**Subject:** SOURCE Meeting Minutes  
**Date:** April 16, 2001

**Attendees:** Alex Bernet, Tom Dickson, Cynthia Harris, Claire McGuire, Monica Malinowski, Laura Poll, Meghan Serrano, Melinda Zack. Marija Dalbello was also in attendance as the faculty advisor.

**Organizational Structure**

The meeting began with a discussion of the SOURCE Constitution, as written by Alex, and it was discussed that Tom would take a look at it to remove any clunky or official LISSA language not related to SOURCE issues or concerns. Regarding the clunky/forced language of the Constitution (due to its LISSA origins), Claire noted that it was simply a formality for receiving funding from GSA. Claire stated that SOURCE is required to submit a constitution to the GSA in order to receive funding, and the attendees all speculated that SOURCE’s members are not necessarily bound by the official, bureaucratic document itself. With regard to particulars in the constitutional document, Laura asked if we necessarily needed a SOURCE newsletter, but it was agreed upon that we would not have one at this time.

Issues of SOURCE subcommittees, and the necessity of them, were discussed, and Claire proposed that events’ subcommittees be decided at the beginning of the year, so that multiple events’ planning did not bog down individual people.

Later on, Claire noted that SOURCE needs to elect officers, and asked if we should do it now or next year. She stated that John Medallis was not able to commit to being co-President, and Laura asked if it would entail having the title and same amount of work. It was decided that Laura and Claire would be co-Presidents. It was noted that SOURCE would eventually need to elect a Treasurer and a Secretary. Claire stated that Ana Ramirez had expressed interest in either of those positions. Tom commented that he might be interested in being Treasurer, but he wanted further information and clarification about what the job would entail. Claire then explained that there was no need for a Treasurer as of yet because there wasn’t any money to be dealt with currently. Claire also acts as SOURCE representative at the GSA, and could write up requests for funds at the beginning of the semester. She suggested that SOURCE request a small amount of money from the GSA next semester, depending on events planned. Marija asked if SOURCE could get conference money/support, but Claire informed her that it is not possible because it needs to be publicized, and all departments made welcome. Laura asked if SOURCE could have fundraisers for making extra cash? It was agreed that it was a definite possibility for making some extra money for the group.

**Events**

The discussion then moved to the possibility of a tour of the National Archives (NARA) when LISSA visits the Library of Congress (LC) in May. Laura noted that she needed possible dates for scheduling such a visit, and that she was waiting to hear from Ken and Cathy (LISSA officers) with regard to this matter. Marija proposed that SOURCE also consider visiting the Folgers Shakespeare Library while in Washington, as Rutgers is on the list of universities having special privileges with the institution. She gave the name of a contact, Kathleen Lynch, to Laura to look into. Laura commented that the NARA has regular tours, but that they need two week’s notice for scheduling groups. Tom asked if the LC tour would be more than just a regular tour, and Laura and Claire commented that it would be looked into. Claire suggested that Laura e-mail Jeff Wayne to find out about what the old tours were like at LC.

After Claire’s Colloquia report, Laura asked if we could have future colloquia with recent/past SCILS graduates as a means for providing perspective on what is out there job-wise post-graduation. Marija
suggested that SOURCE make it an annual tradition to invite recent/past graduates to speak at colloquia, and that it would be more successful than going to the curriculum committee.

Claire then proposed that if there was a Guggenheim tour, there could also be a possibility of going to the Grolier Club for a tour. It was agreed upon that any behind-the-scenes tour would be great, and Laura noted that she was still trying to organize a tour of the Sherman Fairchild Center for Works on Paper and Photograph Conservation at the Metropolitan Museum of Art (is this the right one, Laura?). Alex suggested that there be a combined trip to the Grolier Club and the Pierpont Morgan Library in New York City, which would allow for more variety in the tour.

Reports

Claire reported on the past Colloquium that took place a couple of weeks ago with recent SCILS graduates Matthew Lyons, Fernando Pena, and Daniel Noonan speaking to the group, and commented that it was a successful Colloquium with around 20-25 people in attendance. Claire stated that she needed to keep track of the number of people attending SOURCE-sponsored colloquia as a means to encourage the curriculum committee to place more archives-related courses in the curriculum. Claire also reported that because Anne Butler was unable to speak as a panelist at the Colloquium, she has offered to organize a tour for those interested in getting a backstage look at the Guggenheim Museum in New York City.

Alex agreed to prepare a Colloquium report sometime in the next week or so, and Claire offered to work on the Bindery Tour report.

Affiliation Issues

The issue of affiliating with the Society of American Archivists (SAA) or some other such organization was discussed. Laura commented that she thought she remembered that to be affiliated with the SAA as a student organization, all members of SOURCE must also be members of SAA (and student memberships cost $40 or so). Claire commented that because the student membership of SOURCE was so diverse, not all may want to join SAA if it cost $40, and that such an affiliation with one group or organization may limit SOURCE. Marija commented that it is sometimes an advantage to be affiliated with other groups, such as the student chapter of ASIST. Alex offered to e-mail SAA and ask them about the advantages of being a student chapter. Marija suggested that the paperpeople listserv should be polled to see how many people would be willing to join at a $40 SAA fee. The general consensus was that we should do it if, as Marija commented, being a student chapter would give SOURCE positive institutional strength and identity; We should not do it if it would deter people from joining, or if it would limit/bind the student organization. Claire again commented that SOURCE as members comprise a diverse group, then it should not be a mandatory thing, but that it would also give better recognition to the group. Laura queried the issue of whether or not all SOURCE members would have to pay the SAA fee.

SOURCE & Rutgers University Archives

Claire brought up the issue of whether or not SOURCE should submit copies of all SOURCE documents, correspondence, mailings, etc. to the University Archives. Laura agreed to print out copies of all documents and keep them in a folder to be given to Tom Frusciano at the end of the semester. Claire noted that she has an e-mail archive of everything from the listserv to be given to Laura. Claire asked Laura to be the SOURCE archivist, and Laura agreed to the position.
Web Site

The discussion then moved on to the SOURCE web site. Claire noted that SOURCE has an e-mail account and available web space from Jon Oliver. It was decided that SOURCE would have a web master (of sorts), and Marija offered to help that person with the organization of the site. Marija further suggested that the site should contain a history/record of the group, meetings’ minutes, information/flyers about tours, events, and activities, information about SOURCE officers (current and past), reports and announcements, links to archival sites, sources, and resources (including those already prepared by Dave Kuzma), as well as information on the group’s mission, origins, and all the documents we have circulated so far. Marija also suggested that for the next orientation, SOURCE should have flyers with the web address printed at the top, as well as information on how to subscribe to the paperpeople listserv. It was decided that only a couple of people would have access to the web site’s password.

Claire then asked if the SCILS’ student organizations’ listservs and web sites were linked to from the SCILS web site, and she said that she would ask Carol Kuhlthau to put SOURCE’s on if they were.

Melinda offered to get the initial web site up and running by the end of May, and the rest of it finished sometime over the summer. Claire offered to help with the process, and it was decided that they would meet after the semester was over to delegate things to do to get the site up and running.