

# Minutes

Archives Coordination Committee Meeting: December 8, 2015

**Present:** Paul Way, Barb DuMoulin, Adiel Pantoja, Susan Good, Monika Mayr, Gillian Watson, Frank Neumann, Donna McWhirter.

- 1) **Minutes** from the November 10 Meeting were accepted.
- 2) **Progress since last meeting**
  - i) **Acquisition Policy Revision** – This revision was reviewed and accepted by the committee, with a few grammatical changes. It will be posted on the Committee website.
  - ii) **Volunteer Booklet Orientation** – This revision is still being worked upon by Paul and Pat. A scale diagram of the Archives and labeled photographs of the office were shown to the committee.  
[It was noted that labels on the actual cupboards and stack-ends might be a good idea also now that we have a labeler.]

#### **Forms:**

- iii) **Separation Sheet & Transfer Form**

Gillian will work on a revision of the Separation Sheet as well as changing its description on the **Forms List** that Adiel produced. The Forms List will be posted on the Committee website. It was decided that we did not need a separate Transfer Form as this was covered by the processes of Accession and De-Accession.
  - iv) **Gift Form** – This form has been updated with a sentence added to specify when a tax receipt can be provided for a donor. The sentence was tweaked during the meeting. It will be posted on the Committee Website
  - v) **Interview Forms**

Susan reported that there is some duplication among these forms. They need extensive review and revision. She and Barb will work on them.
- 3) **New Business**
    - i) **Order of items on the Processing Checklist**

Discussion focused on the place of scanning in the processing of incoming materials and the need for Frank to have access to these was emphasized. This will be considered during **Revision of the Accession Policy**, which will include the whole intake process. Donna, Gillian, Monika and Adiel will work on this.
    - ii) **Revision of the Appraisal Process** will be worked on by Donna.
    - iii) **Loan Form** Revision is deferred to the next meeting.

Next Meeting: Tuesday, February 9<sup>th</sup> 10:00am