

MADRAS COLLEGE ARCHIVE SUPPORT GROUP
ANNUAL GENERAL MEETING AND BUSINESS MEETING
Thursday 25th April, 2013
3.45 - 5.00pm in Room K1, South Street building

Notes of the meetings

1. Present:
Anne Morris (Chair); David Galloway; Tessa Glen; Liz Higgins; Frances Humphries; Donald Macgregor; Colin Mackay; Lindsay Matheson; Edmund Robertson; David Watkinson; Catherine Vallis.
Apologies:
Jim Bennet; Lindsay Hodge; Elaine Methven; Arlen Pardoe; Maia Sheridan.
2. Annual General Meeting.
 - i) AM explained that in view of the unusual circumstances that had arisen during the previous year (see attached "remarks" from Chairperson) it would not be necessary to elect office-bearers unless any wished to step down. Chair, Vice- Chair, Secretary and Webmaster were willing to continue. No election was held.
 - ii) AM presented a report which ranged from the start of the archive group in September 2008 to the present, and is attached for reference. AM also thanked the Secretary for supporting her in the role of Chair and communicating effectively with the wider group. It was agreed to compile our Annual Report at the end of this calendar year, giving the sub-groups sufficient time to prepare their contributions.
 - iii) There was no other AGM business.

Business Meeting

3. The note of the meeting of 28th February 2013 was approved with two amendments, the correct spelling of "Sedberg" and the inclusion of the Scrapbook group in the list of sub-groups. An amended note is attached.
4. Catalogue sub-group. EH and MS are to attend the Sedberg Conference in May. A major issue for the Catalogue group is the software to be used, about which a decision still has to be made. Since accessions often come without full details of their provenance it was decided, on FH's suggestion, that the template used in the Preservation Trust Museum for this purpose could be copied. FH will send EH a copy. LM has been aware of the need to catalogue the boxes of early Madras materials currently held within the Special Collections of the University. He is in discussion with MS over the best way of tackling the task. Once in being this list will be included within our own catalogue.
5. Website sub-group. There were no issues to report. CM, however, stated that the archive web-site is very well used and often receives favourable comment.
6. Social sub-group. CM and the S6 pupils (including CV who sent a note with her proposal) outlined a plan for part of the last day for seniors (at the end of this month) to be used for handing over items of interest for possible retention in the archive. This seemed to be a good way of giving a flavour of school life in 2013 and one way of telling a part of the "Madras Story".
7. Burgh School sub-group. DG showed a draft of a paper he and LH have been producing called "Memories of the Burgh School", comprising an introduction and nine contributions from former pupils. There is also some visual material to integrate, for which word-processing assistance from the school will be sought. It was thought that there would be a ready market for so lively and interesting a production.
8. Oral History. There has been no further work on this project in the current session owing to

coursework and time pressures. It is hoped that the interviews will recommence in the new session.

9. ER raised a number of points about trophies and prizes which indicate the scale of work required to increase our knowledge of the purpose and source of many annual awards. A new Awards and Prizes sub-group (ER, DW and FH) will take on this task, involving various other group members as appropriate. The existing lists of which ER has copies will be circulated to all members. The former sub-group on Trophies will cease.

10. Responses sub-group. It was felt that the existence of an Awards and Prizes sub-group would facilitate some responses to enquiries.

11. As a way of increasing the profile of our work AM suggested sending some of our meeting notes to the Town News columns in the "Citizen". LM will contact the "Citizen" in this connection.

12. LM mentioned the training of members taking place at present (Catalogue and Responses sub-groups) and outlined his hope that in the near future we could make a second attempt with the school management to identify the key materials that ought to be retained for future reference, a "retention schedule" as it had been described. This would involve some training for ourselves and also possibly those school staff who might be involved in making the idea work successfully.

13. On EH's suggestion it was decided that we should welcome the interim rector when he took up his post late in May and give him an opportunity to find out about our work on behalf of the school.

14. The next meeting was scheduled for Thursday 13th June at 3.45pm

LM (Secy)