**How to maintain the RGT Minutes/Treasurer Report Archives**

Background. Annette Gibavic was the secretary of RGT from its founding in 1988 to her death in 2008. In 2000, she compiled a bound document of the minutes and treasurer's reports from 1989 to 1999. I remember her showing it to me and how pleased she was - in those days there were no serious electronic files so this was a major undertaking to gather all those papers.

In 2009, the compiling of the 1999-2009 years turned out to be an equally complex task - some documents were on computers that no longer worked, others were only on paper. A few were missing and never found. But it was done. (Long story about Sheila's excellent computer files, Brook's great stack of stuff, and Evie Schuyler's materials on the top closet shelf that wanted desperately to play avalanche onto a frail former board member.)

Since then, the process has been much simpler. After each meeting, the corrected minutes and treasurer's reports are filed in the minutes file for the present year (well we use the academic year i.e Sept-July). A few other documents are added: Annual Report, Annual Meeting Minutes, Budget, copy of the funding letter, and the "data sheet" which is now a major booklet called (this year) "27 Years: A Short History" If there is special press coverage or special projects (like the Cave Hill funding letter) those are added too.

How is this archived at the end of each year:

2 print copies. One in a binder in the archives; a second in a binder with the secretary.

1 electronic copy. Since the minutes do not go on the website, a copy is kept in a dropbox that is shared, in theory, with all the executive committee. (By June 2015 - some electronic version will be share - either dropbox, google docs, or whatever is useable by all 4 members or more likely by everyone on the Board. At the moment I share it with Jimmy.)

Who maintains this file? Anyone on the Board can do it, it just needs someone who values the legal and historic importance of minutes which might be requested for any number of legal reasons. But which can also provide a rich history of RGT. Note. While it is possible to make this into a once-a-year project, it is much, much easier to just keep it updated throughout the year.

Mary Alice, June 2015