

ADGA YEAR END REPORT

COMMITTEE: HISTORY

August 27, 2016

COMMITTEE CHAIRPERSON: Elizabeth Henning

COMMITTEE MEMBERS: Heather Arts, Melinda Butler, Steve Considine, Kathy Goodin, Meg Hicks, Nancy Lake, Caroline Lawson, Sheila Nixon, Shari Reyna, Nina Schafer, Christy Scheufele, Sonia Thyssen

1. STATEMENT OF GOALS AND OBJECTIVES FOR THE YEAR:

- a. Completion of inventory as possible with additional recommendations for preservation and disposition of historical materials.
- b. Recommend preservation and/or scanning of additional materials as appropriate.
- c. Define committee mission statement and construct committee SOP.
- d. Work with IM Committee and staff to determine the most appropriate means of making the preserved/scanned historical materials available to the membership and other interested parties.

2. SUMMARY OF COMMITTEE WORK AND ACTIVITIES FOR THE YEAR:

- a. The Board of Directors charged the committee with deciding whether or not to make the digitized materials available to ADGA members at a reduced rate. The committee discussions regarding this reached no consensus. At their midyear meeting, the EC decided to uphold the decision of the board and that future materials be priced accordingly – based on size.
- b. The EC determined that a non-disclosure policy be developed for access to proprietary ADGA historical materials. An agreement was prepared by ADGA attorney, John Ruth, and approved by the EC.
- c. Following receipt of signed non-disclosure agreements, access to proprietary ADGA digitized materials has been provided to Steve Considine and Shari Reyna.
- d. As reported in the midyear report, historical materials relating to J.C. Darst, an early secretary of AMGRA have been obtained at a cost of \$200.00. Both the chair and Steve Considine have reviewed these materials. They provide an important view of the early organization, decisions and political alliances of our association. They are a very valuable acquisition. Upon recommendations from the chair and Steve Considine who have reviewed these rare and fragile materials, the committee concurs that the Darst documents be scanned in the office and not sent out for digitization.
- e. At the 2015 Annual Meeting, the Board of Directors approved digitization of: Yearbooks, Classification, Show, Production, Linear Appraisal volumes 1973-1999; AMGRA and ADGA Handbooks, 1956-1972; Show & National Sales 2000-2003; Performance Summary volumes 38-50, 1990-2003. This project has been completed at a cost of \$5445.94, leaving a balance in the history fund of \$5,616.06.
- f. At their midyear meeting the EC recommended that the committee consider scanning of annual meeting minutes and the Guidebooks. The committee concurred, and the request is presented below under decisions requiring board action.

3. FINANCIAL STATEMENT - COMMITTEE EXPENSES:

None – The Darst collection purchase and cost of digitization have been paid from the history fund. Current fund balance is \$5,616.06.

4. **PROBLEMS ENCOUNTERED:**

None. The chair wishes to thank the committee for another productive year.

5. **DECISIONS REQUIRING BOARD ACTION:**

Approve digitization of Annual Meeting minutes and Guidebooks at estimated cost of \$2,750.00.

The committee voted unanimously to approve digitization of Annual Meeting minutes and Guidebooks at an estimated cost of \$2,750.00. The proposed project at estimated cost would leave a balance in the history fund of \$3,066.06.

The quote obtained is for scanning 1918 - 1996 board meeting minutes and 1976 - 2016 guidebooks. An estimated total of 10,000 pages at .25/image will be \$2,500. Renaming the PDF to the year on the spine of the book is .25/book. Return shipping is \$200.

6. **WORK TO BE COMPLETED BY NEXT YEAR'S COMMITTEE:**

- a. Continue as possible to work on the inventory of historical materials contained in the vault at the office in Spindale.
- b. Recommend preservation and/or scanning of additional materials as appropriate.
- c. Redefine Committee mission statement and guidelines per ADGA's Strategic Plan.

7. **LONG RANGE GOALS (5 YEARS) FOR COMMITTEE:**

Preparation of Guidelines for documenting and preserving ADGA's historical record.

8. **POSSIBLE FINANCIAL IMPLICATIONS:**

None until history fund balance has been depleted. Beyond that, additional funding for historic preservation and acquisition would need to be budgeted annually based on materials identified for preservation and/or acquisition.

Staff time to copy and ship materials ordered.

Staff time to obtain estimates for future preservation.

9. **INFORMATION TECHNOLOGY EFFECT:**

Data storage of digitized materials.

Elizabeth R Henning, Chair