

# ARCHIVES AGENDA MEETING NOTES

Archives Committee Meeting  
September 3, 2020  
6:30 pm to 7:30 pm

Call in information: Dial-in number (US): (425) 436-6395 | Access code: 320085#

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## AGENDA

### I. Call to Order

The 1st Archives Meeting is called to order.

### II. Prayer

Let's pray:

Dear God, thank you for enabling us to gather here for this committee meeting in an effort to create memories of Pi Eta Omega Chapter of Alpha Kappa Alpha Sorority. May we have meaningful discussions that will help us to build each other up and glorify your name in all that we do. Help us to share things that will benefit all of us to complete the tasks before us. Help us to deal with different challenges that we are facing as a committee. May we approach each other with respect and kindness. Lord, create an environment of cooperation among us and help us to be one in the spirit. In Jesus' name, we believe and pray, Amen.

### III. Roll Call

Soror Eliza Atwater	Soror Jackie Wright
Soror Ingrid Birch	Soror Valerie Richardson (At Large)
Soror Garner	Soror Myralyn Miller
Soror Patricia Hicks-Harley	Soror Genell Mills
Soror Nina Harley	Soror DeVonda Rogers
Soror Gwen Hunter	Soror Walette S

### IV. Appointment Considerations

- A. Protocol - Eliza Atwater
- B. Secretary - Soror Ingrid Birch
- C. Technologist - Soror Nina Har
- D. Chaplain - Gwen Hunter
- E. Archival Trackers (5 Sorors)
  - Patricia Hicks-Harley
  - Gwen Hunter

Barbara Garner	Eliza Atwater
Nina Harley	

### V. Unfinished Business (None)

### VI. New Business

#### A. Archival Committee Intro

As you read information printed from the International Archives Booklet, it's apparent that a lot of work goes into archiving appropriate materials and documentation of sorority events and activities. We'll be referring to that booklet frequently and often seeking advice to make we're following guidelines and using appropriate materials to preserve the collections prior to presenting them to the repository (Jackie Wright). It's encumbered upon us to work well with each committee, being clear with instructions and datelines. As such, you'll be assigned a specific Target. All committees under each target will communicate with you regarding info they'll give to you (according to specifications presented to them) for Archiving.

#### B. Committee Policies & Procedures

The Archives Committee has to establish policies and procedures as a guide so we know what we're doing and know what to expect from others. If we are

questioned about a procedure and we are not sure of the answer, say, “let me get back with you on that”.

Today, we will be working on completing the Committee Policy and Procedure form for the Archives Committee. We will create the Archives Committee’s responsibilities as a Policy and Procedure guide. As we address our responsibilities, we’ll also include the role chapter members play regarding other committees in helping us achieve our goals and responsibilities.

C. Pulling Together Ideas to Complete the Form

1. Corresponding By-Law - Soror Barbara
2. Eligibility (of the Chair) - Soror Nina
3. Requirements (of the Chair & Committee Members)-Soror Gwen
4. Procedure/Policy (Conducting the Committee Business)-Soror Ingrid
5. Participation (Required by Committee Members)-Soror Patricia
6. Responsibility (Chapter or Corporate Activity)-Soror Myralyn
7. Reporting (to Executive Board, Standards, Chapter or Corporate End of Year Reports (Soror Eliza) m The secretary will type the form and save it as a PDF before sending it DeVonda so that the information will be saved, appropriately.

D. Target Responsibilities

International Program Targets

Please refer to the training materials: 2029 Leadership Transitional Meeting: Exemplifying Excellence in “Leadership” Through Sustainable Service. 1/11/2020

**INTERNATIONAL PROGRAM TARGETS**

	CHAIR.	RESPONS
1.	Target I	DeVonda
2.	Target II	Pauline R.
3.	Target III	Pat H.
4.	Target IV	La’Farrah
5.	Target V	Vera

**PEO CHAPTER OPERATION TARGE**

	Chapter Leader
1.	Target I Beverly Crosby
2.	Target II Denise B
3.	Target III Ingrid Birch
4.	Target IV Barbara Coleman
5.	Target V Clorinde Miller

**VII. Meetings: September 15<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>**

Once the policies and procedures are completed and appropriate instructional information is sent to each committee, our committee may meet quarterly.

**VIII. Closing prayer:**

Heavenly Father, as we come to the end of our time together we thank you for what we accomplished here today. May we leave here we positive thoughts and motivation to accomplish the goals of the Archives Committee of Pi Eta Omega Chapter. Guide us on our path as an example of a cooperative and collaborative committee. May we leave here recognizing You are the God of all wisdom and You are willing to lead us forward.

This we pray in the name of the Lord Jesus.

Amen

**IX. Adjourn**