

To: D4 Area Directors

From: Gail R. Willsky, D4 Archivist

Re: Info presented at D4 Retreat concerning Archives

Date: Sept. 19, 2012

As promised here is a summary of the information presented at the D4 Retreat concerning what is expected from the clubs and areas in the District. It was agreed that for the moment I will be communicating through the ADs. This biennium is really the last to get our infrastructure and histories set up for the centennial. Since everyone seemed to agree with the plan presented below, I will now confer with the Zonta International Archivist and the Archivist in the UB Archives, where our D4 information is kept, about final format, etc. for our work.

1. We would like to have an inventory done of where each club is storing its archives and in what condition the archives are at the moment, ie. Sorted, in unopened boxes, paper bags etc. by Dec 31, 2012.
2. An archivist/historian should be identified by December 31, 2012 for each club. If there already is an archivist/historian, please pass info on that person to me.
3. Please appoint someone in your Area who would be interested in helping to coordinate our archiving efforts this biennium as Area Archivist. They would be on the D4 archives committee. I would plan to have meetings via SKYPE (might be just conference calls).
4. The information collected on History by the Zonta Club of Milwaukee Wisconsin ([http://www.zontamilwaukee.org/club\\_history.htm](http://www.zontamilwaukee.org/club_history.htm)) will be our model.
5. We would like each club to write up short history by May 1, 2013, that will be presented by Area at the Conference in September. Incorporation of pictures of people and programs, etc are encouraged. This will give us some time to have a coordinated presentation ready for the District Conference. These will represent works in progress.
6. On the basis of input from the District Conference a final History Report will be finished by May 2013 to be incorporated into the D4 archives and sent to International for the Centennial celebration.

*Gail R. Willsky*