



Area 59

EASTERN PENNSYLVANIA  
GENERAL SERVICE ASSEMBLY

[www.area59aa.org](http://www.area59aa.org)

**Archives Subcommittee Quarterly Report  
March 2019**

**Archives Subcommittee Members-**

Ken P. (Sec'y)	D41	Mario V.	D68
Rick H.	D32	Steve B	D64
Andy B.	D63	Ed M. (chair)	D59

**In Cooperation with-**

**Archivist-**

Donald H.

**Assistant Archivist-**

Jack C.

**Advisor-**

Caroline N. ( Alt-Delegate)

***Summary of Subcommittee Activities for 1st Quarter to date-***

We held our first meeting at DCM Orientation January 13, 2019 and discussed the following-

- Scheduled first work session at storage unit for Saturday, February 16th to complete physical inventory and determine best next steps for cataloging, scanning, digitizing, etc.
- Distribution of trifold table displays and District assignments. Mario will consider creating a trifold display related to District 68 history. Steve & Andy will share a trifold since they are in close proximity to each other.
- Plan for checking Area Calendar of Events and seeking invitations to attend appropriate events according to assigned Districts and use of trifold and documents to bring along as handouts.
- Delegate's recommendations-will need to prioritize in future meeting.
- Incorporating Archives Workspace Ad hoc subcommittee Workspace Plan for combined storage and shared office/workspace in to Archives Subcommittee.

- Digitizing Archives material. Question raised on prospect of considering outside non-A.A. vendor to accomplish this in more timely manner. Will need further discussion.
- Developed survey which was sent by our Delegate to other Areas for their shared experience related to scanning & digitizing records, use of outside non-A.A. vendors as well as use of shared storage & office space.
- Presented at SEPIA/EPGSA Share-A-Day

Respectfully submitted.

Ed M.

D59 DCM, Chair Archives Subcommittee Area 59