



## Twin Cities Archives Round Table

# Newsletter

### President's Message

Fellow TCART'ers,

Let me begin by thanking our hosts at the Stearns History Museum and especially John Decker and David Klingeman for the tours they provided at the October 25th meeting.

As my first official message to the membership since being elected president at the May meeting, I'd like to take this opportunity to convey my thanks and to express my excitement toward TCART as an organization.

TCART's current membership is an excellent reflection of the archival programs available in Minnesota. Academic institutions, corporations, historical societies, libraries, and religious organizations are the broad categories our members fit into, but the expertise our members represent are at the state, local and national levels in a variety of subjects and specialties. I would be hard pressed to find an archival topic that would not be reflected in our membership and their institutions. The knowledge base is great and, as a professional resource, TCART can act as means to share and exchange that information.

How better to share this information than through the new TCART Web site (<http://www.tcartmn.org/>)?

A majority of our membership has requested receiving and reading the newsletter online, so I know that you are already aware of the site. For those of you who have not visited the Web site, I

encourage you to do so and send any feedback to me.

As many of you can tell, the site is powered using blogging technology, which can allow for more interaction with the content. You can post comments and will soon be able to submit your own posts via an online submission tool.

We also want to expand the site to include resource pages that would help identify particular members with special interests or archival talents, similar to the information provided on the membership form for being a member resource on a particular topic.

As another way to share expertise, I am very excited about the professional development award TCART will be able to offer annually starting February 2007. You can learn more about this award in the October 2006 meeting minutes or by checking back to the Web site for future updates.

TCART has been a great resource for members during its history. The current officers hope to continue that tradition by offering a new speaker series that will match our needs with specialists in fields that can teach us something we didn't learn during the course of our archival training, such as public speaking skills and making the most of new technologies. Look for the first installment at the spring 2007 meeting.

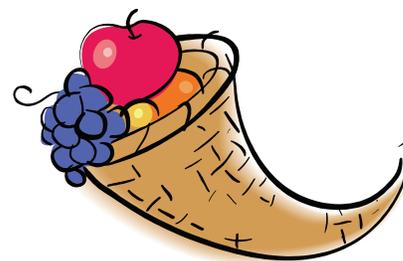
Finally, I would like to say a word about TCART as an organization. In 2007, TCART will mark its twenty-fifth anniversary and I think it is safe to say we are an established association. That said,

we will look toward incorporating ourselves as a nonprofit and will seek to preserve and institutionalize that which we already do so that our successors can be sure to benefit from the work we do today.

Isn't that part of the business we're in?

Respectfully,

Erik Moore  
TCART President



**Meeting Minutes for  
Fall Meeting  
Wednesday, October 25  
from 1:30 to 4:00 P.M.**

**Stearns History Museum  
235 33rd Avenue South  
St. Cloud, MN 56301  
1-866-253-8424**

**<http://www.stearns-museum.org/>**

*Minutes, cont'd on p. 2*

*Minutes, cont'd from p. 1*

### **In Attendance:**

Andrea Spence Pudas, Target Corporation  
 Molly Tierney, Minnesota Historical Society  
 Erik Moore, Academic Health Center, University of Minnesota  
 David Klingeman, St. John's Abbey Archives  
 Peggy Roske, CSB/SJU Archives  
 Candy Hart, Hamline University  
 Tony Jahn, Target Corporation  
 Erin Zolotuklin-Ridgeway, St. Paul Public Library  
 Sally Anderson, Dakota County  
 Sherry Jacobson, Best Buy  
 Margery Smith, csj, College of St. Catherine

### **Secretary's Report**

Presented by Andrea Spence Pudas

- TCART at 36 members.
- Reminder for everyone to completely fill out membership forms before sending them.

### **Treasurer's Report**

Presented by Molly Tierney

- Ending balance of \$1,717.35.
- TCART funds were unbalanced so Molly had to adjust the balance \$126.49 in our favor.

### **Newsletter Editor Report**

Presented by Candy Hart

- Nov. 10 is deadline for submissions.

### **Old Business:**

#### **TCART Scholarship**

- Officers revised and circulated draft of scholarship.
- Major changes include:
  - Available for national or regional conferences related to profession, not just SAA or MAC.
  - Must be a member of TCART – current dues paid by time of application.
  - Removed language in first draft about being in a non-supervisory role. Supervising other staff (professional, paraprofessional, or students) does not mean there is

Institutional support for travel and therefore supervisors should be allowed to apply.

- Eligible to apply once every three years – officers not eligible.
- \$250 award to one person or multiple awards if requested amount does not equal \$250.
- Current TCART officers make decision.
- Application sent to TCART president by email includes application form, 100-word statement of intent (replaces 500 word essay) and contact for a single reference (replaces letter of recommendation).
- Once a year process due Feb. 1. Notified Mar. 15. Payment after conference.
- Scholarship recipient must write a recap for newsletter.
- Members in attendance agreed on other minor adjustments and approved scholarship for next year.
- We will solicit applications for Feb. 1, 2007.

#### **TCART Logo**

- Molly and Andrea have worked to gather estimates on updating the logo.
- Initial estimates are \$200 to \$500 for a graphic designer to update the logo.
- Members in attendance approved spending in that range.
- **Action Needed:** Andrea and Molly will move forward with having the logo updates for the spring meeting.

### **New Business:**

#### **TCART Meeting Speakers**

- Officers discussed a need for better presentations and speakers in our meetings. Two formats were approved and are to be alternated between meetings:
  - 1 - Use a panel format in which TCART members and an expert from outside TCART present on a topic. An example of this would be having two TCART members discuss care of objects in their archives and bring in someone from the Minnesota Historical Society to talk about how their curatorial staff cares for objects.

2 - There is a need to bring in more diverse speakers from outside the archives profession. The thought behind this idea is that many TCART members take on roles that require skills beyond basic archival training. Topics such as public speaking, budgeting, giving an effective presentation, publicity, public relations, and technology such as blogs and wikis were discussed.

- **Action Needed:** For the spring meeting, we will have an outside speaker to discuss one of the topics above. Officers are responsible for scheduling the speaker, however suggestions are appreciated. Please send comments to Erik at [moore144@umn.edu](mailto:moore144@umn.edu).

#### **Steering Committees for New Projects:**

- When a committee is formed in our TCART meetings to work on a new project often times the momentum is lost and the project is not completed by the next meeting.
- To solve this problem the officers presented two solutions:
  - 1 – The TCART secretary is responsible for connecting people after meetings – making sure they have each other's contact information.
  - 2 – An officer will be assigned to each steering committee and be held responsible for making sure the project is completed.

#### **Membership Resources:**

- Officers discussed a need to create better resources for TCART members. Ideas include:
  - On the Web site creating general skill set headings like "accessioning," "records management," "collection development," etc., and have members' names and phone numbers listed under areas they have expertise. This would be accomplished by having members fill out a form on the Web site noting areas where they have expertise and are willing to help other TCART members. **This is voluntary.** The idea was approved by members in attendance. **Action**

**needed:** Officers will move forward on making this available on the Web site. Please send any comments to Erik at [moore144@umn.edu](mailto:moore144@umn.edu).

- On the Web site, feature an institution of the month. This would give TCART members an opportunity to feature their institutions.
- Create a general resource page with a list of local archives resources as well as online resources.
- Generally, the idea is to make the Web site an information resource for TCART members and to have members become regular users of the Web site for information and resources.
- Any comments on other ideas to be included on the Web site can be sent to Erik at [moore144@umn.edu](mailto:moore144@umn.edu).

#### TCART's non-profit standing:

- TCART has always operated as an informal organization.
- The informal standing makes officers as well as meeting hosts liable in the case of a law suit. Not only can someone seek TCART's holdings but the personal property of all officers. Also, the TCART treasurer is responsible for reporting TCART income as personal income for the year, and could be audited.
- TCART officers presented to the group that we will be working toward establishing TCART as a formal nonprofit so that all liabilities will be on TCART as an organization not on its officers.
- **Action Needed:** Erik will take the lead on filing for nonprofit standing. If you would like to be of help, please send an email to Erik at [moore144@umn.edu](mailto:moore144@umn.edu).

#### Tours:

The meeting was concluded with a tour of the St. John's Abbey exhibit and the Stearns County Archives.



TCART president Erik Moore at the St. John's anniversary exhibit.

## French Researcher at Archdiocesan Archives

During the last two weeks of October, the archives of the Archdiocese of St. Paul and Minneapolis hosted a researcher from France, Professor Tangi Villerbu, who is a member of the Centre d'Etudes Nord-Américaines. Prof. Villerbu is writing a book on the French in the upper Midwest, and used our missionary records, and the records of our first Bishop, Joseph Cretin, in his researches. This was an opportunity for me to review the Cretin collection, and add some items to it that had been scattered in other collections over time by previous researchers before the archives existed. It also was an opportunity to transfer some correspondence from the Cretin collection to other collections where it could be referenced more appropriately. As a result of this work, we will have a much better handle on the earliest records of our archdiocese. The Cretin collection is now calendared, and allied collections, such as those of Msgr. Ravoux and Bishop Loras, have received material, and are being cataloged in more detail. Next year, 2007,

is the 150<sup>th</sup> anniversary of Bishop Cretin's death, and some of the cataloged material will be used in an exhibit about our first bishop. Everyone is welcome to stop by and view the exhibit case, which is in the reception area of the chancery at 226 Summit Avenue, St. Paul. Exhibits are changed every few months, and the Cretin exhibit will be mounted next spring. On a personal note, I'm honored and a little surprised to report that I'll have a bio entry in *Who's Who in America* for 2007. See you at the library.

Steve Granger  
Archdiocesan Archivist





Year 2006-2007 Membership Renewal Form

\*\*\* Membership runs from July 1, 2006 to June 30, 2007 \*\*\*  
regardless of when payment is received

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization URL: \_\_\_\_\_

Would you be willing to serve as a resource for other TCART members? (For instance, if someone has questions about photograph preservation or acquisitions policies.)

Yes No If yes, in what area \_\_\_\_\_

Would you be interested in hosting a TCART meeting? Yes No

Would you be interested in giving a session or leading a roundtable discussion on a particular topic?

Yes No If yes, please specify \_\_\_\_\_

**Membership dues are \$10 – Make check payable to TCART**

**Mail completed form and payment to:**

TCART Secretary  
Andrea Spence Pudas  
Target Corporation  
1000 Nicollet Mall, TPN 0800  
Minneapolis, MN 55403

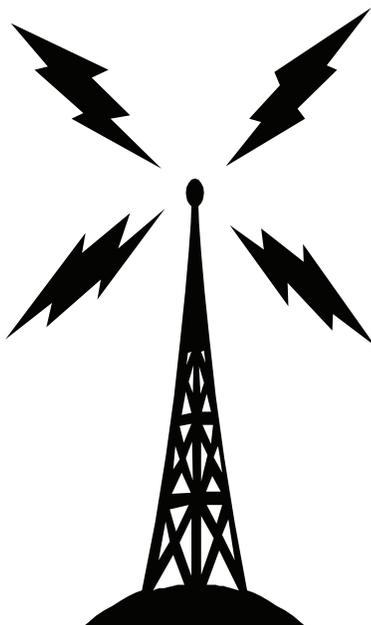
## How to Contact TCART Officers

President Erik Moore:  
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Minneapolis, MN 55455  
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Secretary Andrea Spence Pudas:  
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Treasurer Molly Tierney:  
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Newsletter Editor Candy Hart:  
Archivist  
Hamline University  
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651-523-2050  
chart@hamline.edu



## Treasurer's Report, May 2006—October 2006

*Treasurer Molly Tierney*

**Statement Balance** 6/15/06 \$1427.53

### Income

Date	Description	Deposits
6/26/06	Membership	\$ 50.00
7/20/06	Membership	\$ 170.00
8/1/06	Membership	\$ 50.00
9/7/06	Membership	\$ 60.00
10/9/06	Membership	\$ 20.00

### Expenses

Date	Description	Withdrawals
5/26/06	Hosting expenses	\$ 39.88
5/30/06	Spring program postage	\$ 15.21
6/05/06	Website	\$ 71.40
7/13/06	Membership Mailing	\$ 15.21
7/20/06	Newsletter	\$ 44.97

### Summary

Beginning balance 6/15/06		\$1427.53
Deposits	\$350.00	
Expenses	\$186.67	
Balance as of 10/25/06		\$1590.86
Checkbook balance 10/17/06		\$1661.16
<b>Difference</b>	<b>+\$70.30</b>	
Statement balance 10/17/06		\$1717.35
<b>Difference</b>	<b>+\$126.49</b>	
Adjustments (+126.49)		
<b>Ending Balance 10/25/06</b>		<b>\$1717.35</b>

## EXPLORE SAINT PAUL HISTORY AND ARCHITECTURE

History buffs and architecture enthusiasts alike will want to come to the Central St. Paul Public Library on Sunday, December 17, to meet and talk with the authors and artists of *Footprints of Saint Paul: echoes of the past, present, and future*. This book is a fascinating look at St. Paul history told through stories of its more prominent buildings. It was created by members of the Fresh Force, a St.

Paul Public Schools Service Learning organization. The Fresh Force students will talk about their experiences creating the book and hope to encourage the audience to share their memories of St. Paul and its architecture. The talk will be held on the 4<sup>th</sup> floor of the Central St. Paul Public Library (90 West Fourth Street) from 2 to 3 p.m. Refreshments will be served.

Call or e-mail for more information:  
651-266-7000,  
[sppl.info@ci.stpaul.mn.us](mailto:sppl.info@ci.stpaul.mn.us).

Erin Zolotukhin-Ridgway

## MAC's President's Award

As the Minnesota chair for the Midwest Archives Conference (MAC) President's Award Committee, I encourage you to consider nominating a deserving individual, group, or corporation for this honor.

The President's Award (<http://www.midwestarchives.org/presidentsaward.asp>) was established in 1986 as a way to recognize significant contributions to the archival profession by individuals, institutions, and/or organizations not directly involved in archival work but who are knowledgeable about its purpose and intrinsic value. The success of archival work often depends on these supporters making outstanding contributions to the archival profession through such areas as legislation, publicity, advocacy, and/or long-term fiscal support.

Previous winners of the award with Minnesota ties include:

2002: Prof. Clarke Chambers, Social Welfare History Archives

1997: 3M Corporation

1992: Minnesota State Senator Allan H. Spear and Representative Steve Trimble

1989: Minnesota Future Resources Commission

The nomination form can be found in the October 2006 MAC Newsletter. If you have questions, please do not hesitate to contact me at 651-962-5461 or via email at: [amkenne1@stthomas.edu](mailto:amkenne1@stthomas.edu). The deadline for submission for consideration by the state committee is January 15, 2007.

Thank you!

Ann M. Kenne

Head of Special Collections Department/University Archivist

University of St. Thomas

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