

ACDA *Newsletter*

The Official Newsletter of the Association of Catholic Diocesan Archivists

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Page 1

IN THIS ISSUE

ACDA 2012 Conference

From the President.....P2

Co-Archivist named
Auxiliary Bishop.....P3

Philadelphia Archdiocesan
Historical Records.....P3

Distinguished Service
Award.....P4

Diocese of Tucson.....P5

ACDA Constitution.....P7

Officers and Board
Members.....P14

ACDA ANNUAL MEETING

The 2012 ACDA Biennial Conference is rapidly approaching. The conference will be held in the beautiful setting of the University of St Mary of the Lake from July 15 through July 20. So why should you go?

Having attended a number of conferences, I can state that the major advantage is the opportunity to meet and interact with our peers. We all face the same day to day challenges: tight budgets, the increasing use of automated records, digitization, questions on access to sacramental records and the need to preserve records in a variety of formats. The conference allows for the exchange of ideas and solutions to these problems in both the formal training sessions and the informal social gatherings in the evening. Here is your chance to learn how others solved the same problems you are facing now. Every time I have attended one of these conferences, I have come back to my diocese with an idea to improve our archival program.

The program committee of Ann Boltin, Lisa Mobley and Lee Leumas, along with the local arrangements members Meg Romero and Peggy Lavelle have put together an excellent program. The conference's main thrust is directed at dealing with the thorny problem of managing electronic records. However, the conference includes more than that. The program committee put together a dual track program. One is for the less experienced archivists and includes an introduction to archives and records management and sessions on nuts and bolts issues such as gaining intellectual control of your holdings, records surveys and documenting records destruction. The second track, for more experienced archivists, deals more with issues arising from electronic records, including sessions on document management software, electronic files management and digitization standards.

If you have not already registered, there is still time to do so. This is an opportunity that should not be missed.

We hope you can join us.

ACDA

Association of Catholic
Diocesan Archivists



FROM THE PRESIDENT

Deacon William J. Bissenden, CA

In a bit of a departure from the normal “*From the President*” message I will focus on a subject that effects all archive operations and that is the general public’s perception of archives. I think we can agree that folks unfamiliar with operations of an archive can have their perception of archives influenced to some degree by what they see in the movies or on TV. Now, is this critical to the efficiency of repository operations? Of course not; it is, however, a matter of public relations.

At a recent New England Archivists conference, one of the presenters gave us a look at how archives were portrayed in the movies. And I see that a formal presentation titled *Archives in the Movies* is scheduled for the SAA Conference in August. Generally, the portrayal of archives in movies was seldom accurate and sometime ludicrous; and, archivists, to put it politely, were not always portrayed in a flattering manner. This perception has carried over into television productions as well. In a recent rerun of *Ghost Whisperers*, the story centered on a small town City Hall archives. It was a dark, dusty room in the basement of the City Hall; the archivist sat at small wooden desk with a single light bulb lamp for illumination. His manner was surly at best; a request for access to a record required the completion of a request form and a two week wait. The archivist did make an off-handed comment about someday digitizing the collection description and item location. Obviously, this depiction was necessary for this particular story. However, more often than not, this is how archives are perceived by those unfamiliar with archive operations. Many years ago I worked for a defense manufacturer where the “archive” was jokingly described as a “black hole where stuff went in, but never came out.” Just for the record, I was not the archivist.

Fortunately there is a positive development on how archives are portrayed in television shows. This is due, in part, to a new reality show on NBC that seems to have become popular. It is called *Who Do You Think You Are*. The show revolves around a celebrity’s search for their ancestry to unravel a family mystery. Often, this search takes the celebrity to unusual places and reveals some interesting facts about their family history. This production was preceded by several PBS miniseries productions hosted by Professor Henry Gates. While the formats of the shows differed somewhat, the intent was the same and that was to answer a lingering question about someone’s ancestry.

These shows are interesting because during the course of each episode, the celebrity will visit three or four archives; of course the audience only gets a glimpse of the facility. The point is that the image the audience sees, along with the interaction between archivist and the researcher is not what some fanciful and outlandish melodrama portrays in the movies or on television. Rather there is positive portrayal of repositories and archivists which can only help public relations.

We’re not in public relations business, and I don’t think any of us work for TV producers. But we should be aware of negative perceptions of the valuable work we do and try to replace it with a positive image whenever possible.

CO-ARCHIVIST NAMED AUXILIARY BISHOP



Pope Benedict XVI has appointed two priests of the Diocese of Brooklyn – Msgr. Raymond Chappetto, 66, and Msgr. Paul Sanchez, 65 – as auxiliary bishops of Brooklyn.

The Most Reverend Raymond Chappetto was born August 20, 1945, in Astoria, New York. He studied at Our Lady of Angels Seminary, Albany, New York, where he holds a Master's of Divinity, as well as a Master of Arts in Religious Education from St. John's University.

Bishop-elect Raymond F. Chappetto served as co-Archivist of the Brooklyn Diocese from 1989-1993.

PHILADELPHIA ARCHDIOCESAN HISTORICAL RESEARCH CENTER

By: Shawn Weldon, Assistant Archivist, Philadelphia Archdiocesan Historical Research Center

The Philadelphia Archdiocesan Historical Research Center, St. Charles Borromeo Seminary and Villanova University are collaborating to digitize older volumes of the various Catholic Directories that have been published since 1817. We plan to digitize as complete a set as possible from our combined collections up to the 1920's (or whatever copyright law will permit). The digitized volumes will be available through the Villanova University Digital Library. The volumes that have already been digitized can be viewed at this site:

[http://digital.library.villanova.edu/Catholica%20Collection/The%20Official%20Catholic%20directory./](http://digital.library.villanova.edu/Catholica%20Collection/The%20Official%20Catholic%20directory/)

We also plan to digitize the various Philadelphia Catholic newspapers starting with *The Catholic Herald* which began publishing in 1833.

The Philadelphia Archdiocesan Historical Research Center became a member of the Catholic Research Resources Alliance in 2011. In addition to providing a source to advertise members' collections and make them more accessible to researchers, the CRRA

encourages and supports individual and collaborative projects between member institutions. In addition to plans to digitize Philadelphia Catholic newspapers, other members of the CRRA are currently involved with digitization projects. Duquesne University is digitizing *The Pittsburgh Catholic* and Boston College is digitizing *The Sacred Heart Review* and planning to digitize *The Boston Pilot*. The CRRA has designated the identification and digitization of Catholic newspapers in North America as one of its major projects. The CRRA provides a means to identify these materials and make them available to complement and complete digitization projects by other members. I urge all ACDA members to consider membership in the CRRA as a way to make their collections more accessible and to further the development of Catholic studies. For more information see: <http://www.catholicresearch.net/>

You can find more information on the Philadelphia Archdiocesan Historical Research Center and its collections at our website, www.pahrc.net.

AMERICAN CATHOLIC HISTORICAL ASSOCIATION (ACHA) – DISTINGUISHED SERVICE TO CATHOLIC STUDIES AWARD



At the Presidential luncheon of the American Catholic Historical Association (ACHA) held on Saturday, January 7, 2012 at the Marriott Hotel, Downtown Chicago, John (Jac) Treanor, Vice Chancellor for Archives and Records of the Archdiocese of Chicago, received the ACHA's "Distinguished Service to Catholic Studies" award. This award honors those who "promote study and research of the history of Catholicism broadly conceived" apart from teaching and publication.

In presenting the award to Mr. Treanor, the incoming president of the ACHA, Professor Thomas F.X. Noble of the University of Notre Dame, read the citation:

Archives contain the "raw material" of scholarly history. Since the 1970s, diocesan archives, often an afterthought in many chanceries became an important priority of the American Catholic bishops, especially the leadership of the late Joseph Bernardin. A number of professionally trained archivists and records managers have been recruited to preserve, arrange and open to scholars some of the treasures contained in diocesan records. This has resulted in an explosion of scholarship on the church in the United States.

John J. Treanor has been a national leader in the professionalization of church archives in the United States. One of the founders and officers of the Association of Catholic Diocesan Archivists, Treanor has provided critical leadership and guidance to many dioceses and religious orders in the United States seeking to upgrade and improve the quality and accessibility of church archives.

Treanor received his Master of Arts Degree from the University of Massachusetts with a concentration in archival methods. In 1986, he was appointed to oversee and direct the archives and records management program of the Archdiocese of Chicago. Anyone who worked in those archives before his arrival remembers how difficult it was to do serious research on Chicago Catholicism. Through Jac's hard work, professionalism and his savvy sense of archdiocesan realities, he was able to create one of the best archival programs in the United States. In 1996, his careful planning and management secured an old Brinks Brothers building which he transformed into a cutting-edge archival facility. This facility is named to honor Joseph Cardinal Bernardin.

Treanor is an archivists' archivist. As the Chancellor of the Archdiocese of Chicago has noted "Jac is an outstanding advocate for an understanding of Church history and records as the footprints of the Holy Spirit, demonstrating sacred interventions in this local church to those who would see....The Archdiocese of Chicago is privileged to have such a talented and committed leader as Jac Treanor."

[Continued on page 5]

[*Catholic Studies Award, continued from p. 4*]

This was the 92nd annual meeting of the ACHA. It was the second year the Distinguished Service award was presented. Also on hand to see John Treanor receive this honor was Francis Cardinal George, Archbishop of Chicago, who had been invited to welcome ACHA members to Chicago and to give the invocation.

The American Catholic Historical Association is headquartered on the campus of Fordham University in the Bronx, New York.

R. Bentley Anderson, S.J.
 Executive Secretary-Treasurer
 American Catholic Historical Association

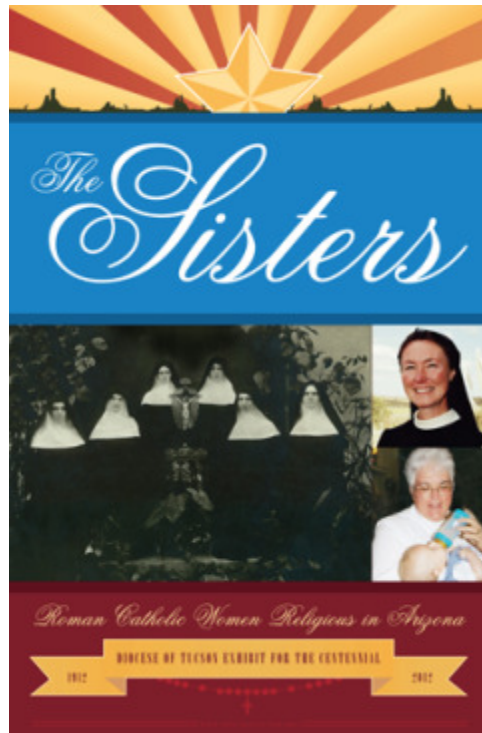
CENTENNIAL EXHIBIT AT THE DIOCESE OF TUCSON ARCHIVES

By Betty Wittenberg, Diocese of Tucson

On February 14, 2012 the Diocese of Tucson Archives opened a special exhibit to mark Arizona's 100th year of statehood.

The exhibit, held in the Archives display area, is called "The Sisters: Roman Catholic Women Religious in Arizona," and pays tribute to the role of women religious in Arizona history.

The main portion of the exhibit is made up of display panels with photos and graphics highlighting the individual communities that have served in the diocese of Tucson, along with display cases that contain items from the



archives collection or contributed by the religious communities.

The exhibit was a collaborative effort between the Archives, the diocese communications director and Vicar for Religious.

The Vicar for Religious, Sr. Rina Cappellazzo, communicated with members of the dioceses' religious communities about donating photos, histories and habits for the display. Several items were loaned from the communities' provincial archives.

[*Continued on page 6*]

[Centennial exhibit, continued from p. 5]

The photos in the exhibit highlight the Sisters contributions to Arizona society in the past 100-plus years. Starting with the arrival of the Sisters of St. Joseph of Carondelet in 1870, who set up the first Catholic school, hospital and orphanage in Arizona, the exhibit depicts the women religious in various ministries, such as education, social services, and ministries to Native American missions.



One part of the exhibit is a replica of a sisters' convent room that was constructed with the help of the diocese property manager, who located bedroom furniture from a former convent that could be used for the room. The room is a nod to the origins of the building that now houses the Archives, which was originally built as a convent in 1954.

The exhibit has been well-attended by local women religious, as well as out-of-state visitors who once served in our diocese. The sisters' reaction to the photos in the exhibit is often emotional – laughter at discovering photos of their much-younger selves as

well as tears from photos of friends long departed.

This is the third exhibit held at the Archives since 2010. The exhibits have not only shared diocese history with the Catholic Community, but have served to raise awareness of the existence of the Archives, which became even more important after a move in 2008 from its longtime location to a newly renovated facility.

ACDA BIENNIAL CONFERENCE

July 15 - July 20, 2012



University of St. Mary of the Lake, Mundelein, Illinois

ACDA CONSTITUTION

ARTICLE 1. 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.

[ACDA Constitution, continued from p. 7]

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 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 ($\frac{2}{3}$) majority of those voting members present at any annual meeting of The Association, or by a two-thirds ($\frac{2}{3}$) majority of members responding to a vote by mail.

[ACDA Constitution, continued from p. 8]

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. All officers shall serve two-year terms. All terms of office shall begin at the close of the annual meeting held in odd numbered years.

Section 2. Should the office of vice president /president-elect become vacant, a special election according to existing procedures will be followed.

Section 3. The vice-president/president-elect automatically succeeds the president when the term of the latter expires.

Section 4. 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 5. The vice-president/president elect is responsible: 1) for chairing the planning committee and 2) for serving on the finance committee.

Section 6. 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 7. 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.

[ACDA Constitution, continued from p. 9]

Section 8. 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 ~~one~~ an additional two-year term, after which the individual is ineligible for reappointment for the next two year; after which reappointment is allowed.

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 four members-at-large representing different regions of the country as well as diocesan archives of different sizes. Members-at-large are elected every two years. 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.

[ACDA Constitution, continued from p. 10]

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.

[ACDA Constitution, continued from p. 11]

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.

[ACDA Constitution, continued from p. 12]

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 ~~to~~ 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.

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:

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