



ACDA Newsletter

February 2017

Volume 22, Issue 1

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From the President

By Ann Boltin, Diocese of Baton Rouge

Happy New Year! It's hard to believe that we have bid goodbye to 2016 and are well into 2017 already. While the past year was challenging for many of us, Baton Rouge seemed to be plagued with the lion's share of misfortune. From the police shootings and protestors, to the flooding in August there were few of us that were sad to see last year come to an end. And with a new year come new opportunities, new perspectives, and fresh challenges. Our work on the wet record recovery from the schools and churches affected by the flood is winding down. The last



boxes of administrative files and parish bulletins are due to be delivered in the coming weeks. As the initial crisis and response periods have passed it is prudent to take a look back at what occurred and make adjustments going forward to prevent this type of devastation from happening again. Our state and local governments are taking steps now to be proactive and safeguard property and business owners from facing these same issues in the future. We as archivists and records managers must do the same to ensure the protection of the intellectual and historical property of our dioceses. Stressing the importance of protecting the records of the Church at every level is the mantle that diocesan archivists must bear. It is our responsibility to advocate for their proper management and care and to educate the records creators on how to prepare for disaster. Whether you make it a part of your parish administrators training, a community workshop, or an article in your diocesan newspaper, getting the word out about disaster planning and what your office can do to help them recover is a vital part of the mission of your program.

The ACDA election is upon us! This years' nomination committee is made up of ACDA Past President and Chair Joe Coen, Diocese of Brooklyn; Lisa Mobley, Diocese of St. Petersburg; and Meg Hall, Archdiocese of Chicago. The committee is eager to hear from you about who you want to see lead this organization. We will be electing a full slate of executive board members

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Business Meeting Minutes July 14, 2016
Archdiocese of Chicago Archives and Records Center

Call to Order: Ann Boltin called the meeting to order at 10:50 AM with an introduction of Officers and Board Members

Secretary's Report: Minutes were approved as submitted

Standing Committee Reports:

Education: Education Committee Chair, Emilie Leumas thanks members for their attendance including eighty five individuals; Archivists and Chancellors representing one-half of the Dioceses in the United States. Survey Monkey has designed the questionnaire which will be sent to members via a-mail. Please complete the survey and return. Please notify the committee if you plan to attend the planning meeting in Portland Oregon to plan for the 2018 conference. Emilie encouraged members to attend this meeting held in conjunction with SAA. This is a professional development opportunity. Jac Treanor reported that benefits of attending the ACDA and SAA conferences include increased awareness of our roles and increased professionalism.

Audrey Newcomer Continuing Education Award: ACDA offers a onetime award of up to \$1,000 toward continuing education in archives and records management. This award is only offered during the odd years when we do not hold our biennial conference. More scholarship information will be available in the fall newsletter. The deadline to apply is January 31, 2017.

Finance: Treasurer, Eric Fair reported that ACDA membership is currently (2016) at 175 which is an increase from 149 in 2015 and 122 in 2014. Eric reported that the proposed budget depends on membership and sale of the manual Managing Diocesan Archives and Records: A guide for Bishops, Chancellors, and Archivists. Expected expenses include Board and Planning Committee meeting costs in the non-conference years. Proposed budget has been approved by the Executive Board.

Planning: Members recently elected are: Melissa Mabry and Jon-Erik Gilot who will serve with VP/President Elect Eric Fair to help plan his upcoming presidency.

Nominating: The nominating committee made up of Deacon Bill Bissenden, Ken White and Brian Fahey was formed to conduct a special election for the office of VP/President Elect which was vacated when Michele Levandoski resigned. Eric Fair was elected.

Special Committee Reports:

List Serve: The committee is researching options for managing the list serve and testing a new vehicle. Currently, members cannot attach documents, which would be beneficial in sharing resources. When a

Business Meeting Minutes (continued)

Diocese joins ACDA, they receive a packet with instructions on how to access the List Serve. These instructions are also located on the ACDA website.

Social Media: The ACDA logo has been re-designed and ACDA now has a Facebook page and LinkedIn capability thanks to Angelique Richardson. The website has a fresher appearance and is more easily navigable. Suggestions for website content should be directed to Angelique

Newsletter: Kate Feighery was recognized for her steadfast work in producing the Newsletter. President, Ann Boltin recommended that the newsletter be issued 2 times annually in the spring and fall. The fall newsletter will report on the summer conference and the spring issue will announce upcoming plans, elections, etc.

Bank Account: Wells Fargo is the currently financial institution managing the ACDA account. The executive Committee is researching alternative banking agencies including on-line institutions. Treasurer, Eric Fair reported that the account will remain in its current location until a new treasurer is elected.

Managing Diocesan Archives and Records Manual: Emilie Leumas recommended that members take two manuals, one for any new Bishops and Chancellors. The possibility of translating the manual into Spanish is under research.

ACDA Archives: The ACDA Archive collection is currently located in the Archdiocese of Boston Archives. Secretary, Barb Miles will contact the Archdiocesan Archivist to make an appointment for herself, Jac Treanor, and Deacon William Bissenden to visit the archives, inspect the content and condition of the collection, and report back to the Executive Committee and membership. The suggestion was made that the ACDA Archives should be in a repository whose archivist is an active member or that Catholic University of America might be a suitable location.

New Business:

Election of Officers: Election of Officers and board members whose terms will expire will be held this spring. If members are interested in serving as an officer or as a board member, please contact the nominating committee. All committee members and contact information will be listed on the ACDA social media outlets.

ACDA at SAA: Our next meeting will take place at the annual Society of American Archivists conference in 2017. The meeting date is scheduled for July 26, 2017 in Portland, Oregon.

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Diocese of Wheeling-Charleston Holds Sacramental Records Workshop Series

by Jon-Erik Gilot, Diocese of Wheeling-Charleston

During the Fall of 2016 the Diocese of Wheeling-Charleston held a series of sacramental records workshops in vicariates throughout the diocese. The workshops were designed for both clergy and parish staff who are tasked with recording and preserving sacraments in parishes around the state. The half-day workshops consisted of two sections – the first, chaired by Rev. Msgr. Kevin M. Quirk, JCD, JV, handled the canonical considerations relating to sacramental records, while the second section, chaired by Jon-Erik Gilot, Director of Archives & Records, covered the practical care, handling and storage of the records.

The diocese is also wrapping up a survey of all sacramental records currently stored in parishes around the state. Following the devastating 2015 fire and recovery of the damaged records from St. John Parish in Benwood, West Virginia, it became imperative for the diocese to gain better control over where and how records are being stored. The survey has helped to identify the location and condition of records from active and closed parishes, and allowed the diocese to provide fireproof cabinets to a number of parishes previously without adequate storage options. The survey will likewise help to prioritize future digitization/microfilming as well as the transfer of closed registers to the diocesan archives.

This spring, Jon-Erik will host a parish recordkeeping workshop at the diocesan PACE (Pastoral Administration & Collaborative Education) conference in Charleston, West Virginia.

Business Meeting Minutes (continued)

Continued from page 3

ICA Update: Emilie Leumas serves on the International Council of Archives. She represents ACDA and Faith Traditions. The ACDA Manual will be distributed during the ICA meeting in Soul, South Korea. Emilie reported that her counterpart in Australia ordered 30 Manuals for every Diocese in the Country. Emilie reported that ICA meets every four years as a whole body with a smaller number of members meeting annually. The ICA reports directly to Rome on Best Practices. Individual memberships are \$30.00, organizations \$100.00 with the right to vote. Emilie's report on the meeting will be posted on ACDA Social Media.

2018 ACDA Conference: Possible dates to be reserved at Mundelein are the last week in July, 2018. As soon as the contract is finalized, members will be notified of the dates.

Adjournment: With no further business to discuss and with members eager to tour the Chicago Archdiocese Archives, the meeting was adjourned at 11:30 AM.

Respectfully Submitted,
Barbara D. Miles
ACDA Secretary

From the President (continued)

Continued from page 1

plus two members at large. The only thing better than being a member of this organization is being a part of the governing board! Please send in your nominations or consider running yourself. Officers will be installed at the close of the business meeting this summer in Portland.

And finally, speaking of Portland... ACDA will meet this summer in conjunction with the Society of American Archivists annual meeting in Portland, Oregon. Our meeting date is set for **July 26, 2017** and the meeting place is still yet to be determined. Education Officer Lee Leumas is planning a great day for everyone so plan to attend!

ACDA Plans Meeting on the West Coast!

by Lee Lumas, Archdiocese of New Orleans



On July 26, 2017, ACDA will hold its annual meeting in Portland, Oregon. This is a great opportunity to attend the Society of American Archivists meeting, participate in the Archivists of Religious Collections (ARCS) and attend the ACDA meeting all in the same week! It's a perfect way to engage with fellow archivists, discuss practices and principals, and enjoy a bit of west coast beauty.

ACDA is planning to focus the day around sacramental records: policies, practices, relevant canon laws, training parish staff, recording notations, access, security, preservation and conservation. Everything you wanted to know about sacramental records and more! So start planning your trip now.

See you in Portland!

February 15, 2017

Association of Catholic Diocesan Archivists
Actual v. Budget
 Year-to-Date

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Annual Meeting Income			
Exhibitor Fees	2,500.00	1,000.00	1,500.00
Registration Fee	59,543.00	49,865.00	9,878.00
Total Annual Meeting Income	<u>62,043.00</u>	<u>50,865.00</u>	<u>11,378.00</u>
Interest Income	0.00	24.12	(24.12)
Membership Dues	4,450.00	3,825.00	625.00
Miscellaneous Income	0.21		
Publication Receipts	413.00	201.00	212.00
Total Income	<u>68,908.21</u>	<u>54,715.12</u>	<u>12,191.09</u>
Gross Profit	68,908.21	54,715.12	12,191.09
Expense			
Annual Meeting Expenses			
Conference Rm/Equipment Rental	1,649.00	872.27	776.73
Consultant Fees	3,000.00		
Lodging/Meals	33,834.59	26,244.86	7,589.73
Meeting Transportation	2,967.12	5,048.40	(2,081.28)
Planning			
Lodging	913.30		
Meals	1,199.11		
Transportation	1,129.84		
Total Planning	<u>3,242.25</u>		
Postage	153.84	357.52	(203.68)
Printing	1,730.46	137.98	1,592.48
Registration Fee Refund	2,115.00		
Speakers			
Honoraria	2,900.00	3,939.28	(1,039.28)
Travel	926.65	3,976.69	(3,050.04)
Total Speakers	<u>3,826.65</u>	<u>7,915.97</u>	<u>(4,089.32)</u>
Special events	3,487.00	253.24	3,233.76
Supplies	546.02	876.55	(330.53)
Total Annual Meeting Expenses	<u>56,551.93</u>	<u>41,706.79</u>	<u>14,845.14</u>
Bank Service Charges	0.00	6.00	(6.00)
Internet Expenses	179.40	109.46	69.94
Miscellaneous Expenses	0.00	73.34	(73.34)
Office Supplies	194.95	71.96	122.99
Postage and Delivery	94.50		
Special Projects & Committees	530.00		
Total Expense	<u>57,550.78</u>	<u>41,967.55</u>	<u>15,583.23</u>
Net Ordinary Income	<u>9,355.43</u>	<u>12,747.57</u>	<u>(3,392.14)</u>
Net Income	<u>9,355.43</u>	<u>12,747.57</u>	<u>(3,392.14)</u>

2017 Western Archives Institute

The 31st annual Western Archives Institute will be held at Santa Clara University from **July 9-21, 2017**. The Western Archives Institute is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of backgrounds, including those whose jobs require a fundamental understanding of archival skills, but who have little or no previous archives education; those who have expanding responsibility for archival materials; those who are practicing archivists but have not received formal instruction; and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Dennis Meissner has agreed to serve as the 2017 Principal Faculty Member. Mr. Meissner recently retired from his job as Interim Deputy Director for Programs at the Minnesota Historical Society, and is a Fellow of the Society of American Archivists. He has participated in a number of SAA and international efforts focused on the arrangement, description, and management of archival materials, and presently serves on the board of the SAA Foundation and on the National Historical Publications and Records Commission. He has worked closely with the design, delivery, and management of electronic finding aids to archival collections, and has participated in numerous U.S. and international working groups in the development and delivery of collection descriptions and the standards that underlie them, including chairing RLG's EAD Best Practices Working Group and serving on the Encoded Archival Context Working Group.

Tuition for the Institute is \$725 and includes a selection of archival publications. Other non-negotiable fees including program transportation, facility fees, opening dinner, and luncheon at the closing program will be available in early February. Housing and meal plans are available at additional cost. (To assist in tuition payment, a [WAI Scholarship](#) is available.)

The application deadline is **Friday, March 3, 2017**. For additional program information, see <http://www.calarchivists.org/WAI>, or contact:

Administrator
Western Archives Institute
1020 O Street
Sacramento, CA 95814
Telephone: (916) 653-7715
Fax: (916) 653-7134
E-mail: ArchivesWeb@sos.ca.gov

The Western Archives Institute is co-sponsored by the Society of California Archivists and the California State Archives. The application package is available on the California State Archives web site at <http://www.sos.ca.gov/archives/western-archives-institute>, and on the Society of California Archivists web site at <http://www.calarchivists.org/WAI>.

News from ACDA Members!

- Donn Devine, JD, CG, retired in July 2016 as Archivist for the Diocese of Wilmington, after serving in that capacity since 1989. He was honored for his years of service at the 2016 Biennial conference in Mundelein. Susan Kirk Ryan, who also attended the 2016 Mundelein conference, began serving as Archivist and Records Management Coordinator for the Diocese of Wilmington in August 2016.
- David Gray was designated the Diocesan Archivist for the Roman Catholic Diocese of Bismarck. The Most Reverend David Dennis Kagan, D.D., P.A., J.C.L. made the appointment in December 2016. David Gray had served before as the Diocesan Archivist for the Diocese of Bismarck, 1982-1988. David is a 1988 graduate of the University of Mary (Bismarck, North Dakota), and retired from the United States Navy as a Captain following a 27-year active duty career in 2015. He was appointed the Director of Library Services and University Archivist for the University of Mary, also in 2015.

Association of
Catholic  Diocesan
Archivists

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914-968-6200 x. 8365;
kate.feighery@archny.org

CALL FOR NOMINATIONS: ELECTION 2017

In accordance with our by-laws, the nominating committee requests members' nominations for Vice-President/President Elect, Secretary, Treasurer, and two Executive Board Members-at-Large for the 2017 election year. You may submit nominations using the printed form via traditional mail or by email or fax. Please submit your nomination(s), including the nominee's name and suggested office, to the following nominating committee member by **March 24, 2017**:

Joseph Coen
310 Prospect Park West
Brooklyn, NY 11215
archives@diobrook.org
718-965-7301

Official position descriptions are available in the Association's by-laws.

Vice President/President Elect: Chairs the planning committee and serves on the finance committee for two years 8/2017– 8/2019; automatically succeeds to president 8/2019 at the 2019 annual business meeting. The president is responsible for presiding at the annual meeting; appointing committee chairpersons/members; and is an ex-officio member of all committees.

Secretary (2-year term; 8/2017– 8/2019): Records the minutes of board and general meetings, prepares and responds to general correspondence, provides summary of the minutes in the Association newsletter and updates the Association listing in the Official Catholic Directory of the United States.

Treasurer (2-year term; 8/2017– 8/2019): Receives annual dues, maintains the membership list, manages Association funds; maintains Association budget in electronic format and reports semi-annually to the finance committee; submits a proposed annual budget to the finance committee and the president for approval one month prior to the start of the fiscal year; prepares annual budget for the executive board, publishes a year-end financial statement in the next Association newsletter sub-sequent to the year's end and chairs the finance committee.

Executive Board Member at Large (2 positions; 4-year term; 8/2017– 2021 meeting): Four members-at-large represent the membership on the Board. These members should reflect different regions of the US and Canada, as well as diocesan archives of different sizes. Two members-at-large are elected every two years.

**Association of Catholic Diocesan Archivists
Nomination Form
Election 2017**

Vice President/President Elect

- 1. _____
- 2. _____

Secretary (2-year term)

- 1. _____
- 2. _____

Treasurer (2-year term)

- 1. _____
- 2. _____

Executive Board – 2 positions (4-year terms)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Please send nominations to: Joseph Coen
R.C. Diocese of Brooklyn
Office of the Archivist
310 Prospect Park West
Brooklyn NY 11215
Fax: 718-965-7302
archives@diobrook.org

*****This form must be postmarked by March 24, 2017*****