

History & Records Committee

Report for Church Council

3/13/13



The History & Records Committee met for the first time on February 18th with the purposes of goal-setting, receiving information from our Archival Intern and future planning. The committee is comprised of: Alana Shuma (Chair), Forrest Rice (Acting Secretary), Kieran Kupferer (intern), Ron Van Buskirk, Karen Lewis, Kim Jackson, Grace Imathieu (Pastor) and Mary Markwell (Pro-tem Chair).

After some discussion, the committee adopted the following vision statement: “To organize, preserve and display the historical documents of Community United Methodist Church.”

We, then, received a report from Kieran Kupferer (our intern) concerning his progress through the materials in our vault up to this date. Kieran has created a spreadsheet of the materials he has gone through that we can view through Google Docs, and estimated he had inventoried approximately 25% of our collection which is stored in 90 – 110 boxes of various sizes. Kieran began work in November, and has predicted that the inventory will be completed by the end of the summer. Some interesting items are photographs, slides, copies of sermons and some older documents that are in German.

We have made the following plans:

- 1.) Kieran was directed to continue his work, as planned, and to replace boxes that were in poor condition at his current rate for approximately 13 hrs/week.
- 2.) Ron has agreed to begin digitizing the slides and pictures to make them more accessible and safe.
- 3.) In the future, we may have some sort of “history event” with a slide show of old photos, inviting the congregation and the Community of Naperville, at-large.
- 4.) Kim has been asked to talk to some contacts about the archival system they use for patrons to access collections similar to ours. This topic will be continued, as we near the time to catalog our collection.
- 5.) Forrest was asked to take care of placing a lock on our vault. This objective was accomplished, and it is now secured. There are two keys which are kept in the office. A process for congregational members to access the archive still is under development.
- 6.) Other future ideas are creating an on-line website (Wiki) for our congregation and development of policies concerning congregational inquiries and how to access the collection.

Our next meeting is scheduled for Tuesday, March 26th at 7 pm.

Respectfully submitted,

Mary Markwell (Pro-tem Chair)