Present: Nancy Schrock (Chair), Mary Ellen Lannon, Jo-Ann Michalak, Samuel Smallidge, Joanna Shea O’Brien

Nancy called the meeting to order. Our new members, Joanna and Sam, were introduced to Archives reference staff, Ellen Knight.

Archives update was given by Ellen. Ellen works 12 hours per week mainly helping people with their archival questions and also processing collection photos and documents. She hopes to finish preparing archival finding aids by the end of 2020. She is in process of drafting the archival annual reports for 2017-2019 by the end of 2019 as requested by the Town Clerk.

Town Clerk update by MaryEllen. MaryEllen is preparing a 20K capital planning request for records management which includes an assessment of space needs and a digital records management program. She offered to give a tour of the town vault to Sam and Joanna.
AAC update by Nancy. Nancy announced that she is taking a leave of absence for a surgery on 10/21, followed by Jan-March at UC Riverside where her husband teaches. Since she does not know how fast her recovery will be, she has asked Jo-Ann to lead the AAC in her absence.

Archives priorities for the 2020 fiscal year. The Archives draft budget request is due 1st week in December including any grant requests that are planned.

Potential grants. A number of potential grants were identified: En Ka, Cultural Council Rotary, Murphy and Griffin. The grant amounts are small but Nancy has been very successful in getting grants for the Archives. Given Nancy’s leave of absence and short amount of time before grant applications are due, it was decided not to apply at this time.

Projects for Simmons intern. No new projects are planned for Jan 2020 so the intern will continue entering finding aids into Past Perfect and/or scanning the photograph collection under Ellen’s supervision.

To Do list:

- Nancy will call a meeting of Collaborative for Documenting Winchester History after Thanksgiving,
possibly Monday Dec 2. Possible agenda topics: include updates on projects and what are they doing with non-print media in their collection.

- Mary Ellen will give tour of vault to Sam and Joanna.

- Nancy will meet with Joanna in December to review transcripts of Archives approximately 90 oral histories. There was a discussion whether Archives should apply for audio and video equipment and possibly consultant for guidelines and training for oral history. Sam and Joanna said they have the equipment and possibly WinCAM does too.

- Joanna will reach out to Chris Kurhajetz, WHS SS teacher, about a possible Winchester an oral history project.

- Nancy will draft an intern job description to be posted on Simmons’ Job line to tentatively begin semester break Jan 2020.