC (Chicago Area Women's History Council) event, "Documenting the Women's Movement in Chicago: Preserving and Sharing the Sources" held on Saturday, October 11, 2008 at the Newberry Library. Eight repositories were represented and archivists answered questions potential donors had about depositing their materials.
- Beth, Janet, and Morgen provided highlights from the History Fair Kickoff event on Thursday, October 23, 2008 at the Newberry Library. This event was sponsored by the Chicago Metro History Education Center which invited archivists from approximately fifteen area repositories to meet briefly with nearly 100 History Fair teachers. Archivists were encouraged to use the National History Day theme: *The Individual in History* as a way to present their collections to the teachers, provide information about hours and policies of the repositories, and answer general questions about conducting archival research.
- Heather and Heidi briefed the group about the Dominican University Internship Fair held at the Newberry Library on Tuesday, October 7, 2008. After a short discussion the Steering Committee agreed that we should extend an invitation to Tamar Dougherty, the event organizer, and a representative from Dominican's SAA Student Chapter to brainstorm about ideas of how the CAA can assist with this event in the future.
- Heather summarized the successful CAMA (Chicago Area Medical Archivists) Symposium held on Friday, October 24, 2008 at UIC Special Collections Department of the Library of Health Sciences. Three speakers presented on significant medical events in Chicago history during the morning session and symposium attendees toured the Midwest Nursing History Resource Center in the afternoon.

2. CAA Holiday Party Discussion:

- Date: Thursday, December 11, 2008
- Location: To be determined
- Activities: door prize, favorite photo contest, CAA business meeting, member survey

CAA Holiday Party Action Items:

1. Location: Heather
2. Activities
 - Door prize – movie tickets idea: Morgen; Pampered Chef items idea: Scott; roll of tickets for door prize give away: Scott
 - Favorite Photo from your Archives Contest: Scott
 - CAA business meeting: All CAA Steering Committee members – open the floor for discussion – 10 minutes; All CAA Steering Committee members wear something identifiable so people can approach them to make suggestions/comments during the party
 - Member survey: Heidi and Beth will draft questions and make announcement during the party; Scott will create a Survey Monkey account

3. CAA Steering Committee Meeting Schedule and Communication/Responsibilities

- All members agreed that steering committee meetings should be held at least 3 or 4 times during the calendar year.
- The next meeting date will be set prior to the adjournment of the current meeting.
- All members agreed that we should try to conduct more business/project discussions via email and subcommittees.

4. MAC 2010

- Date: 21-24, 2010
- Location: Doubletree Hotel, 300 East Ohio
- Janet and Morgen, Co-Chairs of MACLAC 2010, invited CAA Steering Committee members to join.

5. Plans for the future

- Chicago Archives Fair 2009: Morgen and Scott will be coordinating the planning for this event. Glenn Humphreys, Chicago Public Library, Special Collections and Preservation Division has reserved a space in the Harold Washington Library for Saturday, October 24, 2009

Next CAA Steering Committee Meeting

Date: 12 February 2009, Thursday

Place and time: TBD

Respectfully submitted by Morgen MacIntosh Hodgetts, 13 November 2008