

AGENDA

Archives Coordination Committee

November 10, 10am, 2015

1. Approval of the minutes of meeting April 21, 2015
2. Progress since last meeting:
 - i) Processing Checklist - Monika - see attached
 - ii) Communication Book - Susan
 - iii) Separating Loan & Gift Forms - Donna
 - iv) Typed description of forms - Adiel
 - iii) Revising old Volunteers Booklet & old Acquisition Policy - Gillian
3. New Business:
 - i) Revising Gift Form - i.e., mention of tax receipts