

MADRAS COLLEGE ARCHIVE SUPPORT GROUP

Minute of third plenary meeting, Thursday 5th March, 2009 at 3.45 pm in K1 (South St)

1. Apologies: Mr O Darge, Mrs P Esler, Mr D Galloway, Mrs E Methven, Annie Parker, Elliot Parry, Daniel Charlton.
2. In attendance: Mrs E Higgins, Mrs S Thomson, Mr B Rogers-Bald (student teacher), Mr P Dagless, Michael Greig, Jamie Murphy, Alice Minick, Ellen Bowman, Mr A Smallwood, Miss F Humphries, Mrs A Morris, Mrs Maia Sheridan (for St Andrews University Archive), Mr L Matheson
3. The minute of the last meeting was accepted.
4. LM reported that funds available were £572, being the remainder of the sponsorship raised by Matthew and Hamish (last session's S6).
5. Current problems in the use of the archive were discussed. Until we have a convenient catalogue and search method it is very difficult to follow up any line of enquiry. This has been particularly frustrating for the "Responses" group.
6. The central task at the moment is to complete the cataloguing work in liaison with the university archivists. It is vital that the methodology for this is worked out clearly so that time invested by the Cataloguing group is fruitful. EH will communicate with all members once the formats to be used have been agreed with the university. Maia Sheridan will be the link person for the moment. ST offered the use of K3 for the cataloguing work once the format was in place. This was welcomed by all concerned since the room is comfortable and has IT access. ST further stated that space may be given to the Archive in the lockable cupboard off K3 for temporary storage of boxes or other items being processed. EH also pointed out that the database for new items ("Acquisitions") was electronic. This takes over from the previous "Red Folder" that Matthew and Hamish had used in their work.
7. Items on the website and oral history were carried over to the June meeting, although there was some discussion and interest in the ideas for an oral history project. MS also expressed interest in this and will give guidance on how best to carry this out, and whether computer files may be archived as well as CDs. LM will approach Mr Hynes of the English department for his advice, since he has done work in this context already. Contemporary oral archive work would also be important, creating word-pictures of what school is like today.
8. An index of names for all archive searches was discussed. While it was approved in principle it was accepted that it would be a long-term project involving much hard work.
9. Mr Jones, rector, had asked for an exhibition from the archive to be created as part of the school's celebration of the 175 year anniversary. LM will approach him for details of what he would like us to do and where the exhibition would be located. Several members offered support in this and Alice M will be the pupil contact in this task.
10. Mr Smallwood will take over as convener of the Responses group from Mr Dagless. LM thanked PD for his work with this part of the archive.
11. The next meeting is provisionally called for Thursday June 4th at 3.45 pm.
12. LM closed the meeting at 5.00 pm and thanked all members for another lively and productive plenary.

LM, for the group
5.3.09

PS

An amended contact sheet is attached

PPS

Please email LM if details of this minute are inaccurate or missing.