was changing the business meeting rather than addressing themselves directly to the question of lengthening or shortening the terms of office. Although the question was not formally presented to the membership at the business meeting in Madison, Archie Motley and Jackie Haring felt that the matter was mentioned in passing and that the general murmuring of the members was that the terms of office should be lengthened rather than shortened. As a result President Motley suggested that the Council poll the membership to see what they felt on the lengthening or shortening of terms because the constitution was not clear on the matter. Some council members felt that it was a Council matter while others felt that it was a matter for the membership to decide.

Frank Cook suggested that Dave Olson edit the report of the Nominating Committee for the next issue of the newsletter. Dave Olson agreed.

At the September business meeting, the membership adopted the following resolution:

> The constitution and by-laws should be amended so that the annual business meeting with the provision of election of officers be held in the spring of each year.

Only the members can amend the by-laws. However, shortening or lengthening the terms by one day or six months does not require a change in the by-laws. Frank Cook urged Council to resolve the matter by shortening the terms as lengthening them would, in his view, require amending the by-laws. Dave Olson thought that Council should consult the membership before voting on this matter. He introduced a motion to have a special mailing appraising the membership of the dilemma that was created when they stipulated that the business meeting should be held in the spring of the year, and that Council would like their advice on whether the terms office should be shortened or lenlengthened. After Frank Cook added the phrase "terms ending 1974 and 1975" to the motion, it was seconded by Archie Motley. Council voted 7-2 for a separate mailing. Dennis East and Mary Ann Bamberger voted against the motion because they believed that the membership had indicated their preference when the resolution was adopted. After the vote was recorded, the Secretary-Treasurer was directed by Council to prepare a separate mailing and to report on the poll at the November council meeting.

We then proceeded to assign areas of responsibilities to each council member. Everyone had the opportunity to volunteer for an area of responsibility.

Newsletter - J. Frank Cook
Program Committee - Dennis East and Jackie Haring
Membership development - Dave Olson and Mary Ann Bamberger
Revision of constitution and by-laws - Mary Ritzenthaler
Publications - Mary Ritzenthaler
New projects - Jack Jallings and Andrea Hinding

Though it is the perogative of the President to appoint the chairperson of the Nominating Committee, Dave Olson suggested that Archie Motley consider a woman. Dennis East and Jackie Haring were given names of individuals who volunteered to serve as a member of the Program Committee.

Discussion on other items on the agenda was postponed. Meeting adjourned.

MINUTES
MAC COUNCIL MEETING
Friday, November 9, 1973
Chicago Historical Society

Editor's note: These minutes have been edited for space considerations. A record copy of the minutes is available upon request from the Secretary-Treasurer.

All council members (Motley, Bamberger, East, Ritzenthaler, Haring, Hinding, Jallings and Cook) attended except Dave Olson. At the request of the Program co-chairpersons, Dennis East and Jackie Haring, members of the Program Committee were invited to attend the meeting. Diana Haskell, Ralph Havener, Chuck Elston and Eleanor McKay accepted, but Mary Jane MacDonald and John Fleckner could not attend because of prior commitments. The members of the Program Committee met separately to discuss plans for the spring conference and joined the council meeting in the afternoon.

The first matter on the agenda under old business was the 1975 "super regional" meeting. Archie Motley contended

that the matter had been resolved and did not merit discussion. However, he then proposed this question: Should the Midwest Archives Conference attempt to organize and participate in a meeting of five Midwestern regional archival groups in the Spring of 1975? Frank Cook asked if the other six states within the Midwest got involved in a regional meeting, should MAC ignore it? Andrea Hinding moved, seconded by Archie Motley, that Council formally table further discussion on the regional meeting. The motion carried (8-0).

Mary Ann Bamberger reported on the results of the straw poll that was taken by Council relating to the shortening or lengthening of the terms of office for officers and council members. 132 out of 192 MAC members responded. Eighty-six voted to lengthen the terms of office by six months and forty-six voted to shorten the terms of office by six months. Council was delighted that 2/3's of the membership had participated in the straw poll. Archie Motley contended that the opinion of the members should have been sought at the September business meeting. However, since this was not done, he felt that it was practical and wise for Council to seek the membership's opinion through the use of a straw poll. Another factor considered relative to lengthening the terms of office by six months was whether the by-laws prohibited Council from authorizing this action. According to Mary Ritzenthaler, who is reviewing the constitution and by-laws, the by-laws were not specific and Council could lengthen the terms without amending the by-laws. However, she said that an amendment to the section in the constitution pertaining to meetings may be necessary, but she needed more time to study this problem. Jackie Haring agreed that an amendment to the by-laws was not required because she felt that a dilemma of this nature was a one-time situation involving a change in the business meeting from Fall to Spring. Frank Cook moved, seconded by Archie Motley, that in keeping with the results of the straw poll that all terms of council and officers be lengthened six months beyond their stated terms from the Fall to the Spring of the following year and that this action should be formally reported to the members at the Spring meeting and in the newsletter. The motion passed (8-0).

Jack Jallings wanted to know if Council meetings were closed because the members of the Program Committee were not present. Both Dennis East and Jackie Haring said that Council meetings were not closed and explained that this was the first and possibly the only time that the program committee members could meet as a group to make tentative plans for the spring conference.

Frank Cook then spoke about the rising cost of printing the newsletter, stating that last January he had purchased a sufficient stock of cover sheets for 1973, but the supply had been depleted and must be reordered. The price of the cover sheet amounts to $10 more than white paper per year, and offset printing has risen from $2.60 to $3.50 per ream/per page. During this past year a newsletter, which normally ran 14 pages printed on both sides, cost approximately $50 except for the October issue. The increased prices have already been passed on to the Conference because the bill for the October issue will be about $75 and subsequent issues of the newsletter will cost about this much. Mary Ann Bamberger mentioned that the U.S. Post Office had notified her that mailing rates would be increased as of January 1, 1974. She concluded that since 4 issues of the newsletter are mailed per year the projected mailing expense will be approximately $52 with each mailing costing $13. She suggested that Council consider raising dues to cover inflation. A debate on the issue followed. Archie Motley said that he had already informed the membership of Council's decision to begin a publications program. He contended that although the Conference will seek outside funding for publications, MAC would have to initially absorb the cost of this probram. He felt that an increase in dues was necessary. He also favored retaining 4 issues of the newsletter despite rising costs. Frank Cook recommended that the Conference continue to use the cover sheet because the masthead and ivory paper with blue ink had become an identifying symbol of the organization. Dennis East felt that the cost of printing the newsletter was comparable to the cost of the newsletters of other regional groups. He also mentioned that tne MARAC newsletter is different because their editor had access to equipment that reduced print, minimized pages and included photographs.

MAC would not be able to do this because our editor does not have this equipment. Jackie Haring then suggested that the editor consider reducing the number of pages which would subsequently lower the total cost. Frank Cook disagreed because he felt an obligation to accept worthwhile material from the membership and outside sources until other publications were started. As of now the newsletter is the only official publication of the Midwest Archives Conference. Cook also suggested that free-form sessions for the newsletter and publications be scheduled during the spring meeting. He hoped members would approach Mary Ritzenthaler, Publications Chairwoman, and himself with ideas. Other members of Council agreed that the Program Committee should consider scheduling free-form sessions as long as they do not conflict with the regular sessions. Frank Cook contended that if any issue of the newsletter was dropped it should be the January issue, however, he personally felt that 4 issues of the newsletter were needed in order for Council to maintain contact with the membership between meetings. Mary Ritzenthaler agreed but recommended a reduction in the total number of pages for the January issue. Jack Jallings, while not critical of the contents of the newsletter, said that it was a good semi-journal which would continue to improve as more articles were submitted to the editor. He suggested that dues be increased to cover higher printing costs. Frank Cook announced that he would resign as editor after the October, 1974 issue was printed. President Motley, on behalf of Council, praised Frank for the work he has done with the newsletter and commended him for his responsible leadership in developing the first publication of the Midwest Archives Conference.

Dennis East inquired about the financial status of the Conference. A financial report was given by Mary Ann Bamberger. After paying the expenses of the September Conference, MAC had $481.39 with no prospects of income until the spring meeting and renewal of dues on May 1, 1974. The anticipated expenses for the coming months were: October newsletter $40; mailing $30 plus $30 to renew bulk rate privilege; and January newsletter $75, totaling $175.20 and leaving a balance of $306.19.

Dennis East and other council members then moved that dues be raised to cover increased expenses and to finance the publications program. Some council members suggested a 50¢ increase while others suggested $1.00. Mary Ann Bamberger moved, seconded by Andrea Hinding that the dues by raised to $3 subject to the approval of the membership at the next business meeting. Jackie Haring moved, seconded by Mary Ann Bamberger, that the Conference continue to use the masthead on the newsletter and ivory paper and blue ink. Both motions passed (8-0).

Mary Ann Bamberger proposed that Council consider identifying MAC through the use of letterhead stationery. For the last 2 years, the President and Secretary-Treasurer and other council members had used the stationery of their respective institutions. Letterhead stationery that did not include the names of Council could be obtained for a nominal fee. Archie Motley said that he would ask the printer at Chicago Historical Society to give him a price for one ream. Dennis East objected to the Conference using letterhead stationery maintaining that plain white paper was more appropriate. Frank Cook moved and Jackie Haring seconded that Archie Motley and Mary Ann Bamberger be appointed as a committee of two to select letterhead stationery. The motion passed (8-0).

For the benefit of the members of the Program Committee, Dennie East asked Council to set a date for the spring meeting. He said that Stanley Katz, Department of History at University of Chicago, had already agreed to speak as long as the meeting was not held the weekend of April 25th or May 3rd or during the OAH Convention. Mary Ann Bamberger had already contacted the Bismarck Hotel for dates and found that it was available for the weekend of April 18th and April 25th, but not in May. Council not knowing the dates of the OAH Convention chose the weekend of April 18th for the spring conference. President Motley stated that he favored balancing the calendar so that the dates of the MAC meetings were six months apart. He felt that more people would come to the fall conference if it were held after the SAA Convention, October 1-4, 1974. Jackie Haring agreed and said

that October 20th would be the sixth month from the date of the spring meeting. She recommended that Council consider the weekends of October31st or November 7th for the fall conference.

Members of the Program Committee joined the Council for a continuation of the discussion of the dates of the fall meeting. One of the possible sites for the fall conference was Urbana. Chuck Elston, University of Illinois at Urbana, told us that current rates of the Allerton House in Urbana was sixteen dollars and twenty-five cents per day for lodging and meals and the dates that this place was available were October 17-18 and November 15-16. Further discussion was postponed.

Council proceded to discuss matters listed under new business. Mary Lynn Ritzenthaler, chairwoman of the Publications Committee, suggested that monies be sought to support a publications program whether the publications be a scholarly journal requiring the services of an editor or a guide to holdings in the Midwest or on a particular subject. Andrea Hinding agreed recommending that Mary Lynn review some of the journals published by university libraries. Hinding also said that smaller publications could be polled for ideas and perhaps the Conference could put together the proceedings of the meetings. Archie Motley thought that articles relating to social welfare archives within the Midwest, women in history and a survey similar to the one Eleanor McKay, State Historical Society of Wisconsin, is working on relating to the physical facilities and environmental atmosphere under which archivists work would be interesting and could be published by MAC. He said that the paper Virginia Stewart of the University of Illinois at Chicago Circle, gave on confidentiality of materials at the SAA Convention would be a good publications project. He also suggested that this committee consider publishing monographs and leaflets that would stimulate interest in the archival profession. In addition, he cautioned against duplicating the efforts of SAA and other related professional groups. Jackie Haring thought that Mary Ritzenthaler should write a modest proposal stating that MAC was pioneering new educational methods and stressing the regional character of the Conference. She also questioned Frank Cook about writing a text to accompany the archival forms that were published by SAA. Frank thought that since this project had been started by SAA it should be continued by that organization. Dennis East proposed that the Publications Committee publish technical leaflets on an elementary level relating to preservation, processing and other subjects because the bulk of help is needed on that level. He also stated that it is the task of the committee to draw on the resources in MAC and to determine the types of publications that were needed and the cost of such a program. Archie Motley proposed that a standing committee be set up to assist the chairwoman. Council thought it more appropriate for Mary Ritzenthaler to contact and select people to serve on her committee, but the names of Lucile Kane and Maynard Brichford were submitted to her. In addition, Jack Jallings stated that the volunteer list compiled by Tom Elliott, Holy Cross Fathers, confined the Conference to the past and he volunteered to act as a coordinator to draft a new questionnaire that would incorporate questions submitted to him by Mary Ritzenthaler of the Publications Committee, Andrea Hinding of New Projects Committee and Dennis East and Jackie Haring of the Program Committee. All agreed that he should undertake this project.

Mary Ritzenthaler then reported on the revision of the constitution and/or by-laws. Article 6, Section 1 of the constitution pertains to meetings and may have to be revised because the resolution that was passed by the membership at the September meeting stipulated that the spring meeting be designated as the business meeting. Ritzenthaler stated that more time was needed to review these documents and to consult with several other members to determine whether the constitution and/or by-laws should be amended.

Frank Cook felt that the Conference should operate under a loose constitution because a strict interpretation of the document would prevent Council from taking action in the future. Andrea Hinding, however, felt that the constitution should be more specific relative to the time of the business meeting,

noting that many professional organizations specify the time of year that their business meeting is held. She agreed with Mary Ritzenthaler that these documents should be carefully reviewed amd suggested that Maxine Clapp, University of Minnesota, who has had experience in drafting several constitutions, be contacted. Other Council members submitted the names of J. Joe Bauxar, Northern Illinois University, Robert Parkinson, Circus World Museum, and Phil Mason, Wayne State University. In addition, Hinding would like the committee to determine if the constitution or by-laws gave Council discretionary power to ignore these documents, take a straw poll and then take action through the use of a resolution. Council asked Mary Ritzenthaler to contact those people who she felt would have the time and expertise to review the constitution and by-laws. Ritzenthaler moved, seconded by Frank Cook, that Council concur with the resolution passed by the members at the September meeting to hold future main (the word "main" was added by Frank Cook) business meetings with elections of officers and council members in the Spring rather than the Fall. The motion passed (8-0).

President Motley inquired about the necessity of holding another Council meeting before the spring conference. Jack Jallings asked if the Program Committee required additional Council approval on their plans for the meeting. Frank Cook favored establishing an executive committee of 3 Chicago people who would be empowered to make decisions. Other council members, however, were opposed to the creation of such a committee. Jack Jallings and others suggested that the chairpersons of various committees write reports on their activities and circulate the reports to all council members. Mary Ann Bamberger thought that the Council should place responsibility and confidence in the hands of the chairpersons of the various committees especially the two persons co-chairing the Program Committee. She also stated that if a decision had to be made that would affect the overall plans of the next conference, the co-chairpersons could contact her and she would in turn contact all council members for advice and consent. Council decided its next meeting should be held sometime during the spring conference.

Mary Ritzenthaler asked President Motley if he had appointed someone to chair the Nominating Committee. Motley replied that he had postponed appointing a chairperson until Council took action on the straw poll that transferred the business meetings from the Fall to the Spring. He said that he would chose a qualified person regardless of whether the individual was a man or woman. Mary Ann Bamberger contented that when Dave Olson urged the President to consider appointing a woman to chair the Nominating Committee, he was only suggesting this because two men had been elected to the committee and the past two chairpersons were men.

Andrea Hinding and Jack Jallings, who had met during the SAA Convention to discuss the purpose and objectives of the New Projects Committee, wrote a report that was read and distributed to Council. Council's attention was directed to the paragraph on page 1 that called for the establishment of a Special Interest Seminar Committee. This committee would sponsor seminars that concentrate on a particular subject or would have a geographic or sectional interest. Andrea Hinding outlined a program that the Social Welfare Archives Center in Minneapolis was sponsoring in cooperation with the history department and library. She said that Phil Mason of Wayne State University, had been invited to speak to the members of the history department about the historical development of archives and to the archives staff about archival principles, techniques of processing and other related topics. Institutional money was used to get an outside speaker and Mason's presentations would be recorded with his permission and perhaps published. Andrea felt that archivists don't share in the ideas of individuals involved in teaching or in an area of their profession, such as state archives, etc. She contended that a group of people who are interested in a specialized subject could meet and discuss ideas and problems and the proceedings of the discussion could be published and distributed to the membership. One of the requirements of the committee would be that the participants involved in these discussions would have to do extensive research before the seminar was held. Archie Motley agreed in