

CAMP MUNDELEIN: NAVIGATING ARCHIVAL TRAILS

Annual Meeting and Biennial Conference | Mundelein, IL
July 8-12, 2024

CAMPUS FACILITIES

Conference Center Lodge (CCL)

Lodging rooms and chapel for morning Mass. See Mass info below.

Meeting Hall (MH)

Educational sessions and business meetings. Room numbers are preceded by MH.

Dining Hall

Where we eat meals and enjoy the evening social!

Immaculate Conception Chapel

Wednesday evening Mass with Bishop Paprocki is at the seminary chapel. See Banquet info below.

The Lake Trail

Take a morning or evening stroll around the lake. Approximate length is 3 miles.

MASS INFORMATION

Tuesday, Thursday, & Friday
7:30am-8:15am

Chapel is located on the 2nd floor of the Conference Center Lodge. Daily Mass is also offered at the National Shrine of St. Maximilian Kolbe in nearby Libertyville, IL. You will need to provide your own transportation there.

BANQUET

Wednesday, July 20, 2022

5:00-6:00pm – Mass

Immaculate Conception Chapel
Bishop Paprocki, Celebrant

6:15pm – ACDA Group Photo

6:30-8:00pm – Banquet

Scholarship Winners
Acknowledged

FOOD & BEVERAGE

Breakfast, Lunch, Dinner:

All meals located in Dining Hall, and you must have your meal card to enter dining hall. All meals (except banquet) are served buffet/cafeteria style.

- Breakfast daily 8:00 – 9:00am
- Lunch daily 12:00 – 1:00pm
- Dinner daily 5:30 – 6:30pm*

**Wednesday dinner will be served at Banquet at 6:30pm.*

Beverages:

Free soda, water, coffee, and tea are available in the Conference Center Lodge Living Room, Dining Hall, and the Meeting Hall Coffee Room. We encourage all to bring personal water bottles.

Session Breaks:

Light snacks will be offered during breaks in the Meeting Hall Room 202.

Social:

Catch up with friends old and new during the nightly Social 8:00-10:00pm located in the Dining Hall. Complimentary soda, beer, wine, and cocktails. A few of the nights will offer activities, but you do not need to participate to attend the general social.

ADDITIONAL INFO

Guest Services:

USML Staff are available at the Reception Desk from 8 am to 10 pm, whenever there are groups in-house. Any attendee arriving after 10 pm will need to contact Public Safety (847-970-4815 or 847-561-9397) to check-in to a room.

WI-FI Info:

Wi-Fi is available in Residence and Meeting Halls. Connection details will be provided at Check-In.

Printing Station:

Computers and printers are available for free use in the Conference Center Lodge Living Room.

Golf Carts:

If you need assistance from the Meeting Hall to the Dining Hall, please see a Program Committee member for more information.

CHECK OUT

Check out of CCL rooms by 9am.

You can leave your luggage in the CCL living room or store it at the back of MH 202.

Transportation: There are many ways to travel to/from Mundelein to O'Hare Airport, including rideshare apps like Uber or Lyft, car/limo services, and the [Metra commuter train](#).

The following car services offer transportation to/from O'Hare. Please note that ACDA does not endorse any specific company; these have simply been provided for your convenience:

[Northshore Limousine Service](#), 847-890-1210

[Northshore Cab](#), 847-864-7500

[All American Limousine](#), 773-992-0902

[Universal Taxi Dispatch](#), 630-617-5400

[Eminent Limo](#), 855-286-6691

EARN BADGES!

This year at Camp Mundelein, you can earn badges for all the neat things you do! Visit a site, attend an event, or meet someone new! To earn a badge, present your "proof" to Badge Master Mark Prindiville. Proof can be in the form of a photo, obtaining a business card/contact info from someone, or swearing on your archivists' honor.



Welcome to Camp Mundelein!

Just for showing up! Pick up your badge at the registration desk.

Helping Hand

Do you volunteer for ACDA on the board, a committee, or at the conference? Pick up your badge at the registration desk.

Chapel Champ

Visit or attend Mass at the Chapel of the Immaculate Conception or attend daily Mass in the CCL chapel.

Social Butterfly

Attend an evening social.

St. Lawrence Award

Attend a tour or visit the library on campus.

Canon Law Connection

Meet someone who is also a member of the Canon Law Society.

Dedicated Learner

Ask a question at any session!

Take a Walk

Take a morning or evening stroll around the lake. Approximate length is 3 miles.

Sightseer: Visit Our Lady of Lourdes Grotto or the Stations of the Cross on campus; or take a trip to see the National Shrine of St. Maximilian Kolbe in nearby Libertyville, IL.

Chat a Chancellor

Meet a chancellor from another diocese.

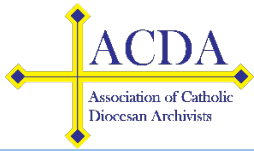
Coast-to-Coast

Meet someone from a diocese far away from yours.

Networking Machine

Meet 5 new people from different dioceses.

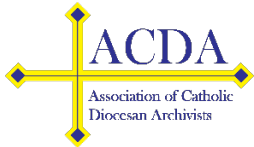




ACDA 2024 Biennial Conference Schedule | Mundelein, IL

See session descriptions on pages 6-12.

Monday July 8, 2024	
1:00pm – 5:00pm	Arrival/Registration (Conference Center Lodge - Lounge)
4:00pm – 5:00pm	Tour of Campus by USML Staff or ACDA Navigator
5:30pm – 6:30pm	DINNER (Dining Hall)
6:30pm – 7:30pm	*Opening Prayer & Welcome – Katie Oubre, ACDA President (Meeting Hall, Room 202)
	*Keynote Address – Dr. Shannen Dee Williams – <i>Still Mining the Forgotten: Black Catholic Women and Girls and the Challenges of the Archives</i>
8:00pm – 10:00pm	Social – “Game Night” (Dining Hall)
Tuesday July 9, 2024	
7:30am – 8:15am	Daily Mass (Conference Center Lodge - Chapel)
8:00am – 9:00am	BREAKFAST (Dining Hall)
*9:00am–10:15am	Session 1A (Track 1) - Part I - Archives & Records Management 101 (MH 201) *Presenter: Dr. Emilie Gagnet Leumas, PhD *Shepherd: Rena Schergen
*9:00am–10:15am	Session 1B (Track 2) – Caring for Architectural Records: A Collaborative Approach (MH 202) *Presenter: Kathleen Messier (Burlington) *Shepherd: Thomas Lester
10:15am–10:30am	MORNING BREAK
*10:30–11:45am	Session 1A (Track 1) - Part II - Archives & RM 101 continued (MH 201)
*10:30–11:45am	Session 1C (Track 2) - Pennies in the Cup: Tips, Tricks, and Strategies for Handling Interpersonal Situations (MH 202) *Presenter: Emily Ahlin (Cleveland) *Shepherd: Rena Schergen
12:00pm–1:00pm	LUNCH (Dining Hall)
*1:00pm – 2:15am	Session 1A (Track 1) - Part III - Archives & RM 101 continued (MH 201)
*1:00pm – 2:15pm	Session 1D (Track 2) - An Unexpected Journey: Moving the Records of Religious Institutes to Diocesan Archives (MH 202) *Presenters: Kate Feighery (New York), Tricia Pyne (Assoc. Archives at St. Mary’s Seminary & University), Patrick Shank (Philadelphia) *Shepherd: Mark Prindiville
2:15pm – 2:30pm	AFTERNOON BREAK
*2:30pm – 3:45pm	Session 1A (Track 1) - Part IV - Archives & RM 101 continued (MH 201)
*2:30pm – 3:45pm	Session 1E (Track 2) - Outside the Fence: Identifying Remains in Plantation Cemeteries (MH 202) *Presenters: Amy Simon (Baton Rouge), Sarah Waits (New Orleans) *Shepherd: Emily Ahlin
4:00pm – 5:30pm	FREE TIME
5:30pm – 6:30pm	DINNER (Dining Hall)
6:30pm – 7:30pm	Executive Board Meeting (<i>Executive Board members only in MH 104</i>)
8:00pm – 10:00pm	Social – “Trivia Night” (Dining Hall)

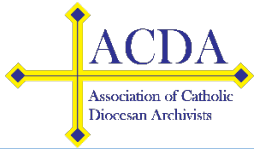


ACDA 2024 Biennial Conference Schedule | Mundelein, IL

See session descriptions on pages 6-12.

Wednesday	July 10, 2024
8:00am – 9:00am	BREAKFAST (Dining Hall)
9:00am–10:15am	Session 2 – <i>CROSS Update and Best Practices Guide</i> (MH 202) *Presenters: Stephanie A.T. Jacobe, Ph.D. (Washington), Thomas Lester (Boston) *Shepherd: Rena Schergen
10:15am–10:30am	MORNING BREAK
10:30–11:45am	Session 3 – <i>What We Have Done, What We Have Failed To Do: Archives and the Diocesan Merger Process</i> (MH 202) *Presenters: Eric Fair (St. Louis), Dennis Wodzinski (Pittsburgh) *Shepherd: Mark Prindiville
12:00pm–1:00pm	LUNCH (Dining Hall)
1:00pm – 2:15pm	Session 4 – Part I – <i>Copyright Legal Issues in Archival Records</i> (MH 202) *Presenter: Menzi Behrnd-Klodt (Klodt & Associates) *Shepherd: Rena Schergen
2:15pm – 2:30pm	AFTERNOON BREAK
2:30pm – 3:45pm	Session 4 – Part II – <i>Copyright Legal Issues in Archival Records continued</i> (MH 202)
4:00pm – 5:00pm	FREE TIME
5:00pm – 6:00pm	Mass at Immaculate Conception Chapel
6:15pm – 6:30pm	Group Photo at Immaculate Conception Chapel steps
6:30pm – 8:00pm	BANQUET (Dining Hall)
8:00pm – 10:00pm	Social (Dining Hall)

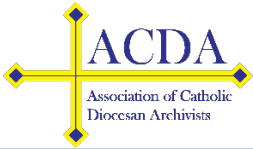
Schedule continues on the next page.



ACDA 2024 Biennial Conference Schedule | Mundelein, IL

See session descriptions on pages 6-12.

Thursday	July 11, 2024
7:30pm – 8:15pm	Mass (Conference Center Lodge - Chapel)
8:00am – 9:00am	BREAKFAST (Dining Hall)
9:00am–10:15am	Session 5 – <i>Spilling the Tea: The Juiciest Gossip on Creating a Records and Information Program</i> (MH 202) *Presenters: Michael Courtney (Salt Lake City), Diana Zwilling (Raleigh) *Shepherd: Geoffrey Hetherington
10:15am–10:30am	MORNING BREAK
10:30–11:45am	Session 6 – <i>Learning Labs</i> (MH 101) Visit interactive stations to learn more on the following topics: * Book Care Fair: Ana-Elisa Arredondo (Tucson), Brian Fahey (Charleston), Kathleen Messier (Burlington) * Archives on the Move: Pop-Up Exhibits: Kate Feighery (New York), PJ Oubre (Springfield), Shelly Taylor (Milwaukee) *Shepherd: Brianna LoSardo
12:00pm–1:00pm	LUNCH (Dining Hall)
1:00pm – 2:15pm	Session 7 – <i>Litigation Holds, Production, and Depositions Oh My!: The Role of the Records Manager and/or Archivist in the Litigation Process</i> (MH 202) *Presenters: Angelique M. Richardson, CM, CRA (Atlanta), Isaac Huron (San Antonio) *Shepherd: Geoffrey Hetherington
2:15pm – 2:30pm	AFTERNOON BREAK
2:30pm – 3:45pm	Session 8 – <i>Digitizing Photograph Collections</i> (MH 202) *Presenters: Ana-Elisa Arredondo (Tucson), Shelly Taylor (Milwaukee) *Shepherd: Brianna LoSardo
4:00pm – 5:00pm	ACDA Business Meeting – all attendees (MH 202)
5:30pm – 6:30pm	DINNER (Dining Hall)
6:30pm – 8:00pm	FREE TIME
8:00pm – 10:00pm	Social – “Craft Night” (Dining Hall)
Friday	July 12, 2024
7:30pm – 8:15pm	Mass (Conference Center Lodge - Chapel)
8:00am – 9:00am	BREAKFAST (Dining Hall)
9:00am	Check out of CCL rooms by 9am. <i>You can leave your luggage in the CCL living room or store it at the back of MH 202.</i>
9:00am–10:15am	Session 9 – <i>Listserv Live</i> (MH 202) *Moderators: Brianna LoSardo (Newark) and Emily Ahlin (Cleveland)
10:15am–10:30am	MORNING BREAK



ACDA 2024 Biennial Conference Session Descriptions

Monday, July 8

6:30pm – 7:30pm

Meeting Hall, Room 202

Opening Prayer & Welcome

Katie Oubre, ACDA President

Keynote Address by Dr. Shannen Dee Williams

Still Mining the Forgotten: Black Catholic Women and Girls and the Challenges of the Archives with

Dr. Shannen Dee Williams is Associate Professor of History at the University of Dayton. She is the author of *Subversive Habits: Black Catholic Nuns in the Long African American Freedom Struggle* (Duke University Press, 2022), which was named a top five book published in religion by Publishers' Weekly in 2022. *Subversive Habits* also received the 2022 Letitia Woods Brown Award for Best Book in African American Women's History from the Association of Black Women Historians and the 2023 Wesley-Logan Prize for Outstanding Book in African Diaspora History from the American Historical Association and the Association for the Study of African American Life and History.

A Distinguished Lecturer for the Organization of American Historians, Dr. Williams authored the award-winning column, "The Griot's Cross," published by the Catholic News Service from 2020 to 2022.

Tuesday, July 9

TRACK 1 – Session 1A

FULL-DAY WORKSHOP

over 4 sessions:

9:00am–10:15am

10:30–11:45am

1:00pm – 2:15am

2:30pm – 3:45pm

MH 202

Archives & Records Management 101

Presenter: Dr. Emilie Gagnet Leumas, PhD (EGL Consultants)

NOTE: This full-day workshop is divided into 4 sessions. It runs concurrently with Track 2 sessions.

This course provides a survey of canon laws, practices, and principals that diocesan archivists and records managers apply, as well as issues that they confront while managing diocesan records. We will discuss the policies, procedures, retention schedules, disposition, finding aids, and recordkeeping standards. This course is designed for those that are new to their position, have limited experience in archives and records management, or those who have been charged with oversight of the archives and records management program.

Shepherd: Rena Schergen

Tuesday, July 9
TRACK 2 – Session 1B
9:00am–10:15am
MH 202

Caring for Architectural Records: A Collaborative Approach

Presenter: Kathleen Messier (Burlington)

Architectural records offer invaluable historical insights into the design and construction of our built environment. Their active management and thoughtful preservation are crucial for research. This session provides holistic strategies for managing architectural collections, from working with records creators to arrangement and description to discovery and access. Participants will gain practical knowledge to appraise, manage, and care for architectural records from acquisition to access. By collaborating across skill sets, archivists can ensure architectural records are preserved and made available to reveal an institution's infrastructure and design over time. Come learn how to manage these invaluable historical records thoughtfully. The discussion will cover original order, logical organization, crafting DACS-compliant finding aids, and providing access. Promoting collections to target research communities will also be addressed.

Shepherd: Thomas Lester

Tuesday, July 9
TRACK 2 – Session 1C
10:30–11:45am
MH 202

Pennies in the Cup: Tips, Tricks, and Strategies for Handling Interpersonal Situations

Presenter: Emily Ahlin (Cleveland)

Whether it's a person who wants their sacramental record **right now** and doesn't understand why you haven't responded to the voicemail they left five minutes ago, a challenging coworker who still doesn't understand what an archive is, or trying to explain to a researcher why they can't just open whatever boxes they feel like opening in your stacks, archivists regularly encounter challenging interpersonal situations. Handling them is seldom easy, but it can be do-able! This interactive workshop, informed by years of customer service experience, will cover good boundaries and empathy-driven de-escalation strategies to give you the tools you need to better handle challenging interpersonal situations in person, on the phone, and through email. Participants will also have time to practice example strategies and brainstorm new ones with colleagues. At the end, you'll feel more confident and better prepared to handle the next difficult person who walks through your door, even if they (or you) are having a bad day!

Shepherd: Rena Schergen

Tuesday, July 9
TRACK 2 – Session 1D
1:00pm – 2:15pm
MH 202

An Unexpected Journey: Moving the Records of Religious Institutes to Diocesan Archives

Presenters: Kate Feighery (New York), Tricia Pyne (Assoc. Archives at St. Mary's Seminary & University), Patrick Shank (Philadelphia)

As more and more religious institutes are facing completion, the question of what to do with their archives has been an issue of concern. Options available include the creation of a collaborative archives program and depositing in a university archives. Another is transfer to a diocesan archives. This session will feature three diocesan archivists who have the archives of religious institutes in their holdings and will speak on their experiences of creating a program that meets the needs of all parties and discuss the challenges and opportunities this option presents.

Shepherd: Mark Prindiville

Tuesday, July 9
TRACK 2 – Session 1E
2:30pm – 3:45pm
MH 202

Outside the Fence: Identifying Remains in Plantation Cemeteries

Presenters: Amy Simon (Baton Rouge), Sarah Waits (New Orleans)

For much of its early history, plantations drove the economy of Louisiana. From the mouth of the Mississippi River to the border with Arkansas, cotton, sugarcane, and rice plantations produced marketable goods using unpaid chattel slave labor. Many Catholic enslavers in Louisiana baptized the enslaved people who worked on their plantations, and those records are in the archives of Louisiana dioceses. Finding funeral and burial records for enslaved people on plantations is more difficult. However, records for people, both enslaved and free, buried outside of official church cemeteries abound within the sacramental records in rural Plaquemines and St. John the Baptist parishes. Many of those plantation cemeteries, though, are completely unrecognizable, with no headstones, markers, or information about those interred within. In many cases, petrochemical corporations own the land of former plantations, and access to plantation burial grounds is all but impossible.

This conference panel will cover a project currently underway in the Archdiocese of New Orleans to catalog each burial that occurred outside the church cemetery at St. Thomas in Pointe-a-la-Hache, and will review deliverables, discuss engagement with descendant communities, and provide tips and suggestions for other Catholic archives that would like to embark on a similar project to assist vulnerable communities.

Shepherd: Emily Ahlin

Wednesday, July 10

Session 2

9:00am–10:15am

MH 202

CROSS Update and Best Practices Guide

Presenters: Stephanie A.T. Jacobe, Ph.D. (Washington), Thomas Lester (Boston)

CROSS - Catholic Religious Organizations Studying Slavery - was established in 2021 by 12 men and women representing nine dioceses and three religious organizations, convened to study the records of enslaved peoples in Catholic archives.

In this session, Dr. Stephanie S.T. Jacobe and Thomas Lester will provide a brief update on the inaugural CROSS conference which took place in St. Louis from October 30-31, 2023, and how the organization is hoping to develop over the coming years. Additionally, they will introduce the CROSS Best Practices Guide and lead attendees through small group discussions on how CROSS and the Best Practices Guide can best serve them and their respective institutions.

Shepherd: Rena Schergen

Wednesday, July 10

Session 3

10:30–11:45am

MH 202

What We Have Done, What We Have Failed To Do: Archives and the Diocesan Merger Process

Presenters: Eric Fair (St. Louis), Dennis Wodzinski (Pittsburgh)

The last five years have seen tumultuous change and realignment in diocesan organization and operations. In response to a declining Catholic population and an aging priesthood, many dioceses have chosen to undertake significant diocesan-wide mergers of parishes and parochial schools.

This presentation will provide case studies from the Archdiocese of St. Louis and the Diocese of Pittsburgh, regarding large-scale parish and school mergers. Most importantly, these case studies will examine in detail the implications for diocesan archives and their operations. Eric will focus on the role the St. Louis archives plays in support of diocesan school closures, and Dennis will discuss his experience in assisting a diocesan-wide, parish reorganization program. Both archives have experience with large-scale parish and school restructuring efforts. These case studies will provide insight into what worked well, and what has caused archival consternation.

Shepherd: Mark Prindiville

Wednesday, July 10

Session 4, Parts I & II

1:00pm – 2:15pm

2:30pm – 3:45pm

MH 202

Copyright Legal Issues in Archival Records

Presenter: Menzi L. Behrnd-Klodt, J.D., C.A. (Klodt & Associates)

All archivists benefit from a basic knowledge of copyright law and principles, both in conducting their own work and when helping researchers. But questions and uncertainty about the applicability of copyright law and our risks in collecting, using, digitizing, and providing access to historical records, books, and photos unnecessarily may worry and confuse archivists. This presentation (and a supplied supplemental pre-reading) focus on practical copyright issues and tools to help participants develop their own knowledge and build a framework to better manage copyrighted materials without concern. Participants will learn about the foundations and rationale of copyright, what is (and is not) protected by copyright, the exclusive rights of copyright owners, who is a copyright owner, copyright duration, the public domain, important copyright exemptions, and more. Our focus will be analyzing and managing risks to help archivists make sound decisions enabling archival work to proceed without fear.

Shepherd: Rena Schergen

Thursday, July 11

Session 5

9:00am–10:15am

MH 202

Spilling the Tea: The Juiciest Gossip on Creating a Records and Information Program

Presenters: Michael Courtney (Salt Lake City), Diana Zwilling (Raleigh)

Records Manager Wendy McLain once stated that to start a records program, begin where your organization is: a first step could be a directive, a project, policies, or a combination of these. Where you start building a records and information program will be determined by your diocese.

Michael Courtney of Salt Lake City and Diana Zwilling of Raleigh have been designing and implementing RIM programs at their respective dioceses. Please join them as they share their experiences, challenges, and lessons learned during this interesting adventure. From practical concerns regarding budget and technology to the thorniest questions dealing with gaining trust and navigating change, Michael and Diana are ready to spill the tea.

Shepherd: Geoffrey Hetherington

Thursday, July 11

Session 6

10:30–11:45am

MH 101

Learning Labs

Visit interactive stations to learn more on the following topics:

Book Care Fair!

Presenters: Ana-Elisa Arredondo (Tucson), Brian Fahey (Charleston), Kathleen Messier (Burlington)

A Learning Lab to explore in-house solutions to preserve our sacred and library collections. Stations feature: (1) Refresher on basic book anatomy and condition reporting; (2) Basic cleaning/mending materials and techniques; (3) Cautionary tales of poor decisions/outcomes; (4) When to Call Your Book Doctor (a.k.a. Binderies or Conservators)!

Archives on the Move: Pop-Up Exhibits

Presenters: Kate Feighery (New York), PJ Oubre (Springfield), Shelly Taylor (Milwaukee)

This session will offer practical tips about how to use your archival materials to create a pop-up exhibit. We will offer tangible examples of different ways diocesan archivists have created the exhibits, as well as materials to get you started thinking about timelines, content planning, budgeting, information sourcing, and more. The session hosts will be available to share their own experiences, and to answer any questions about how and why a pop-up exhibit might work for your institution.

Shepherd: Brianna LoSardo

Thursday, July 11

Session 7

1:00pm – 2:15pm

MH 202

Litigation Holds, Production, and Depositions Oh My!: The Role of the Records Manager and/or Archivist in the Litigation Process

Presenters: Angelique M. Richardson, CM, CRA (Atlanta), Attorney Isaac Huron (San Antonio)

More of the day-to-day reality of a Chancellor, Records Manager, and/or Archivist is dealing with various lawsuits against the diocese. This session will provide dual perspectives from an archivist/records manager with outside counsel and from an in-house diocesan attorney on the entire lifecycle of a lawsuit from litigation holds to the production process to the dreaded deposition. The goal of the session will be to provide you with some guidance on how to manage the potentially unexpected (and at times very time-sensitive) workload that litigation brings as well as how to communicate effectively with your legal counsel. Where appropriate, examples of template documents will be provided. The hope is that a robust discussion/Q&A will offer some context and examples of what has or has not worked for other attendees. Please note this session is not presenting legal advice.

Shepherd: Geoffrey Hetherington

Thursday, July 11

Session 8

2:30pm – 3:45pm

MH 202

Digitizing Photograph Collections

Presenters: Ana-Elisa Arredondo (Tucson), Shelly Taylor (Milwaukee)

This session will focus on how two different diocesan archives approached the issue of digitizing photographs. Shelly Taylor (Archdiocese of Milwaukee) and Ana-Elisa Arredondo (Diocese of Tucson) will discuss the process used at their diocesan archives to set up a digitization program, and explore issues such as file naming schema, storage, metadata, and access.

Shepherd: Brianna LoSardo

Friday, July 12

Session 9

9:00am–10:15am

MH 202

Listserv Live!

In this moderated discussion, audience participation is encouraged as we discuss some of the popular topics on the ACDA Listserv.

Moderators: Brianna LoSardo (Newark) and Emily Ahlin (Cleveland)

Please remember that you must check out of your CCL room by 9:00am. You can leave your luggage in the CCL living room or store it at the back of MH 202.