Audrey Newcomer in memorial (1953-2012)

By Emilie Leumas, Archdiocese of New Orleans

Audrey Newcomer, CA, the Director of Archives and Records for the Archdiocese of St. Louis, a dear friend and colleague, passed away on December 5, 2012, after suffering a massive stroke. Her loss has shocked and deeply saddened all of us.

I find it very difficult to write about my friend for this publication. I will be brief because these words do not come easy for me. I first met Audrey at Camp Mundelein (ACDA Biennial Conference) in 2002. We were both new to the world of diocesan archives and each of us was on a mission to learn as much as we could in order to grow our diocesan programs. Audrey continuously learned about archives and records. She became a Certified Archivist in 2004 and more recently was studying and testing to become a Certified Records Manager. She passed the first five parts. And with only Part 6 still to master, Audrey would have joined the distinct group of those who hold both certifications.

As president of the Association of Catholic Diocesan Archives from 2007-2009, Audrey put together the strategic plan that guided the association and set goals for its future. During the past four years, Audrey, Jac Treanor, and I became a writing team charged with the mission of writing an updated version of the ACDA manual, Managing Diocesan Archives and Records: A Guide for Bishops, Chancellors and Archivists. We met several times a year to write, edit, tell stories, challenge each other, eat, and laugh. Audrey was a stickler for getting it right. It was a time that I will remember fondly. By luck or divine intervention, we received advanced copies of the book just a few weeks before she died. She was so pleased to see our work in print. I am grateful that she was able to enjoy the fruits of her labor.

I was fortunate to attend Audrey’s funeral and bid my friend goodbye. Her funeral was lovely and I know she will be greatly missed by family, friends, colleagues, and all who knew her. I expressed not just for myself, but for all of us, my condolences to her husband Gary and their two sons, John and Gary.

We will miss you, Audrey.

Here is the link to Audrey’s obituary and on-line memorial book: http://obits.dignitymemorial.com/dignity-memorial/obituary.aspx?n=Audrey-Newcomer&lc=4722&pid=161520955&mid=5333651&locale=en-US

Jackson celebrates 175 years

By Mary Woodward, Diocese of Jackson

In 2012 the Diocese of Jackson, Mississippi, celebrated its 175th anniversary. Established on July 28, 1837, along with the dioceses of Nashville and Dubuque, the original diocesan see was in Natchez. Various events were held throughout the year to mark this occasion.

As part of the events, the diocesan archives featured photos and history in the diocesan newspaper, Mississippi Catholic, from July through November, when a special edition was published featuring highlights of the diocese’s history for the past 175 years. The archives also oversaw the restoration of the crosier belonging to the first bishop of the diocese, John Joseph Chanche, SS. The crosier was used during centennial celebrations in 1937 by Bishop Richard Oliver Gerow. It was then given to Bishop Joseph Lawson Howze by Bishop Gerow, when he was named the first bishop of Biloxi in 1977.
From the President

By Deacon William Bissenden, Diocese of Bridgeport

It is tradition that one of the contributions to the Newsletter comes from the president of ACDA. It is with some hesitation that this contribution begins with the news of the sudden passing on December 5, 2012, of our dear friend and colleague Audrey Ann Newcomer. Audrey was the Director of Archives for the Archdiocese of St. Louis and the ultimate professional archivist. She was a staunch contributor to all the aspects of ACDA and will be greatly missed. There is little doubt that the effects of her contributions, especially with our new best practices manual, will help guide the actions of diocesan archivists for many years to come.

On December 14, the Diocese of Bridgeport was devastated by the news of a horrific act that resulted in the loss of innocent lives at the Sandy Hook Elementary School in Newtown, Connecticut. As the news spread, it cast a pall of despair over the Christmas joy that was just beginning to blossom throughout the Christian world. It will be a memory of absolute sadness that will be present forever in the hearts and minds of the people in Connecticut and across our country. Although the media coverage has subsided, it was thought that a reprinting of an article that appeared in our diocesan newspaper, the Fairfield County Catholic, would be appropriate to describe the aftermath of the event and the impact of that tragedy.

Several changes have taken place in the organizational structure of ACDA: Our treasurer, Brian Fahey, graciously agreed to act as editor for this edition of the Newsletter. However, we will need a new editor. I invite those who might be interested to contact me, Brian, or Vice President Peggy Lavelle for information about the position.

Board member Carolyn Denton from the Diocese of Atlanta has resigned both her position on the board and her position as archivist in the Archdiocese of Atlanta to follow other interests. We wish Carolyn all the best in her future endeavors. According to our by-laws, the vacancy will be filled by presidential appointment with the approval of the executive board. This will be accomplished before our meeting in August.

On a lighter note, according to prognostications of Punxsutawney Phil, we can look forward to an early spring. That means the annual grip of the winter doldrums that affects many of us should soon be a thing of the past, and the spring sunshine can help lift our spirits. And, this being an odd numbered year, we can also look forward to the one day ACDA annual business meeting held in conjunction with the Society of American Archivists’ annual conference, which is in New Orleans this year. Specific details will be included in our June newsletter. While our event will in no way match the festivities of the Super Bowl, it should be a very pleasant experience; after all, it’s New Orleans. How can one not have a good time? Please keep your calendar open from August 11-17, 2013.

-------------------

From the Treasurer

By Brian P. Fahey, Diocese of Charleston

Below is the 2012 annual profit and loss report for ACDA. The reconciled balance of accounts at the end of the year was $66,904.03.

```
<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Income/Expense Income</td>
<td></td>
</tr>
<tr>
<td>Annual Meeting Income</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>42,043.00</td>
</tr>
<tr>
<td>Total Annual Meeting Income</td>
<td>45,043.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>67.67</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>3,325.00</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>75.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>48,710.67</td>
</tr>
<tr>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>Annual Meeting Expenses</td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>776.00</td>
</tr>
<tr>
<td>Lodging/Meals</td>
<td>19,903.70</td>
</tr>
<tr>
<td>Logistical</td>
<td>3,993.00</td>
</tr>
<tr>
<td>Postage</td>
<td>181.35</td>
</tr>
<tr>
<td>Speakers</td>
<td>2,350.00</td>
</tr>
<tr>
<td>Honoraria</td>
<td>3,533.24</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Total Speakers</td>
<td>5,833.24</td>
</tr>
<tr>
<td>Special events</td>
<td>225.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>194.08</td>
</tr>
<tr>
<td>Total Annual Meeting Expenses</td>
<td>31,092.37</td>
</tr>
<tr>
<td>Bank Service Charges</td>
<td>175.00</td>
</tr>
<tr>
<td>Internet Expenses</td>
<td>69.38</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>60.98</td>
</tr>
<tr>
<td>Special Projects &amp; Committees</td>
<td></td>
</tr>
<tr>
<td>Standards Manual Update</td>
<td></td>
</tr>
<tr>
<td>Editorial</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>433.11</td>
</tr>
<tr>
<td>Meals</td>
<td>210.93</td>
</tr>
<tr>
<td>Publication/Printing</td>
<td>7,600.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>480.69</td>
</tr>
<tr>
<td>Total Standards Manual Update</td>
<td>9,924.24</td>
</tr>
<tr>
<td>Total Special Projects &amp; Committees</td>
<td>9,924.24</td>
</tr>
<tr>
<td>Total Expense</td>
<td>41,412.97</td>
</tr>
<tr>
<td>Net Ordinary Income</td>
<td>7,297.70</td>
</tr>
<tr>
<td>Net Income</td>
<td>7,297.70</td>
</tr>
</tbody>
</table>
```
Bishop Howze returned the crosier to Bishop Joseph Nunzio Latino in 2011. It had been through Hurricane Katrina and damaged by salt water. After restoration was complete, Bishop Latino used it for the diocesan-wide liturgy on September 17, 2012.

It now resides in the diocesan archive and will be used for special liturgical celebrations in the future.

---

**Diocese of Savannah digitizes newspaper**

*By Gillian Brown, Diocese of Savannah*

The Diocese of Savannah completed the first phase of the digital preservation of its official newspaper, originally known as *The Bulletin of the Catholic Laymen’s Association of Georgia*. Issues dated 1920-1936 have been scanned and are now accessible and searchable via the Internet.

Founded at a time of intense anti-Catholic prejudice, the CLA used its publicity bureau to bring about a greater sense of understanding among people of all denominations. The earliest issues carry news and editorial comment on the activities of the Ku Klux Klan, the anti-Catholic rhetoric of populist leader Tom Watson, and the enactment of the “Veazey” bill which mandated government inspection of convents in Georgia.

The Washington-state based SmallTownPapers, Inc. scanned the original papers and returned them. The digital versions were then indexed and placed online, where the pages appear just as they did in print. The current online archive can be accessed at [http://scr.stparchive.com](http://scr.stparchive.com).

Archivist Gillian Brown is evaluating the first phase before continuing with the project, so comments are welcome. The newspaper is also available on microfilm through the Georgia Newspapers Project, based at the University of Georgia. Back issues are also archived as bound annual volumes.

The paper was renamed *The Southern Cross* in 1963, after the division of the diocese into two, with the Archdiocese of Atlanta established in the northern part of Georgia. Today the Diocese of Savannah occupies 90 counties in the southern part of the state.

---

**Milwaukee increases staffing**

*By Shelly Taylor, Archdiocese of Milwaukee*

The Archdiocese of Milwaukee Archives has made some exciting staff changes and additions in 2012. Director Shelly Taylor is now working part-time in order to spend time with her new baby boy, Daniel. Shelly will be available in the archives Tuesdays and Fridays and can also be reached through email, taylors@archmil.org.

We are pleased to announce that Amy Nelson has been hired as the full-time associate director. Amy earned her MLIS with a concentration in Archives and Records Management from the University of Wisconsin-Milwaukee. Earlier this year her husband and she moved home to Milwaukee after she spent two years as the processing archivist at the Archdiocese of St. Louis. Amy can be reached at nelsona@archmil.org or 414-763-3431.

Finally, we are happy to have Jennifer Deal join our staff as the archives assistant. Jennifer is a current dual MLIS/MA History student at UW-Milwaukee. Through this position she is gaining experience processing collections, researching reference questions, and creating visual displays. Jennifer can be reached at dealj@archmil.org.

The Archdiocese of Milwaukee is pleased to welcome Amy and Jennifer to our staff. Their knowledge and experience will help us to grow and support our mission to serve by preserving the culture and history of Catholicism in the Archdiocese of Milwaukee.

---

**Gilot receives preservation award**

*Diocese of Wheeling-Charleston*

Jon-Erik Gilot, MLIS, Diocese of Wheeling-Charleston, was the recent recipient of the 2012 H.F. Group Preservation Award from the School of Library & Information Science at Kent State University. The award is given to a recent graduate who, as a student, demonstrated outstanding scholarship and interest in the field of preservation. The award was presented at the SLIS Alumni & Friends Honors and Awards Program in October at OCLC, Dublin, Ohio.
On February 18, 2013, Director (Curator/Archivist) Marina Ochoa of the Office of Historic-Artistic Patrimony and Archives for the Archdiocese of Santa Fe will celebrate her thirtieth anniversary with the archdiocese. Marina has served on the ACDA board of directors and has been a strong advocate for historic preservation within the Archdiocese of Santa Fe and other dioceses. She helped establish and is still an active member of the Archbishops Commission for the Preservation of Historic New Mexico Churches. During her tenure as archivist for the Archdiocese of Santa Fe, she has received various accolades on both the national and state levels which include the 1988 Geronima Cruz Award for her work in preservation of art and archives, the State of New Mexico Heritage Preservation Award, the 2008 Dominican Ecclesiastical Institute’s Lumen Ecclesiae Award, and is listed in Strathmores Who’s Who. She also served as co-chair for the 1997 National Trust for Historic Preservation annual meeting held in Santa Fe.

Marina started with the archdiocese on February 18, 1983, and helped officially establish the Office of Historic-Artistic Patrimony shortly thereafter, serving as curator for the collections of the Archdiocese of Santa Fe. In 1986, she was asked to take over the administration of the archives which were then relocated from Albuquerque to Santa Fe. At that time, she planned for the Archdiocese of Santa Fe Museum, which opened in 1993. As Marina embarks on her thirtieth anniversary, the Archdiocese of Santa Fe is grateful for her continuous efforts to promote and preserve their history. Through the years, Marina has been a strong advocate for the Archdiocese of Santa Fe, promoting its history and the history of the Catholic Church in New Mexico.

Marina has presented workshops on both the state and national levels which include the ACDA biennial meeting, U.S. Catholic Historical Society, Society of American and Southwest Archivists, and the New Mexico Genealogical Association as well as other national and local genealogical associations. She has written numerous articles in local and national publications as well as updated the Archdiocese of Santa Fe article for the U.S. Catholic Encyclopedia and participated in other church and historical publications.

Throughout the thirty years, she has participated in many historical events relating to the church in New Mexico, from the 100th anniversary of the blessing of the Cathedral of St. Francis of Assisi now the Basilica of St. Francis of Assisi in Santa Fe, the Four Hundredth anniversary of the Catholic Church in New Mexico in 1998, and the Columbus Quincentenary.

Let us all congratulate Marina in commemorating her thirtieth anniversary with the Archdiocese of Santa Fe.

Brother Ed Loch was a significant contributor to Mary Jane Hardy’s *Spiritual Treasures of Downtown San Antonio*. Mary Jane is the first cousin to Most Rev. Jose H. Gomez, Coadjutor Archbishop of Los Angeles, lately of San Antonio. The book details seventeen Catholic and Protestant churches and chapels. Entries for each location include interior and exterior photographs, mission statements, a brief history, and interesting anecdotes. The index includes maps, contact information, service schedules, and special events. When presented with a copy of the book, Most Rev. Gustavo Garcia-Siller, Archbishop of San Antonio, exclaimed "What a wonderful thing for the Year of Faith."
In memory of John LeDoux (1955-2013)

Of Wauwatosa, Wisconsin, was received into the arms of Christ on February 7, 2013, at age 58. Loving husband of Margaret (nee Daugherty). Cherished father of Michael, Kelly and Heather. Dear brother-in-law of John (Marie), Joe (Jackie), Kevin (Yvonne), Tom (Andrea) and Pat (Marion). Further survived by several nieces, nephews, other relatives, colleagues and friends.

John was born in Worthington, Minnesota, on January 3, 1955, the son of Lloyd and Eileen (nee Allard) LeDoux. He graduated from St. Cloud State and began his journey as an archivist. While working in Winston-Salem, North Carolina, he met the love of his life, Margaret, and they were married on October 26, 1985. The family moved to Wisconsin in the fall of 1989. John became the archivist for the Diocese of Green Bay in 2000. He was very active in his children’s activities, including being their soccer coach, and his hobbies included songwriting and being a history and movie buff. John was a huge Minnesota Vikings and Twins fan.

ACDA Needs You!

Please contribute your time and talent toward making ACDA a better organization. The Association is seeking an editor to manage and broadcast organization news. It is a wonderful opportunity to meet and interact with your peers, and to be more involved with ACDA. No prior experience is necessary.

Please contact Brian Fahey (bfahey@catholic-doc.org; 843-577-1017).
ASSOCIATION OF CATHOLIC DIOCESAN ARCHIVISTS  
Constitution and Bylaws

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be THE ASSOCIATION OF CATHOLIC DIOCESAN ARCHIVISTS hereinafter referred to as “The Association”.

ARTICLE II. MEMBERSHIP

All persons responsible for Catholic diocesan archives and persons interested in the advancement and/or support of Catholic diocesan archival programs shall be eligible for membership.

ARTICLE III. PURPOSE AND GOALS

The Association is committed to the active promotion of professionalism in the management of diocesan archives in North America as reflected in the following goals:

1) to work to establish an archival program in every diocese and to assist bishops and chancellors in the development of such programs (as outlined in the Bicentennial Statement on Ecclesiastical Archives issued by the National Conference of Catholic Bishops of the United States and in the February 2, 1997, Circular Letter, issued by The Pontifical Commission for the Cultural Heritage of the Church, entitled The Pastoral Function of Ecclesiastical Archives.

2) to promote a regular system of education and training programs, including both basic archival training for newly appointed archivists, and continuing education for those who are further advanced in the field;

3) to promote a channel for personal contact, communication, and information for all Catholic diocesan archivists;

4) to develop guidelines and other aids to enhance the operation of Catholic diocesan archives according to canonical and professional standards;

5) to provide a forum for discussion and action in technical matters that are unique to the administration of Catholic diocesan archives;

6) to promote contact and cooperation between Catholic diocesan archivists and others in the archival profession, on the international, national, and regional levels;

7) to represent Catholic diocesan archivists before organizations such as the Canadian and United States national bishops’ conferences, these countries’ Canon Law Societies, ecclesiastical archivists in other countries, as well as researchers and the general public; and to raise the consciousness of others as to the necessity and value of Catholic diocesan archives.

ARTICLE IV. NONPROFIT STATUS

Any other provisions herein notwithstanding, The Association will at all times be organized and operated for exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, or a corresponding section of any future federal tax code of the United States of America. Upon dissolution or termination of The Association, its

(Continued on page 7)
assets will be distributed to another organization for exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, or a corresponding section of any future federal tax code of the United States of America.

The secretary of The Association shall ensure that The Association shall be listed in The Official Catholic Directory (United States) to ensure tax exempt status.

ARTICLE V. MEETINGS

The Association shall meet at least once in each calendar year, either in conjunction with the annual meeting of the Society of American Archivists, or at another time and place determined by the executive board. Additional meetings or workshops may also be held under the direction of the executive board.

ARTICLE VI. OFFICERS

The officers of The Association shall be the president, the vice-president/president-elect, the treasurer, and the secretary.

ARTICLE VII. EXECUTIVE BOARD

The executive board shall consist of the officers, four members-at-large, the immediate past president and the education officer. The executive board shall formulate plans and policies for The Association. All decisions on the purpose, procedures, and meetings of the organization, including the holding and investment of funds, are the prerogative of the executive board.

ARTICLE VIII. BYLAWS

Articles and sections of the Constitution or Bylaws may be added, dropped, or revised by the following process. 1). Areas of concern should be brought to any board member and the issues will be raised at the annual meeting. 2) The motion to amend the bylaws having passed, the president appoints at least the chair of the three member revision committee before the annual meeting concludes. 3) The constitution bylaws revision committee gathers input and presents changes at the following year’s executive board and annual meeting. 4) The feedback from the annual meeting (mentioned in step 3) is incorporated into a proposal of final changes which is presented for a vote at the succeeding annual meeting. Changes are adopted by a two-thirds (⅔) majority of those voting members present at any annual meeting of The Association, or by a two-thirds (⅔) majority of members responding to a vote by mail.

BYLAWS

ARTICLE I. MEMBERSHIP

Membership in THE ASSOCIATION OF CATHOLIC DIOCESAN ARCHIVISTS (hereinafter called “The Association”) shall be on an annual basis, upon payment of dues each January. Memberships received at other times of the year will be valid only until the following January.

ARTICLE II. OFFICERS

Section 1. The officers shall consist of a president, vice-president/president-elect, the secretary, and the treasurer. These officers shall serve two-year terms. Four members at large, having four year terms, assist the previously mentioned
officers on the executive board.

Section 2. All terms of office shall begin at the close of the annual meeting held in odd numbered years.

Section 3. Should the office of vice president/president-elect become vacant, a special election according to existing procedures will be followed.

Section 4. The vice-president/president-elect automatically succeeds the president when the term of the latter expires.

Section 5. The president is responsible: 1) for presiding at the annual meeting of The Association and at any special meetings deemed expedient by the executive board, 2) for appointing the education officer, 3) for naming committee members and/or chairpersons, and appointing other officials as required for the business of The Association, and 4) for being an ex officio member of all committees.

Section 6. The vice-president/president-elect is responsible: 1) for chairing the planning committee and 2) for serving on the finance committee.

Section 7. The secretary is responsible: 1) for recording the minutes of board and general meetings, 2) for preparing and responding to general correspondence, 3) for providing following each general meeting a summary of the minutes for publication in The Association newsletter, 4) for keeping current The Association's listing in the Official Catholic Directory of the United States, and 5) for ensuring the notification to the membership of the time and the place of the annual meeting.

Section 8. The treasurer is responsible 1) for receiving annual dues and maintaining the membership list, 2) for managing The Association funds, 3) for maintaining The Association budget in electronic format and reporting semi-annually via mail, email, or fax to the finance committee, 4) for preparing a proposed annual budget for review and approval of the executive board at their annual meeting, 5) for preparing the annual financial report which is to be published in the first issue of The Association newsletter in the subsequent year, and 6) for chairing the finance committee.

Section 9. The members-at-large, representing different regions of the country as well as diocesan archives of different sizes, will be four in number. Two members-at-large are elected every two years (unless a resignation necessitates the election of more). Members-at-large serve four year terms.

Section 10. Members-at-large are responsible for promotion of The Association's goals and assisting the officers in carrying out the course of action developed by the planning committee.

Section 11. The education officer is: 1) someone who has attended at least two of the society's own conferences, and 2) is appointed by the president with consent of the executive board for a term of two years. The appointment can be renewed for an additional two-year term, after which the individual is ineligible for reappointment for the next two year after which reappointment is allowed.

Section 12. The education officer is responsible: 1) for chairing the program committee, and 2) for advising the executive board of educational issues which need to be brought to the membership at large.

ARTICLE III. EXECUTIVE BOARD

Section 1. The executive board of The Association shall consist of the immediate president, vice-president/president-elect, secretary, treasurer, and the four members-at-large. The immediate past president shall also be an ex officio voting member of the executive board. The education officer appointed by the president is an ex officio, non-voting member of the executive board.

Section 2. A simple majority of the executive board members is necessary to constitute a quorum.

Section 3. A majority vote of executive board members present or responding by mail, email, or fax shall be required for action upon proposals and approvals of the proposed annual budget and report of the planning committee.

Section 4. Activities conducted in the name of The Association shall be under direction of the executive board, which has the power to approve or reject measures to be taken by subordinate groups. No individual or group of individuals may
commit The Association to a course of action without the prior consent of the executive board.

Section 5. Vacancies in office pro tem will be filled by an appointment by the president with the approval of the executive board; such persons serve only until the next regular election held by The Association, except in the case of automatic accession of the vice-president to the office of president.

Section 6. The president shall convene the executive board at least once a year prior to the annual business meeting of The Association.

Section 7. The secretary shall ensure membership is notified by mail, email, or fax of time and place of the executive board meeting. Any member of The Association is welcome to attend a meeting of the executive board as an observer. If a member wants to present a matter before the board, such member should contact the president two weeks before the meeting to place the matter upon the agenda.

Section 8. Executive board decisions made by mail, fax, email, or telephone between regular board meetings must be reviewed at the next board meeting, when modifications or revisions will be discussed and decisions finally ratified or rejected. All members of The Association shall be informed of these matters at the annual meeting and through publication in the official newsletter of The Association.

ARTICLE IV. DUES, PUBLICATIONS

Section 1. Annual dues shall be determined by the executive board.

Section 2. Association news shall be published regularly under the supervision of an editor appointed by the president according to the needs and interests of the membership. The editor is responsible for preparing and editing The Association’s news in a format approved by the executive board.

ARTICLE V. ELECTIONS

Section 1. A nominating committee of three members of The Association, including a past president as chair, shall be appointed by the president with the approval of the executive board. This committee is to be in place not later than the end of the annual business meeting prior to the next year’s election. Members of the nominating committee may not run for office in that year’s election.

Section 2. The general membership will be invited by mail, email, or fax to nominate members for vacant positions. The two candidates receiving the most nominations for each position will be placed on the ballot subject to their consent to run for office. If an insufficient number of nominees is received, the nominating committee will solicit additional candidates. A member may stand for only one office per election.

Section 3. The two candidates named for each eligible office must be active members of The Association. Active is defined as having dues paid to date and as having attended one of the last two annual meetings. Ballots shall be mailed, emailed or faxed to members and returned to the chair of the nominating committee who will tally the ballots.

Section 4. In the event of a tie, the chair will wait one week after the published deadline to allow for ballots postmarked by the deadline to arrive. If a tie still exists, the nominating committee chair will prepare to decide the election by lot. The nominating committee chair will inform the other nominating committee members of the tie and its resolution.

Section 5. The chair of the nominating committee will inform the nominating committee, the candidates, the newsletter editor, and The Association president of the results of the ballot within one month of the conclusion of the election.

ARTICLE VI. COMMITTEES

Section 1. There shall be four standing committees in The Association: the finance committee, the planning committee, the nominating committee (every other year), and the program committee (every other year).
Section 2. The three member finance committee shall be chaired by the treasurer and shall include the vice president/president elect and one of the at large board members appointed by the president. The finance committee shall approve the proposed budget thirty days prior to the annual meeting of the executive board. The committee shall also review the annual financial report within thirty days after the closing of the fiscal year, before its subsequent publication in The Association newsletter.

Section 3. The planning committee shall be chaired by the vice-president/president elect and shall include two at-large executive board members who are appointed by the president. The committee shall submit a written two-year plan (recommending projects, goals, and objectives to meet them) for The Association at the annual meeting of the executive board held in even numbered years. A progress/evaluation report is to be presented at the executive board’s annual meeting in odd numbered years.

Section 4. The nominating committee shall be chaired by a past president and consists of three members. The nominating committee shall poll the membership at large for nominees, contact and receive consent from two nominees for each position, prepare the ballot and the curricula vitae which will be mailed, emailed or faxed with the ballot, tabulate the election results, thank those who ran, and report the results.

Section 5. The program committee for even-numbered year conferences shall be chaired by the education officer. Additional committee members shall be appointed by the president after consultation with the education officer, with the approval of the executive board.

Section 6. Ad hoc committees may be appointed at the discretion of the president with the approval of the executive board.

ARTICLE VII. ANNUAL MEETINGS

Section 1. In even-numbered years, the annual meeting shall be held during a workshop or conference arranged for The Association by the executive board in conjunction with host site members.

Section 2. In odd-numbered years, the annual meeting shall be held in conjunction with the annual meeting of the Society of American Archivists at a time and place fixed by the executive board of The Association in consultation with the Society of American Archivists. The executive board shall have the authority to make other arrangements as a one-time exception to this established pattern.

ARTICLE VIII. AWARDS AND SCHOLARSHIPS

Section 1. The Joseph Cardinal Bernardin Award for an outstanding archive program may be awarded at the discretion of the president of The Association during the even-numbered year annual conference.

Section 2. The James O'Toole Scholarship(s) will be awarded by the program committee for attendance at the even numbered year annual conference. Not more than two full scholarships may be awarded. Only members who are first-time participants in the even-numbered year annual conference are eligible to apply for the scholarships.

ARTICLE IX. ARCHIVES

Section 1. The official records of The Association will be deposited in an archives designated by the executive board.

Section 2. All outgoing officers and committee chairs shall deposit their records in the officially designated archives.
Legacy audio visual formats

By Jon-Erik Gilt, Diocese of Wheeling-Charleston

At nearly 30 years old, I consider myself an ‘old’ paper guy. I started my career in the archives field seven years ago working in paper preservation at the Library of Congress, where I found great enjoyment in carefully handling, cleaning, and mending historical books and documents. So it was a bit of a culture shock in 2008 when I accepted a new position with a Pittsburgh-based firm specializing in the preservation of film and magnetic media. I was given a crash-course in all things relating to legacy audio, video, and film formats, their associated challenges and preservation strategies. Wait...you mean to tell me they made formats other than audio cassettes and VHS?

While working with this firm, I had the opportunity to visit dozens of archival repositories – colleges, universities, museums, historical societies and...diocesan archives. It quickly became clear to me that no repository has just one format. And likewise, not everyone is familiar with the formats in their collections. Since coming to the Diocese of Wheeling-Charleston nearly a year ago, I’ve found more than a dozen formats in my own collection, some of which may be considered stable while others are nearly extinct.

Joshua Ranger of AVPS said it best in a recent blog post – “Benign neglect is not a preservation strategy.” We shouldn’t make our audiovisual collections the elephant in the room simply because we aren’t familiar with tape formats or with managing the resulting digital media and metadata that comes with audiovisual preservation. I’d like to make this the first installment of a running series wherein I briefly identify the audiovisual formats that may be found in your own diocesan archives, as well as some problems or warning signs associated with each one. If anyone has any questions regarding any formats in their collection, please feel free to contact me at (304) 230-2079 or jgilot@dwc.org. I'm happy to lend my experience to help your diocesan archives plan the appropriate preservation strategy for your legacy media collections.

Helpful Hints

Can’t tell whether you have a reel of video or film? Hold the reel up to the light and unwind a few inches – if you can see through it, you have film, if not, you have magnetic tape. Likewise, film will have perforated edges.

Don’t unnecessarily unwind a reel of videotape – it’s important that the video have a good, tight pack and not be rewound loosely. Likewise, if your tape is suffering from sticky shed syndrome, unwinding it may cause permanent damage to the tape.

Don’t playback your tape without the proper equipment. While it’s unlikely any of our archives have the capability to playback a Quad or 1” tape, there may still be some ½” decks floating around our collections. Decks must be properly cleaned and calibrated prior to playback.

Don’t know what’s on your tapes? Digitization can be expensive! Many vendors will offer to “sample” your tapes at a reduced cost, wherein they’ll digitize snippets of content from which you can make the decision whether you want to move forward with digitization or better spend your funds elsewhere.

Editor’s note: Jon-Erik has graciously agreed to write a four-part series reviewing legacy videocassette, audio, and film formats commonly found in our diocesan archives.

(Continued on page 12)
This large video reel was a broadcast format tape developed in the mid-1950s and used heavily into the 1980s. While the tape itself is at an extreme risk of sticky shed syndrome and signal loss, the bigger problem with 2” Quad is machine obsolescence. There are a limited number of remaining 2” Quad machines and perhaps a smaller number of trained engineers proficient in the operation and repair of these machines. Due to these factors, those vendors who are capable of handling 2” Quad will typically charge a much higher rate than for the transfer of your average videocassette format.

Many dioceses at one time operated a broadcast community television station, in which event you may have some of these tapes in your collection. If you’ve identified 2” Quad tapes in your collection and you think the video content may be valuable, I highly recommend you consider transferring the video to a more stable media.

These video reels are considered to be the first home videotape recorders. The recorders weren’t overly difficult to operate and thus the format became popular with consumers and educational institutions. A major drawback to the CV format was the lack of tracking control – i.e. tapes were only meant to be played back on the machine on which it was recorded. CV would be replaced by EIAJ and, unfortunately, both formats exhibits problems similar to the 2” Quad. Because this format was attractive to consumers and amateur videographers, you may well find ½” tapes in your collections. ½” tape is extremely susceptible to tape degradation and sticky shed syndrome, both of which can result in the loss of your video content. Between the tape problems and machine obsolescence, ½” tape has an ever-closing window to successfully transfer this content to a more stable media.

Like the 2” Quad which it replaced, 1” Type C video tape was the standard for the broadcast industry. While there were other formats of 1” tape (Type A and Type B, both of which are more rare), Type C was the most widely used and therefore most likely to be found in your collections. Like Quads, you may find these tapes in your collection if your diocese operated a broadcast television station. Your diocese may have also received 1” tapes from local broadcast news stations following a papal visit, installation of a bishop or other important events. While these tapes likewise may suffer from sticky shed syndrome or tape degradation, there’s still a good supply of working 1” machines as well as experienced operators to run them.
St. Rose Parish at the center of Sandy Hook tragedy
By Brian D. Wallace, Diocese of Bridgeport

The death of twenty children and six faculty members at Sandy Hook Elementary School just before Christmas plunged nearby St. Rose of Lima Parish into the center of a national tragedy. A total of eight children from St. Rose died in the shooting on December 14, and were buried by Msgr. Robert Weiss, the St. Rose pastor, during the following week. In the glare of the international news media that descended on the town, Msgr. Weiss became a symbol of compassion and a healing presence as people of all faiths struggled with the murder of innocent children.

Within hours of the shooting, hundreds of reporters and network satellite trucks were set upon or near parish grounds. By the end of the next week, Msgr. Weiss received more than 15,000 letters of support and concern. Many were held for security screening.

As shock and sadness set in, words of condolence and offers of help came immediately. Pope Benedict XVI urged all to dedicate themselves to acts of peace in the face of such senseless violence. After reciting the Angelus on December 17, the pope, speaking in English, said he was deeply saddened by the shooting. "I assure the families of the victims, especially those who lost a child, of my closeness in prayer," he said. "May the God of consolation touch their hearts and ease their pain."

Archbishop William E. Lori, former bishop of Bridgeport, was in Rome when he learned of the tragedy and immediately sent word of his prayers and concern for suffering families. A letter from Archbishop Lori, who was a frequent visitor to St. Rose of Lima Parish, was also read at all Masses on the Sunday following the tragedy. "Since that moment, my heart has been heavy, and I can't stop thinking about everyone in Newtown, especially the victims, the children, and their families. I have been thinking very much of the words of Blessed John Paul II, who once said, 'To receive Jesus Christ means believing that in the history of humanity, even though it is marked by evil and suffering, the final word belongs to life, and to love, because God came to dwell among us, so we might dwell in Him.'"

Diocesan Administrator Msgr. Jerald A. Doyle concelebrated Mass at St. Rose with Msgr. Weiss on the Sunday following the shooting. He was joined by other diocesan officials who reached out to support the parish and attend funerals throughout the week. "On this Gaudete Sunday we realize how quickly our joy can be turned to sorrow and how our faith can be challenged," Msgr. Doyle said in his message to parishioners.

Later that morning, Newtown and state police became aware of threats from an anonymous caller and recommended that the church be evacuated. During Fr. Luke’s homily, Msgr. Weiss stepped calmly to the pulpit and asked people to leave. Within minutes, SWAT teams were searching the church and rectory.

During the week that followed, priests throughout the diocese rallied to Msgr. Weiss’s side, with often as many as ten priests and deacons on the altar with him during funerals. Priests throughout the diocese marveled at the strength, compassion and depth of faith of St. Rose of Lima parishioners. It was clear that the parish’s strength during a crisis reflected its vitality and deep ties as a faith community.

The trauma of the shootings was also felt at St. Rose of Lima School, which was under immediate lockdown after the Sandy Hook shootings. Children waited in the church as SWAT teams cleared the building. The school then closed for the following week in order to shield children from the ongoing trauma of the funerals and the crush of the press corps.

While St. Rose of Lima struggled with the loss of eight of its children, nearby St. Stephen Parish also buried one of its own. The life of Mary Greene Sherlach was celebrated in Mass of Christian Burial said by Fr. Stephen Gleeson during a wild wind and rainstorm. A native of Endicott, New York, Mary served as school psychologist and lost her life while trying to protect the children. "No one has greater love than this, to lay down one’s life for one’s friends," Fr. Gleeson said in his homily.
This past October, I had the opportunity to attend an international conference organized by the sponsors of “The Second Vatican Council from the Perspective of the Archives of the Council Fathers” project. The conference was held in Rome, Italy, and brought together the individuals who have been serving as coordinators for the project from around the world. Over the course of three days, these individuals presented reports on the information they had collected in their respective countries. I participated on a panel for the Americas, presenting my findings for the United States. Rev. Gilles Routhier of Laval University spoke on Canada, Dr. Carlos Salinas Araneda of the Pontifical Catholic University of Valparaíso (Chile) presented an overview of the collections in Latin America, and Rev. Gerald Fogarty, SJ, gave a paper on the state of theological scholarship in the United States on the eve of the council. Dr. Nelson Minnich of The Catholic University of America served as chair.

Although the initial scope of the project was to identify the surviving papers of the Council Fathers only, I soon expanded it to include those of periti (theological experts) and then to any American who attended the council. To date, I’ve identified close to 300 American-born bishops who attended the council (this number includes those who were serving in foreign countries) and nearly 200 other Americans who were also present for all or part of the council. It is a diverse group made up of periti and other theological experts; abbots; Catholic, Protestant, and Orthodox observers; lay and religious auditors; Jewish liaisons; journalists; and pacifists.

The first phase of the project focused on the American hierarchy and the periti who advised them. When the council was convened in October of 1962, the U.S. Catholic Church was comprised of 146 dioceses and eparchies and one vicariate apostolic, as well as the Military Ordinariate, five dioceses in the Caribbean (Nassau, Arecibo, Ponce, San Juan, and the U.S. Virgin Islands), and two apostolic vicariates in Oceania (Guam and the Caroline and Marshall Islands). All were represented at the council by some 250 bishops. Of the dioceses contacted for information on the surviving papers of these Council Fathers, just over 50 percent returned a completed survey form. Although both ordinaries and auxiliaries attended the council, the returned forms revealed that the majority of respondents only hold the papers of the former. Of the 148 bishops listed on the forms, 60, or just under 40 percent, were identified as having some council materials in their papers. Descriptions of these collections indicate that printed matter (copies of Conciliar publications or works collected by the bishops regarding the council) represents much of what was saved. I estimate that only 15 percent of the collections have original material in them – diaries, correspondence, personal notes, and the like.

Identifying priests who served as periti proved more challenging than anticipated. There were two categories of periti: council and private. The pope appointed the council periti, who could be assigned to serve on Conciliar commissions in addition to advising bishops. Individual bishops invited private periti for personal consultation and had no official standing at the council. The names of council periti are listed in several publications, but none identify them by diocese or country. No such lists were published with the names of private periti, and it appears that the names of many who served in this role have been lost over time. Of 484 council periti, 85 (to date) have been identified as Americans. The search for surviving collections located 23 who saved their papers, including two that had diaries. I had to abandon the
Managing Diocesan Archives and Records: A Guide for Bishops, Chancellors and Archivists

As part of your 2013 membership, each ACDA member will receive a copy FREE!! So send in those dues!!!!

While the bishop, chancellor, and archivist have different roles in the administration of the archives and records program, their common goal is to ensure that diocesan acts created today are preserved for future generations.

Bishops, as the ultimate policy and fiscal authority, will find the manual helpful when assessing or establishing an archives and records management program that fulfills the requirements of canon law.

For chancellors, responsible for hiring personnel and program oversight, this manual provides an overview of archival and records management practices and programmatic needs consistent with current professional standards.

For archivists, this manual bridges professional training with diocesan structures, canonical requirements, and programmatic needs.

As part of the mission to keep dioceses current with the best practices, the Association of Catholic Diocesan Archivists is sending copies to each bishop and chancellor in the United States as well as all members of the association. Additional copies may be purchased from the ACDA.
Planning ahead for a huge event

By Michael R. Hoffman, SDS, Salvatorians Archives

Someplace along the line most archivists will be asked to help plan a big event. It might be an anniversary of an institution, a centennial celebration of a founding date, or something along that line. For our Salvatorian community, 2018 will be a year in which we will celebrate the 100th anniversary of 1918 - a very significant year for us. It will be the 100th anniversary of the end of World War I, which no doubt will be marked throughout the world, and several events in our community life were directly connected to the war and its aftermath. We decided to begin now to plan ahead for 2018 to showcase these events.

First, a little background: Our Salvatorian Family is made up of three branches - the Society of the Divine Savior (priests and Brothers), the Congregation of the Sisters of the Divine Savior, and the International Community of the Divine Savior (Lay Salvatorians). In many places around the world, we work collaboratively in our missions and ministries. We also have several joint committees that publish materials in many languages for use in our ministries around the Salvatorian world. During this past year, our Joint International History and Charism Committee sent out a list of significant anniversaries which will be coming up in the next decade. These anniversaries will be noted internationally, and we are encouraged to celebrate them locally as well. Our national Joint History and Charism Committee studied the list and decided to look ahead for similar dates and anniversaries of significant Salvatorian events in our own country that we in the USA Province of Salvatorians might also wish to observe. And when they came up with their list, the year 1918 suddenly jumped out at them - because it contained a LOT of significant events. We knew we were going to have to talk about doing something big to commemorate them all.

So between the Archives of the Society, the Archives of the Sisters, the members of our Joint History and Charism Committee, our province administrations, and the Art Studio operated by one of our Salvatorian Sisters, we've come up with several ideas. Our first thought was that this is not going to be just a single celebration of remembering all the 1918 events, but a year-long celebration in which we can devote some time to learning about each of the events and note them accordingly. We began with the title or theme and chose:

2018 - 100th Anniversary of 1918
A Year of Armistice and Anguish

The first thing that stands out in 1918 is World War I. It was the final year of the four-year struggle, and emotions around the world were running high. Too many soldiers from too many countries had been lost during the war, and everyone was tired of it all. They knew it had to end soon. Anti-German sentiment was beginning to fester. People in this country who were of German ancestry were suddenly subjected to insults and harassment simply because they were German. The majority of Salvatorians in this country at the time had either come from Germany or were German-speaking first generation descendants of immigrants. Our largest Salvatorian community was located in St. Nazianz, Wisconsin, which had been settled in the early 1850’s by a German priest who came over to this country with a large contingent of his parishioners. In 1896, Salvatorian priests, Brothers and Sisters went to the village of St. Nazianz to minister to the families in the village, many of whom still spoke German in their homes. The village newspaper and many of our Salvatorian publications were still written in German. But by 1918, other residents in the county weren't so pleased by such open pride in German heritage. In March of that year, vandals drove into the village in the middle of the night and set several fires before they drove away. Nearly two-thirds of the buildings on the main street were heavily damaged or destroyed before the fires were finally put out. The vandals were never apprehended. Sadly, this event also put an end to healthy pride in the people’s ancestry and history. From that point on, people stopped speaking German, everything was printed only in English, and the town's businesses took on very “acceptable” English names. Though the Salvatorian houses in town suffered no physical damage, the community members shared the anguish of the people in the village, and they had no choice but to follow along with the solution of communicating only in English from that point on.

Our photos of the St. Nazianz fire will surely be one of the “anguishes” of 1918 which we commemorate.

Several years after World War I, a German Salvatorian priest - Fr. Ralph Fontaine SDS - who had been a military chaplain to German soldiers during the war, came to this country to minister. He joined the USA Province and later would be elected provincial for a term. When he came to the States, he brought with him a sizeable collection of photographs he had taken during the war. These photos eventually came to the archives. Several years ago, I scanned all the photos and shared the digital files

(Continued on page 17)
with our German Province. They were overjoyed to receive them and asked for our permission to share them with their local museums and historical societies. So much of their country’s history from that era had been destroyed by order of the Nazi regime during World War II. The only photos that still existed had either been hidden from discovery or were out of the country, such as Fr. Ralph’s photos.

We will display The Fontaine Photo Collection from World War I during our year-long commemoration of 1918.

On September 8, 1918, our beloved Salvatorian founder - Venerable Father Francis Jordan - died in Tafers, Switzerland, at the age of 70. This German-born priest had seen his share of suffering during life. The Kulturkampf, the oppression of the Catholic Church by the German government between 1871 and 1878, had forced the young Jordan out of his homeland so that he could pursue seminary studies and ordination. He founded the Salvatorians in Rome in 1881, but he was forced to flee Rome and move to Switzerland in 1915 when anti-German sentiment rose up in Italy during World War I. Now, isolated from both his homeland and the motherhouse of his community, he died due to a combination of both physical ailments and a true broken heart.

Photos of Venerable Francis Jordan, a plaster casting formed from his death-mask, and other memorabilia will be displayed in our commemoration of 1918, along with published accounts of his death and reactions from around the Salvatorian world.

Just two months after our Founder’s death, on November 11, 1918, Armistice was declared. The terrible war was finally over. During the years of war, over 16 million people had been killed and over 20 million people had been wounded. In our Archives, there are several accounts of the war’s ending - both in our publications and in letters written by Salvatorians. Such accounts make these memories come alive in the present day, and the end of the war suddenly seems very personal.

These accounts make for very interesting reading and they have never been made public, so we think they’ll make an excellent addition to our commemoration of 1918.

And finally, the elation of the war’s end would soon be replaced by yet another anguish suffered throughout the world - the Spanish flu epidemic. Spread across the globe by soldiers returning home and other travelers after the war, the flu infected over 500 million people around the world. Though the exact global death-toll was difficult to calculate, it is estimated that between 20 and 50 million people died from this flu, and approximately 675,000 people died in the United States alone. The hardest-hit segment of the population to suffer from the flu was young adults. In our Salvatorian community, two seminarians and one newly-professed Sister died in their mid-20’s. These young religious were among the first American-born Salvatorians. How difficult it must have been for the community to lose some of their first native-born daughters and sons!

Several published accounts, along with letters written by Salvatorians and others who shared their feelings of loss and anguish as they watched so many young adults die from this pandemic, will be part of our commemoration of 1918.

So even though 2018 is five years away, giving some thought to our presentations and displays begins now. We can take our time sifting through all the photos, publications, letters and other writings. And then we can put together an attractive and interesting display that will take us through “1918 - The Year of Armistice and Anguish.” ■
Brooklyn responds to Hurricane Sandy
By Joseph Coen, Diocese of Brooklyn

Seventeen parishes of the Brooklyn Diocese were damaged in some way by Hurricane Sandy when it hit New York City on October 29, 2012. Parishes on the Rockaway Peninsula, Jamaica Bay, and those parts of Brooklyn facing the New York Bay suffered the most damage. The immediate response focused on ministering to the needs of the people in those communities and dealing with property damage to parishes and schools. Although the archivist attempted to determine if any records were damaged within days of the storm, communications with parish staff was chaotic because phones were out and pastors and key staff were displaced. Just before Thanksgiving, the archivist got a call from a pastor asking what to do with wet sacramental registers that were beginning to grow mold. The Rectory of St. Virgilius Church, located on Broad Channel – an island in the middle of Jamaica Bay, between the Rockaway Peninsula and Queens – had been flooded with water that covered the secretary’s desk. The sacramental registers were kept in a floor safe that was completely submerged and the office file cabinets were wet up to the third drawer of a set of 4-drawer cabinets.

The parish staff had removed the registers and placed them on a table in an upstairs room with a window facing the sun. They were attempting to dry the books, not realizing that bound volumes that have been completely soaked need to be freeze dried. Fortunately, the weather had been cool after the hurricane so mold was not as bad as initially feared. The archivist quickly reached out to colleagues at NEDCC and CCAHA for recommendations of reputable vendors and had their representatives give estimates on the cost of document recovery. Fortunately, all of the major companies had representatives already working in the area. After getting prices, the archivist worked with the Diocesan Insurance Office to get approval to have the records picked up and taken for treatment.

In the meantime, the archivist got a second call from the Principal at St. Francis de Sales School, Belle Harbor, on the Rockaway Peninsula about wet records at their school. The children had already been relocated to temporary quarters at a school which had closed. While workmen were preparing to do recovery work at the school, they discovered wet records. During a site visit, the archivist determined that the bottom two drawers of a set of file cabinets containing former students’ academic records had gotten wet, as well as boxes containing attendance registers. The archivist then made arrangements to meet vendors, get prices and approval for the records to be picked up for treatment. Just after Christmas, this second set of records was taken for treatment.
ACDA Business Meeting
19 July 2012
Minutes

Dcn. Bill Bissenden (Diocese of Bridgeport), President, opened the Business Meeting on July 19, 2012 at noon at the Archdiocese of Chicago’s Joseph Cardinal Bernardin Archives and Records Center, Chicago, Illinois.

MINUTES

Michele Levandoski presented the minutes from the August 24, 2011 meeting. Lee Leumas motioned to approve the minutes, 2nd by Peggy Lavelle, all in favor, motion approved.

EXECUTIVE REPORTS:

President’s report

Dcn. Bill Bissenden introduced himself and thanked the Education Committee for their work in organizing the Mundelein conference.

Treasurer’s report

Brian Fahey reported that the reconciled balance as of May 31, 2012 was $61,168.99. The 2012 fiscal year is currently in surplus, but the Executive Board approved a $10,000 budget for the printing and distribution of the standards manual, so the 2013 budget will be in the red. However, odd years always have a negative income and we are still solvent, so everything is fine.

Brian also reported that currently there are 180 active ACDA members (active defined as those who have paid dues).

Jac Treanor motioned to approve the budget, 2nd by Lee Leumas, approved.

STANDING COMMITTEE REPORTS:

Nominating Committee

Lee Leumas reported that one person has already volunteered to serve on the Nominating Committee and that one additional member was needed.

Lee said that once the committee is formed they will ask the membership for nominations to fill the following positions on the Executive Board: Vice-President, Secretary, Treasurer and two board members. The list of nominees will be published in the February newsletter and ballots will be sent out later in the year.

Lee asked that she be contacted by anyone interested in serving on the Nominating Committee or by anyone who would like to run for office or nominate someone for an office.

Education Committee

Ken White reported that the Mundelein conference had 66 attendees, including 10 chancellors, 22 first time attendees and that 18 attended the pre-conference. Dcn. Bill Bissenden thanked Ken and the committee for all their work putting the conference together. Ken also thanked Meg Romero for all the work she did for the conference.

SPECIAL COMMITTEE REPORTS:

By-Law changes

Brian Fahey presented for Msgr. George Michalek. He said that last year the board looked at the by-laws and wanted clarifi-
cation on several items. The committee changed the fiscal year from July to January and also broadened some statements to make it easier to change certain things in the future.

Lee Leumas thanked Lisa May, Brian Fahey and Msgr. George Michalek for their work on the by-law committee.

The membership voted and it was unanimously agreed to approve the policy as written.

**Best Practices Manual**

Lee Leumas reported that the manual is compete and has been vetted by six different reviewers, including Bishop Paprocki who wrote the forward. The committee is waiting for the final draft from the publishers and once it is approved it takes 8-10 weeks to be published. Lee said the book will be available by the end of the year.

Lee also reported that the Executive Board approved a budget of $10,000 for publishing and distributing the book. Fifteen hundred copies of the book will be published and will be priced at $10 plus postage. The Board is also looking into publishing the manual as an e-book in 2014. Lee thanked Jac Treanor and Audrey Newcomer for taking on this endeavor with her.

**OLD BUSINESS:**

**Listserv Update**

Lisa May said that there was not a lot to report. The listserv continues to get new members and that Yahoo seems to work. She reported that people are sending out questions, but not a lot of people are responding with answers. She asked that she be contacted if anyone wanted to be added to the listserv.

Peggy Lavelle reported that the Executive Board talked about finding a new host for the ACDA website and possibly hosting our own listserv.

**Newsletter editor**

Maria Beteran asked members to submit items for the newsletter. Jac Treanor recommended that someone write something about the Mundelein conference to encourage those that do not attend to come to future meetings. Brian Fahey also pointed out that people are interested in hearing about what other members are doing and people should submit articles about what they are up to.

**ACDA website**

Peggy Lavelle reported that she has been maintaining the website, but the content management system is breaking down so she cannot upload files. Peggy said the Archdiocese of New Orleans has a hosting program and she will contact them about hosting the ACDA website. She said the content is still there, it just needs to be migrated to a new system.

**Professional Groups**

Lee Leumas said that there has been discussion for years about partnering with other diocesan groups to hold a joint conference. She recently spoke with William Glover, president of the Diocesan Information Systems Conference (DISC), who suggested a joint conference for 2014.

The conference would be in another city and would continue to have sessions like those offered at Mundelein, but members of DISC could attend our sessions and vice versa. There would also be joint panels to discuss issues that affect both groups. Lee said that they also discussed partnering with the diocesan communications group.

Lee said that membership of the Education Committee would need to be increased to five people to assist with such a big program. We would also need the local person to assist.

Dcn. Bill Bissenden opened up the idea for discussion. Jac Treanor said that a joint meeting is a good idea however, since there are differences in our professions, we need to make sure there are meetings that focus specifically on archives and records management as well as joint programs.

Someone asked if the conference would be held in the Chicago area. Lee said that the location for the 2014 meeting has not been set, but that the conference moves to a new location each year. DISC conferences have a lot of vendors that help offset costs and ACDA would need to discuss how a joint conference would affect this.
(Continued from page 20)

Another person asked about the cost of attending this type of conference. Jac Treanor said that it would be higher than the cost of the Mundelein conference, which would affect attendance. Lee pointed out that if IT receives funding for this type of conference that we should also receive equal funding. She said that a letter from Bishop Paprocki or the Episcopal moderator for DISC encouraging archivist and records managers to attend would be useful.

Audrey Newcomer suggested learning more about the location and cost for this type of conference. She also encouraged the Board to work with DISC to find a location in the Midwest and to bring the location and fees back to the membership to see if they would be willing to attend. Lee agreed, but said we need to reserve Mundelein two years in advance so we would need to know by October if we will do DISC or Mundelein.

Audrey suggested conducting a survey of the membership via email to see which is preferred: either attend a joint conference or stay at Mundelein. This would give the board an idea of what everyone is thinking. Dcn. Bill asked for a show of hands to see if there was interest in entering into a conversation with DISC about a joint conference. The majority agreed that we should investigate the idea.

NEW BUSINESS

The next ACDA meeting is scheduled for August 14, 2013 in New Orleans. Lee Leumas said she is chair of the host committee for SAA so another staff person will host the ACDA meeting.

Lisa May moved to vote to thank the Best Practices Manual committee for all of their hard work.

Peggy Lavelle moved to close the meeting, 2nd by Meg Romero. The motion was approved and the meeting closed.
attempt to locate the same for the private periti due to the lack of information, but, of the 18 identified, six were found to have collections.

Although a number of significant collections have been identified, it became clear that those located in Washington, DC, will make the nation’s capitol the most important center for the study of American participation at the council in the country. The Catholic University of America, which had been designated as the official repository for the papers of the American Council Fathers, has 21 collections relating to the council in their holdings, including those for 7 bishops and 8 periti. Also located in Washington, DC, are the papers of Rev. Thomas Stransky, CSP, Rev. John Long, SJ, and Rev. Gustave Weigel, SJ, all of whom served on the staff of the Secretariat for the Promoting of Christian Unity during the council, and Rev. John Courtney Murray, SJ, who is recognized to be the principal architect of the Declaration on Religious Freedom.

The information I have compiled for the project is by no means a comprehensive or exhaustive listing of the sources, but it is a beginning. I will continue to search for collections and will gladly share the results of my efforts with interested parties. I want to extend a special thanks to everyone who took the time to look through their collections, answer my questions, and return a completed form. I am deeply indebted to you for your generosity.

(Continued from page 14)

OFFICERS & BOARD MEMBERS

Episcopal Moderator
Most Rev. Thomas J. Paproki, Diocese of Springfield in Illinois

President
Dcn. William “Bill” Bissenden, Diocese of Bridgeport
203-416-1354; wbissenden@diobpt.org

Vice President/ President Elect
Peggy Lavelle, Archdiocese of Chicago
312-534-4411

Treasurer
Brian Fahey, Diocese of Charleston
843-577-1017; bfahey@catholic-doc.org

Secretary
Michele Levandoski, Diocese of Springfield in Illinois
217-622-3223; mlevandoski@dio.org

Board Members
Shelly Solberg Taylor, Archdiocese of Milwaukee
414-769-3407

Olivia Dart, Diocese of Green Bay
920-272-8187; odart@gbdioc.org

Past President
Emilie Leumas, Archdiocese of New Orleans
(718) 965-7300; lleumas@arch-no.org

Education Officer
Kenneth A. White, Diocese of Pittsburgh
412-456-3000; kwhite@diopitt.org

Interim Editor, ACDA Newsletter
Brian P. Fahey, Diocese of Charleston
(843) 577-1017; bfahey@catholic-doc.org

SEND US YOUR NEWS!!

We all want to know about the professional and personal developments of our peers and colleagues. Perhaps your office has undertaken a major project, or received grant funding. Perhaps you’ve retired, received professional recognition, or passed a personal milestone. Submissions do not need to be lengthy or Pulitzer Prize-worthy. And pictures speak volumes!

Please send your submissions to Brian P. Fahey at bfahey@catholic-doc.org or P.O. Box 818, Charleston, SC 29402.

Brian will gladly receive your news or photographs at any time.