

## **Notes at the Laying Down of the Chapel Hill Friends Archive Committee, April 2019**

The Archives Committee was formed for two reasons; 1) to collect, organize and maintain physical and electronic records related to the Meeting, and 2) create policies and practices to ensure that core information about the Meeting be routinely collected, organized and maintained.

### **Accomplishments**

- Record Book brought into the modern world
  - Servant Keeper
  - Raised questions, which prompted creation of a taskforce with Archives, M&W and CYRE. With final outcome of MWAB approving a new definition of Familial Membership, and a way to maintain our relationship with adult children of members.
- Memorial Garden Plaque built and mounted on porch wall
  - Current with names and dates of those in the Memorial Garden
- Memorial Book
  - This record of our departed Friends had been neglected for many years. Archives offered to take it on, but we never got it done. We did collect information about people that was ready when Dottie took this on this year.
- Paper Files
  - Membership records, sorted and filed
  - Papers related to history of Meeting in folders
  - Alphabetical files to keep items of interest about people in our community, like letters to the editor and news stories on social justice actions.
- Conscientious Objector and Quaker House documents
  - Worked with Kurt to make sure that we have all CO letters submitted to Meeting for Worship with Attention to Business on file.
- Electronic Files
  - Began archiving Meeting records – Finance Minutes, MWAB Minutes, M&W Minutes, items of interest on people in Meeting community –in an Archive Dropbox account.
- Strengthened our relationship with Friends Historical Collection (FHC) at Guilford College, who have kept our membership and other records since our founding. We learned that the FHC depend on donations from Meetings, and that we have not been donors in the past. Archives established a small benevolence accordingly.

### **Considerations**

- Who will “own” the Friends Historical Collection benevolence, so we don't stop contributing to FHC?
- Who will “own” the Memorial Book and keep it going when Dottie is ready to pass it on?
- Who will manage the Dropbox account? What will happen to those files? Do we want to add other committee minutes (like Peace and Justice?)
- Who will the Recorder go to when she has questions? What is the home committee of that position, or is it directly with the Clerk, like the recording clerk?
- Do we need a Meeting Archivist? Who will ensure that the pieces of the story of the Chapel Hill Friends Meeting are preserved.