

September 13, 2025 – Summer Assembly, Archivist report

I want to start by making a shout out to Chris E. He gifted NIA with a box of archival material. While I have not gone through the entire box yet, I did pull out the Concepts editions that were in the box. This little treasure trove provided me with two missing copies for archives, one that we had no original for at all, only an electronic copy. The second one has been separated into single sheets for easier reading. Speaking of duplicates, I came across a box marked “duplicate minutes” and found 7 more copies of Concepts for our binders. This means we are now down to 12 missing originals and 54 missing duplicates. I’m hoping as I start going through the various tubs and boxes in the storage space I find more.

The archives move is complete. WooHoo! On August 6th I met up with two nice young men from a moving company and we loaded, transported, and unloaded the NIA archives from Elgin to Fox Lake. The total cost of the move was \$834.75.

This was the first time I had visited the Elgin site in more than several months. Unfortunately, that location was not maintained as well as we might hope. One of our tubs collapsed, and the boxes on top spilled out. There seemed to have been a water problem of some type, and some material got wet. While it was dry when I arrived, I will have to assess if it can be salvaged. In addition, there was evidence that mice had been in the space, although I found no evidence that they had done any damage to our items.

The new unit is better lit and there are pest traps at regular intervals. Since it is closer, it is my intent to visit at least once a month to ensure there are no problems. In addition, I rented a space that was 5 feet deeper than our old space. This allowed me to set-up the table in the space so I can do some sorting work on site, rather than load it in my car to take it home to work with. We were able to pay 6 months rent in advance, locking in a price that is roughly half of what we were paying.

Because there is always the threat of water damage, I am investigating better solutions for our archives in terms of either tubs, or at minimum sleeves that our books can be slid into. We have many items that are in boxes, which do not maintain a level of security that I would like to see. I will be investigating options and working with our Treasurer (Dave now and whoever is elected today) to make purchases.

Expenses to date:

2/2025 – reframe Bill & Bob - \$398
2/2025 – new cases for Bill & Bob - \$49.98
4/2025 – external hard drive for electronic files - \$239.99
7/2025 – deposit for archives move - \$437.25
8/2025 – final payment for move - \$397.50 (total \$834.75)
8/2025 – lock for new storage unit - \$19.99
Total - \$ 1,542.71

Thank you for allowing me to serve,
Cheryl V. NIA20 Archivist

September 13, 2025 – Fall Assembly, Service Manual Custodian report

Changes from the approved motions of the 2025 Summer Assembly have been made to the handbooks. These versions have been uploaded to the website. In addition, I created separate documents for Dawn with just the Duties and Responsibilities. This allowed her to send this out in anticipation of today's elections.

Thank you for allowing me to serve,
Cheryl V. NIA20 Service Manual Custodian