

MADRAS COLLEGE ARCHIVE

Note of meeting of Wednesday 25th June, '08

1. The meeting was in two parts. The first was between Matthew Wright (MW) and two ladies from the FP Girls' Club, Frances Humphries and Anne Morris. Lindsay Matheson (LM) joined this meeting at 9.45 am. Its purpose was to make a date at which the club members could look through archive materials of possible relevance to this year's centenary of the Girls' FP Club. Frances and other club members had also assisted in the identification of certain school photographs, which was much appreciated. The ladies approved of current plans to make the archive more accessible to the wider community.
2. The next meeting, concerning the electronic format of the archive catalogue, was between MW, LM, Arlen Pardoe (AP) and Hamish Kinnear (HK). AP explained that the original FilemakerPro format used by Miss Rust had been transferred by him to Microsoft Access. LM confirmed (from his discussions with Norman Reid) that the university archive would be able to use this format. AP and HK will transfer the file to the laptop being used at present. Moreover, the grid format for searches has been entered on the system by AP and it also will be transferred to the laptop for immediate experimental use. It was decided that for the moment the time blocks would be kept as they are and could be revised if or when a new school was built, as this would be an obvious time division.
3. The date on which current work will be focussed is Tuesday 26th August at 2 pm in the rector's office in South Street. This will be the point of decision in principle about the university taking over the management of the Madras archive. Various tasks remain to be carried out:
 - completing check of current catalogue (MW and HK)
 - search for any remaining "missing" items and overview of removal of redundant items (LM)
 - labelling and bagging of loose items such as medals and badges (MW and HK)
 - overview of work on electronic catalogue prior to August 26th meeting (AP)
 - meeting with Mr Jones re archive website (MW and HK)
4. Some other ideas were discussed. MW is keen to initiate an oral history section including taped conversations. AP proposes an evening with former pupils at which a small display of items would be available, to encourage others to bring forward possible items for the archive. Meantime the feeling is that we should retain most existing items in the central archive, that we should consider a major scanning of the archive, particularly photographs, so that widespread use and access would be encouraged. The new grid format devised by MW, HK and AP would thus contain much visual material.
5. One thing at a time, however! LM thanked AP and the boys for their good work. He also noted that two current members of staff had also expressed interest in helping, Olav Darge and Emma Payne from the English department.

LM for the group
25th June, '08