

Archive Report for Zonta D4 Board Meeting November 16, 2013
Prepared by Gail R. Willsky, D4 Archivist

Status:

In order to make sure Club histories are being done Maureen Hayman from Hamilton II has joined the Archive Committee to help get club histories. Only a few clubs are working on this project to date. Polly Redanz has taken things to the UB archives. These include information from as far back as 1982. Records from Anna Parenti-Cohn and Daisy Water's Biennium are not yet handed in. Gail has started collecting items for the 2012-2014 Governor Lee Fogerty's Biennium. Information handed out for Spring 2013 workshops has not yet been received. Gail has just received a list from ZI of district Historians or Archivists with 37 names.

Suggested Actions:

These items are what is planned for archiving the 2013-2014 Biennium for D4. Some activities will continue after May 2014 and the appointment of the next archivist as time is needed to format items received through May 2014 for archive deposit.

1. Gail needs clarification on the fact that all important D4 information has been sent to her in electronic form and that there is nothing else on the Web sites that needs to be conserved.
2. Gail needs to confirm with the UB archives the best way to organize material from D4 (appointment already requested). Verification for including club histories as they are a D4 activity will be obtained.
3. After Jan 1 the committee will work directly with the clubs to identify by Feb who is writing the history and, where relevant, give to each club copies of their club histories already in the archive. Histories should be composed in the decade by decade format. Goal: Club histories should be collected by end of April or early May.
4. Gail has to get all the Workshop information from 2013 and 2014 for the archives and an electronic copy of the D4 Membership Roster.
5. Gail will prepare a draft of the D4 history using the information in the archives and the new reports. Gail will prepare the information from the current Biennium for deposit in the archives by Fall. She will get Governor Lee's correspondence after June 1.
6. Gail will brief the new D4 archivist on the state of the D4 archives.