

MADRAS COLLEGE ARCHIVE SUPPORT GROUP

Thursday 6th September, 2012 at 3.45pm in K1.

Note of the meeting

1. Present: David Galloway, Peter Gray, Liz Higgins, Lindsay Hodge, Frances Humphries, Colin Mackay, Lindsay Matheson, Anne Morris, Arlen Pardoe, Edmund Robertson, Maia Sheridan, David Watkinson. Apologies: Jim Bennett, Ann Bridges, David Cleland, Donald Macgregor, Elaine Methven, Christine Noble.
2. Arlen Pardoe chaired the meeting. He welcomed Peter Gray who has joined the group and will assist Liz Higgins in the Catalogue subgroup.
3. The note of the meeting of 31st May was accepted.
4. Discussion took place on a proposed constitution for the Archive Support Group that had been prepared by a small group led by David Galloway, who had researched various possible formats to be considered. The issues that were addressed in discussion included the degree of formality required in the text of the constitution, the types of office-bearers to support and lead the group, the number of annual meetings and the timing of the A.G.M.
AP thanked DG for his input to the process and will circulate members with a re-draft for them to consider. This will also be communicated to the Rector for any comment he may have.
5. The Chair called for nominations to the four posts that we had provisionally identified: Chair, Vice-Chair, Secretary and Webmaster. Anne Morris was nominated for Chair by DG, seconded by FH; David Galloway was nominated for Vice-Chair by LM, seconded by ER; Lindsay Matheson was nominated for Secretary by EH, seconded by FH; Arlen Pardoe was nominated for Webmaster by EH, seconded by CM. There being no other nominations these posts were filled with unanimous approval.
6. CM reported on the successful Fete in June that had raised £5200 to support school extra-curricular activities. He had been the principal organiser of an event that had been planned during his time in charge of Charities in the school. He thanked the Archive for widening the appeal of the event by producing a display. The poor weather on the day had not detracted from the success of the event and indeed the musical finale involving several of the star performers in the Hall had been attended by an audience of over 150. CM explained that any school extra-curricular activity will be able to bid for part of the proceeds raised. Lastly, CM did not rule out the possibility of a repeat of the event at some future point.
7. MS invited EH to request any support in materials for Cataloguing.
8. PG explained his interest in assisting EH with the cataloguing task on a regular basis.
9. EH passed on information from the Oral History group, whose members had encountered some communication issues with the next group of interviewees. It was agreed that pupils should not approach interviewees directly but only after an official letter or telephone-call from a member of staff.
10. The next meeting of the Archive Support Group was scheduled for Thursday December 6th, 2012 at 3.45pm.

AP thanked colleagues for their contributions to a successful meeting and was in turn thanked for his chairing of the meeting.

LM - secretary
6th September 2012