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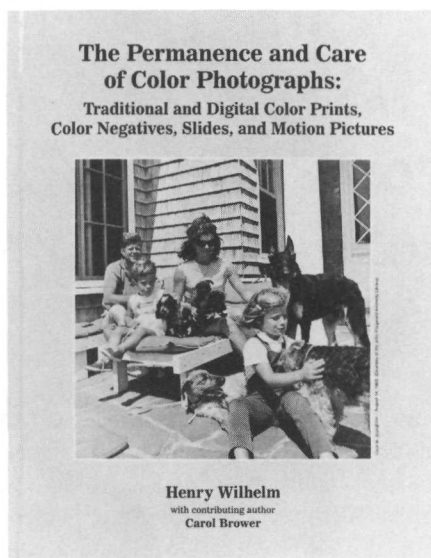
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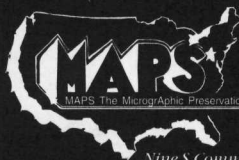
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Society of American Archivists

Society of American Archivists Council Meeting Minutes 29-31 January 1993, Chicago

President Anne Kenney called the meeting to order at 9:15 a.m., Friday, January 29, 1993. Present in addition to Kenney were Vice President Edie Hedlin, Treasurer William Maher, and Council members Brenda Banks, Luciana Duranti, Mary Janzen, Randall Jimerson, Waverly Lowell, Anne Van Camp, William Wallach, and Elizabeth Yakel. Absent due to illness was Council member Margaret Hedstrom. Also present were Executive Director Anne Diffendal and Meeting Planner/Director of Membership Services Debra Mills.

Amend and Approve Agenda

There were a few additions to the agenda. Jimerson moved and Wallach seconded approval of the agenda as amended. PASSED.

Approve Minutes of Previous Meeting

Lowell moved and Wallach seconded approval of the minutes of the meetings of 12 and 17 September 1992. PASSED.

Report of the Executive Committee

Banks reported that the Executive Committee had reviewed the agenda and decided upon a schedule that would

change the order in which some items would be considered. Executive Committee recommendations will be made during the course of the meeting as particular agenda items are considered.

Report of the President

- **Appointments.** Kenney distributed a list of her appointments since the last Council meeting.

- **Situation at the National Archives and Records Administration.** Kenney briefly recounted recent events and reminded Council that Acting Deputy U.S. Archivist Raymond Mosley would be joining the meeting later in the afternoon. She proposed that, at this time, the group identify topics for discussion with Mosley; and that the discussion of what actions the Society might take regarding the NARA situation be postponed until Sunday, 31 January.

Kenney has sent a list of questions to Mosley. These and other topics suggested as a basis for discussion include: the current situation with regard to the Inspector-General; the status of the detailing of the former Deputy Archivist; progress of the NARA strategic planning process; the proposed NARA Advisory Board; need for con-

tinuing communication between NARA and the archival profession; attempts to strengthen the role of the Archivist under the Federal Records Act.

- **Philadelphia Savings Fund Society Archives.** Kenney called to the group's attention a letter that she had sent to the FDIC Liquidator responsible for the Meritor Savings Bank of Philadelphia, currently in receivership. She urged that the records of this bank, which include materials of archival value, be placed in a suitable repository.

Report of the Vice President

- **Appointments.** Hedlin reported on her appointments to the Task Force on Sections and Roundtables, and to the 1994 Program and Host Committees. She will continue Kenney's initiative and appoint interns to Committees and Boards. Announcements of the intern program will appear in the SAA newsletter and be sent to regional association newsletters and the programs listed in the SAA *Education Directory*. Hedlin will confer with committee and board chairs to identify intern positions.

Report of the Treasurer

- **Financial Audit.** Maher moved and Van Camp sec-

onded approval of the report of the independent financial audit of the Society's funds for FY91-92. PASSED.

• **New Contract for Audit.** Maher moved and Banks seconded approval of a new three-year contract with the Society's current firm of auditors, Pandolfi, Topolski, Weiss & Co., Ltd., for the annual financial and single audits. PASSED.

• **Current Financial Statements.** Maher called the group's attention to the most recent monthly financial statements. He reviewed the general nature of the reporting system and features of various of the reports and answered general questions.

• **Staff Retirement System.** Diffendal recommended that the staff retirement system be changed from a Profit-Sharing Plan to a Simplified Employee Pension Plan. The SEP Plan offers the following advantages: (1) less complicated and less costly administrative and IRS filing requirements for the Society; (2) because each employee makes his/her own investment decisions, the Society is not responsible for managing a growing pension fund; (3) with advice from a broker, employees can make investment decisions based upon their individual circumstances. The SEP would be established with Shearson, Lehman, where the pension funds are currently invested. Maher moved and Jimerson seconded that the SAA staff retirement system be changed to a Simplified Employee Pension Plan. PASSED.

• **Review of Dues.** According to a resolution of Council in June 1990, there should be a review of the SAA dues and dues structure every three years. Maher said that through a three-year cycle of reviews, it will be possible to regularly assess resources in relation to changing

needs. Incremental adjustments, rather than major overhauls, will have a far less traumatic membership and administrative impact than occurred in the late 1980s. Further, that a dues increase is not and should not be a fore-ordained assumption of a triennial review of the dues. It is simply a matter of prudent financial management to ensure that we look ahead far enough to avoid deficit budgeting. Maher moved and Banks seconded that an *ad hoc* committee be established to conduct the 1993 dues review according to the following conditions:

—Members of the Dues Review Committee (DRC) will be: Treasurer (chair), Executive Director, a past Treasurer, and one other member of Council.

—The DRC is to gather and analyze information about (a) the effects of the last dues increase; (b) current financial resources and needs; and (c) projected financial resources and needs. Although the primary focus will be on dues, the DRC will consider the relationship of dues to other revenue sources.

—The DRC will examine the present and projected effects of both inflation in current SAA program costs and additional costs to permit an expansion in SAA programs along lines identified in past and present planning efforts.

—The DRC will determine whether projected revenues will be sufficient to meet these needs, and if not what additional revenues might be needed. If additional revenues will be needed, the DRC shall outline required dues levels.

—In advance of the June Council meeting, the DRC will submit a report to Council with a recommendation on whether an adjustment in dues should be brought to the New Orleans Business Meeting. PASSED.

Wallach suggested that any recommendations from the DRC be linked with strategic planning. Janzen reminded the group to be mindful of the political implications of any recommendations.

The meeting recessed at noon for lunch and reconvened at 1:00 p.m. Joining the meeting were Teresa Brinati, SAA Managing Editor; Jane Kenamore, Education Officer; and Evelyn Frangakis, Preservation Management Training Program Director.

Report of the Executive Director

• **New Staff.** Carroll Dendler joined the staff in November as Bookkeeper/Office Manager replacing Ana Joyce who left to take other employment.

• **Annual Meetings. 1992 Montreal**—Mills reviewed the highlights of the final report from the 1992 meeting. There was discussion about the general reception, a traditional feature of annual meetings. The group was divided over the question of including the cost of this event in the meeting registration fee or pricing it separately and selling tickets.

1996 San Diego—Following a Council resolution at the September meeting in Montreal, the contract with the Sheraton Harbor Island has been renegotiated, moving the meeting date to avoid direct conflict with the dates of the ICA meeting in Beijing, which were announced in Montreal. The SAA meeting will now be held 24 August-1 September 1996.

1997 Chicago—Mills reported that she was investigating several possible hotels for the 1997 meeting and expected to secure a contract in the spring.

1998 Site—Council expressed support for staff to consider cities in the Southeast as

the location for the 1998 meeting.

1993 New Orleans—Mills gave a general report on the preparations for this meeting. Council reviewed special requests and made determinations on several events or activities to be held at this meeting. These decisions were made by general consensus except where a vote is recorded.

● **Council Meeting Date.** The second Council meeting at the New Orleans meeting was set for 5:00 p.m. to 7:00 p.m., Saturday, 4 September.

● **Childcare.** Council considered draft guidelines for a policy on childcare at annual meetings that had been prepared by a working group consisting of Maher, Wallach, and Yakel following a Council resolution adopted at the January 1992 meeting. Maher moved and Janzen seconded that the following guidelines be adopted to ensure support for childcare services for registrants at SAA annual meetings. Adoption of these guidelines is intended to preclude the need for Council involvement in the staff's annual budgeting of these services unless special circumstances arise:

—SAA will subsidize childcare for registrants at the Annual Meeting through a per-registrant assessment as originally approved at the 1984 Business Meeting and affirmed at the January 1985 Council meeting.

—The amount of the per-registrant assessment should be adjusted annually to reflect inflation according to the Consumer Price Index (CPI).

—The SAA staff will prepare a budget for childcare services as part of its annual meeting planning. The budget will summarize projected costs as well as income from the in-

dexed per-registrant assessment.

—Any costs of childcare services not covered by the CPI indexed per registrant assessment will be charged to parents using the service through a fee set by the staff.

—The staff should use conservative budget planning in estimating the likely meeting registration (and thus the income from the assessment) and in calculating the fee charged to parents.

—Appropriate expenses for the childcare services budget include: service fees for the agency, snacks, and light entertainment (e.g. videotape player and cassette rental). If there are costs for the room in which childcare is held, these expenses should be part of the childcare budget. If the childcare room is shared by other meeting functions, those other functions, including general administration, should share in the expenses of the room. When negotiating with hotels, staff should endeavor to obtain free rooms which can serve both the needs of childcare as well as other meeting functions.

—The meeting registration material should clearly indicate that a small portion of each registration fee is used to cover the costs of childcare services, pursuant to actions of the 1984 Business Meeting and January 1985 and 1993 Council meetings. PASSED.

● **Latin American Initiative.** Lowell moved and Janzen seconded approval of the amount of \$5000 as part of the budget for the New Orleans Annual Meeting to cover costs of the Latin American Initiative to include: special mailings to Latin American archivists; simultaneous translation at selected program sessions; complimentary meeting registration for Latin American archivists re-

sponding to the special mailings; Spanish translation assistance for Latin American guests. PASSED.

Van Camp will contact the Committee on International Archival Affairs for suggestions on fundraising to support this initiative.

● **Forum for Task Force on Sections and Roundtables.** The Task Force on Sections and Roundtables will hold an open forum from 12:30 to 1:30 p.m., Saturday, 4 September.

● **Forum on NARA.** There will be an open forum on the National Archives and Records Administration, moderated by Kenney. Edwin Bridges will be invited to participate as will U.S. Archivist Don Wilson or Acting Deputy U.S. Archivist Mosley. The day and time for the forum will be determined later.

● **Acquisitions and Appraisal Section Meeting.** A request from the Acquisitions and Appraisal Section to hold its regular meeting, scheduled for 8:00 to 10:00 a.m., Thursday, September 2, at the Historic New Orleans Collection rather than in the convention hotel was approved.

● **Visual Materials and Museum Sections Receptions.** The Visual Materials and Museum Sections wish to accept invitations from the Historic New Orleans Collection for their members to attend a social function hosted by the Historic New Orleans Collection on some evening during the meeting. The repository is not able to accommodate all meeting registrants and needs to restrict the numbers of persons invited. This request was approved

● **Off-Site Events at Annual Meetings.** As a result of the discussions surrounding the requests for approval for meetings and special receptions off-site of the headquarters hotel,

Diffendal was asked to prepare for Council a list of considerations regarding SAA groups holding meetings and social events off-site.

● **Business Archives Section Dinner.** Maher moved and Wallach seconded that a request from the Business Archives Section to host a dinner for Latin American business archivists using funds remaining in the Business Archives Forum Fund (raised to support a function at the 1992 Annual Meeting in Montreal) be approved. PASSED. The section chair must secure written permission from the donors to the Fund to use this money to support a different project.

● **Membership.** Mills reviewed progress to date on implementing the Membership Marketing Plan for the current year. She provided the latest monthly membership report.

● **Publications.** Brinati reported on the current status of the remaining titles in the Archival Fundamentals Series, on other non-serials in progress, and distributed the latest publications sales report. She also gave an update on the issues of the *American Archivist* in process as well as plans for the 1993-94 *Directory of Consultants*.

● **Graphic Image Update.** Brinati and Diffendal gave a progress report on implementation of the report of the graphic image consultants.

● **Preservation Management Training Program.** Frangakis reported on the progress of the program. She reported that the original budget as submitted to the National Endowment for the Humanities was proving to be insufficient to carry out the project as described in the grant proposal. She has been working on a revised budget to be submitted to NEH with a decision on a re-

quest for supplemental funds to complete the project expected in May. Janzen moved and Lowell seconded that if supplemental funding is not provided that the Executive Committee should decide how to proceed. PASSED. It was the sense of Council that, if additional funds are not provided, the program should be scaled back rather than use General Fund monies to support it.

● **Education Office.** Kenamore reported on the current status of the NHPRC-funded CART Curriculum Project and on the 1992 Annual Meeting and other fall workshops. She gave an update on the spring workshop schedule and the National Institute on Magnetic Media, co-sponsored by SAA. She also reported on negotiations with a regional archival association to purchase the rights to an SAA-developed workshop on arrangement and description.

At 3:45 p.m., Council welcomed its guest Raymond Mosley, Acting Deputy Archivist of the United States, who was accompanied by Peter Bunce, Director of the National Archives-Great Lakes Region. The general discussion was guided by a series of questions that had been previously submitted to Mosley by Kenney. The topics related to the current situation at NARA and included: the Inspector-General, detailing of certain staff by the Archivist, NARA's strategic planning process, the proposed NARA Advisory Board, the need for continuing communication between NARA and the archival community, and NARA's authority under the Federal Records Act. A summary of this discussion was printed in the March 1993 issue of *Archival Outlook*, formerly the *SAA Newsletter*, page 7.

The meeting recessed at 5:15 p.m. It reconvened at 8:00 a.m.,

Saturday, January 30. Present were all officers and Council members except Hedstrom plus staff members Diffendal and Mills.

● **Computer Upgrade.** Diffendal reported on the status of implementing the upgrade to the office computer system.

● **Annual Giving Campaign.** Diffendal presented an analysis of the 1992-93 Annual Giving Campaign, which is almost completed. She reminded Council that it will decide at its June meeting whether to commence another such campaign in fall 1993.

● **Case-Writing Grant Proposal.** On behalf of the Committee on Automated Records and Techniques, Diffendal presented the draft of a proposal to NHPRC to support the writing and publications of case studies with teaching notes that address the administration of electronic records in the care of archivists and the use of information technologies in archives. The need for this type of curriculum material has been identified in the report of the current CART Curriculum Project. Hedlin moved and Duranti seconded that the Executive Director submit this proposal on behalf of the Society. PASSED.

Reports from Council Committees

Council Committee on Committees

● **Multi-Year Terms for Committee Chairs.** Council discussed a request from Richard Kesner, chair of CART, that the bylaws and relevant policies and procedures be changed to specify terms of more than one year for at least some committees. The purpose of such a change would be to provide continuity of committee leadership. Council decided to make

no change in the current policy and practice, noting that individuals may be reappointed to successive terms as chairs and/or members of most committees should continuity be desirable in particular instances.

• **Committee on Goals and Priorities.** Council received a Strategic Plan for the Society from the Committee. This document was drafted during the winter of 1992, circulated to the membership for comment, considered by the leadership at a forum during the annual meeting in Montreal, and revised by the committee. Van Camp moved and Jimerson seconded that Council accept the document as the product of CGAP's working group and agree to use the document as a framework for its planning activities in June. PASSED. In a discussion following it was agreed that this document needs to be linked to Council's plan and to the current activity reports of the Society's various bodies. Council members will suggest editorial changes to be sent to CGAP, and the committee will be asked to analyze the current reports from the groups to identify those activities which fit its strategic planning document.

• **Committee on Institutional Evaluation and Development.** A request for proposals to conduct the proposed Census of Archival Institutions is not complete. The Executive Committee will review the RFP, and it will be sent out by the Executive Director. CIED is requested to send the revised survey instrument to the SAA office by March 1 to be distributed in the March leadership mailing.

• **Membership Committee.** A proposal to establish a mentoring program was received from the Membership Committee on behalf of the Committee on Regional Archi-

val Activity, the Committee on the Status of Women, and the African American and Third World Archivists Roundtable. After discussion, Council decided that implementing this program depended upon the level of interest in such a program as measured by a question on the upcoming general membership survey.

• **Awards Committee.** Upon the recommendation of the Preservation Section and the Awards Committee, Banks moved and Van Camp seconded the creation of a Preservation Publication Award to be given first in 1994. PASSED with Banks, Duranti, Janzen, Jimerson, Lowell, Van Camp, Wallach, and Yakel in favor; Maher opposed; and Hedlin abstaining.

• **Nominating Committee.** Kenney reported the slate of candidates on behalf of the Nominating Committee. As the Council members serving on that committee, Van Camp and Wallach reported that it was difficult to secure nominees because of declining institutional support for professional service in difficult economic times. A few did not want to give up their positions on committees; and several indicated that they would have run for Vice President if the position were not contested. By general consensus these latter issues will not be pursued because they were considered and acted upon last year.

Council Committee on Sections and Roundtables

• **Revision of Section Guidelines.** Banks moved and Wallach seconded that the guidelines for sections be revised, as a result of several requests, to allow institutional members of the Society to receive newsletters from up to two sections, and to make clear that only individual members of

SAA may be members of sections and serve as section leaders. PASSED.

• **Archivists of Congregations of Women Religious Roundtable.** Upon a request from the leadership of this roundtable, Hedlin moved and Maher seconded that the name of the group be changed to the Women Religious Archives Roundtable. This change of name would differentiate the roundtable from the newly formed independent organization also named the Archivists of Congregations of Women Religious. PASSED with a majority of those voting: Hedlin, Maher, Janzen, Jimerson, and Lowell in favor; Banks, Duranti, Van Camp, Wallach, and Yakel abstaining.

• **Architectural Records Roundtable.** Lowell moved and Janzen seconded approval of a request from the roundtable to co-sponsor a North American Conference on the Appraisal of Architectural Records with the Joint Committee for Canadian Architectural Records and Research. PASSED.

• **Electronic Records Roundtable.** Lowell moved and Banks seconded approval of requests from the roundtable to co-sponsor a special issue of the American Society for Information Science (ASIS) *Bulletin* and a session at the ASIS Annual Meeting. PASSED.

Council Committee on Task Forces, Boards, and Representatives

• **Task Force on Library Archives.** Council set August 1 as the deadline for the task force to submit a draft of the text for an advocacy brochure and directed that the staff, and not the task force, will then investigate the costs of printing and distribution.

• **National Historical Publications and Records Com-**

mission. There was general discussion of means for support of reauthorization legislation for NHPRC. Diffendal will work with Karen Paul, chair of the Legal and Legislative Issues Committee, and with Page Miller of NCC to distribute information to SAA members in state and districts represented on the appropriate legislative committees.

• **National Coordinating Committee for the Promotion of History.** As SAA representative to the NCC Policy Board, Diffendal described the workings of the group and solicited general discussion about how the Society could make its positions known to this coalition.

• **National Information Standards Organization.** Wallach moved and Banks seconded the adoption of guidelines for the Society's official representative and alternate to this group. PASSED.

• **Task Force on Sections and Roundtables.** A report on its work to date was received from Paul McCarthy, chair of the task force.

• **Standards Board.** Upon recommendation of the Standards Board, Wallach moved and Van Camp seconded endorsement of three guidelines received from the Rare Books and Manuscripts Section of the Association of College and Research Libraries and reviewed under the SAA standards-review procedures: "Guidelines Regarding Thefts in Libraries"; "Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections"; and "Guidelines for Borrowing Special Collections Materials for Exhibition." PASSED.

Council Committee on Goals and Priorities

Wallach moved and Hedlin seconded that the services of a

professional planning facilitator be secured for Planning Day. PASSED. After general discussion of the advantages of involving others in this planning session, Wallach moved and Janzen seconded that the newly elected Vice President and Council members be invited to attend and that the expenses of their travel and one-night's lodging be supported by the Society. PASSED with Hedlin, Maher, Banks, Duranti, Janzen, Lowell, Van Camp, Wallach, and Yakel in favor; Jimerson opposed. Maher moved and Banks seconded that Paul Conway, chair of CGAP, also be invited to attend the Planning Day. PASSED.

The meeting recessed at 4:55 p.m. and reconvened at 8:07 a.m. the following day.

New Business

• **Elect Fellows to Professional Standards Committee.** By written ballot, the following SAA Fellows were selected to serve one-year terms on the Committee on Professional Standards: J. Frank Cook, Elsie Freeman Finch, and Victoria Irons Walch.

• **NARA Situation.** Council reviewed the situation at the National Archives and Records Administration using information from Kenney's report earlier in the meeting; the subsequent discussion with Acting Deputy Archivist Mosley; and copies of reports, news clippings, and correspondence that were distributed prior to the meeting, as well as a draft resolution prepared by Kenney. General discussion revealed the desire to make a statement that would contribute positively to the situation and affect the future actions of the NARA leadership. There was general consensus on the need to position SAA as an influential voice with the public, i.e. the media, and

with Congress. Jimerson moved and Banks seconded that SAA support authorization legislation for NARA. PASSED with Hedlin, Maher, Banks, Duranti, Jimerson, Van Camp, Wallach, and Yakel in favor; Janzen opposed; and Lowell (as an employee of NARA) abstaining.

Kenney appointed a committee—composed of Hedlin, Jimerson, Maher, and Yakel—to draft a formal resolution. The committee returned with a resolution that included (1) a statement of the responsibilities of NARA, (2) a statement of what NARA lacks to carry out these responsibilities, (3) some examples of the shortcomings, and (4) the remedies endorsed by SAA, including authorization legislation. A copy of the full resolution is attached. Jimerson moved and Duranti seconded the adoption of this resolution. PASSED with Hedlin, Maher, Banks, Duranti, Jimerson, Van Camp, Wallach, and Yakel in favor; Janzen opposed; and Lowell abstaining.

Discussion then turned to a response to a letter from Archivist Don Wilson to Kenney asking for suggestions for appointments to a proposed new Advisory Committee for NARA. Council had questions about the role and purpose of such a group and whether any of SAA's nominees would actually be chosen to serve on the board. Wallach moved and Van Camp seconded the following resolution: The Council of the Society of American Archivists recommends that the National Archives and Records Administration establish an Advisory Board comprised of representatives from the major professional archival and records management organizations. The purpose of the board is to provide a regular forum to promote discussion on policies and is-

sues pertaining to the evolving nature of documentation, the life cycle of records, information policy, management issues relating to the administration of records, research needs, and increased cooperation and communication between NARA and the larger archival and records management communities. PASSED with Banks, Janzen, Van Camp, and Wallach in favor; Lowell abstaining.

● **Enforcement of Code of Ethics.** Council discussed a request received from Richard Cox to establish a means to enforce the new Code of Ethics for Archivists. The Task Force on Ethics had proposed a mechanism for enforcement, but received little or no input from the membership on this issue and concurred in the Council decision not to adopt the proposed mechanism. Wallach had recently discussed the issue with Maynard Brichford, chair of the former Task Force. The code is really a set of guidelines that co-mingle institutional policy and individual behavior. Council had based its decision on a number of considerations: the difficulty in distinguishing bad judgement from bad management and both from illegal or unethical behavior; the lack of any realistic sanctions that could be imposed by SAA upon an individual or an institution that was judged to be in violation of the code; legal liabilities and insurance costs that would be borne by the Society should it establish an enforcement mechanism. Kenney will convey the sense of the discussion to Cox.

● **Committee on Terminology.** Council discussed a proposal from Lewis and Lynn Bellardo to establish a new Committee on Terminology. There were questions about the need for such a body. Duranti argued that the profession needs a common language and that in the absence of an SAA group the ICA committee will be making decisions about American English usage. The Council Committee on Committees will seek more information from the Bellardos and ask for suggestions about how such a new body could function without draining resources from existing commitments.

● **Student Chapters.** Wallach introduced a proposal to establish Student Chapters as a new formal structure within the Society. Discussion revealed general support for such bodies but there was debate on details of the proposal. Janzen moved and Jimerson seconded that all members of student chapters must be individual members of SAA. PASSED with Duranti, Janzen, Jimerson, and Van Camp in favor; Lowell, Wallach, and Yakel opposed; and Banks and Maher abstaining.

Wallach moved and Yakel seconded that the general concept of Student Chapters be endorsed, that the student archival organizations at the Universities of Michigan and Pittsburgh be recognized as co-Alpha Chapters, and that specific chapter guidelines be developed for approval at the June Council meeting. PASSED with Banks, Janzen, Jimerson, Van

Camp, Wallach, and Yakel in favor; Maher opposed; and Duranti abstaining. Kenney directed Wallach to prepare the guidelines for approval at the next Council meeting.

● **Executive Director Search.** Maher moved and Janzen seconded the adoption of a draft proposal by Maher and Kenney for a committee, tentative schedule, and a budget not to exceed \$20,000 for the search to replace Diffendal as Executive Director at the conclusion of her contract at the end of March 1994. PASSED.

Following the proposal just adopted, Council chose Wallach, Janzen, and Hedstrom as its representatives on the Executive Director Search Committee. Kenney will appoint one past SAA President to serve; the SAA staff will be asked to select a member from among its ranks; and Maher will complete the group. The past President will be asked to co-chair the committee. The committee will refine the schedule of work and budget and report to Council at its June meeting.

● **Next Council Meeting.** Council will hold a Planning Day on 10 June and its next meeting 11–13 June in Chicago.

Adjournment

Upon a motion by Janzen and second by Lowell, the meeting was adjourned at 12:20 p.m.

ANNE P. DIFFENDAL
Executive Director
Approved, 11 June 1993

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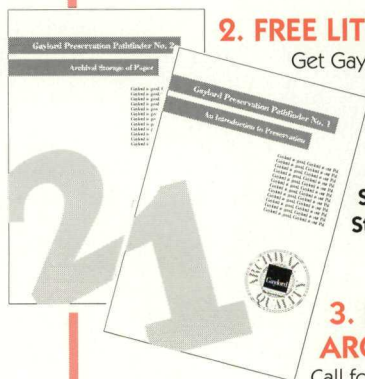


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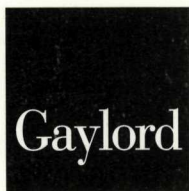
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