

# Twin Cities Archives Round Table Newsletter



## President's Message:

Hello Fellow TCARTers,

Thank you to everyone who attended the Fall Meeting, held at Cargill, Incorporated. Bruce Bruemmer and I were very pleased to share our collections with you. 31 people attended the meeting, and we watched an SAA webinar, *Electronic Records...The Next Step!*, which built on the electronic records webinar we watched at our spring meeting.

On 7 November TCART held an event sponsored by St. Catherine University to discuss career development and planning in the archives profession. 20 people attended, including students in the area attending distance programs at University of Wisconsin-Madison and San Jose State University. Four TCART members served on the panel discussing their career paths, skills, and how they manage their careers as archivists. Thank you to our panelists Jeff Jenson, College and Lutheran Church Archivist/Academic Librarian, Gustavus Adolphus College; Deborah Kloiber, University Archivist /Head of Special Collections, St. Catherine University Library; Eileen McCormack, Owner, *Archival Solutions, LLP*; and Christopher Welter, Collections Assistant, Minnesota Historical Society. And, thank you to Deb Torres for making arrangements and planning the event.

At our spring meeting we broached the idea of holding a colloquium for TCART members in the region. What was very apparent from that discussion was the interest by members for a casual, social opportunity where we can get together to talk and share with other members. We do not often have much time to socialize at our fall and spring meetings. Speakers, the business meeting, and tours often take up the afternoon, and people squeeze their networking into our short breaks. This winter we will plan a happy hour to give us a chance to get together outside of our meetings. Please look for further announcements as to the date and location.

As you will notice from the Treasurer's Report in this newsletter, TCART currently has a budget surplus. As our membership has grown, so has the amount in our coffers. Except for snacks at the spring and fall meetings and the occasional webinar, our expenses are very low. This winter, the officers will discuss various options as to how this money should be used for the benefit of our members, both those in the Twin Cities and those in Greater Minnesota. We are open to any and all suggestions you may have. Please contact an officer with your ideas.

Please note, the deadline to apply for TCART's Professional Development Award is 1 February 2012. All members may apply for this award. Please see the announcement in this newsletter, or visit the TCART web site for more information.

If you have announcements or opportunities to share with the TCART community during the winter months, please contact one of the officers.

I look forward to seeing you all at our spring meeting!

Sincerely,

Jennifer Johnson  
TCART President

## Inside this issue:

President's Message	1
TCART Spring Meeting Minutes	2-3
Archives Updates	4
ArcaSearch Advertisement	5
Membership Renewal Form	6
Member News, History Day, and Elections	7
Professional Development Award and	8
Treasurer's Report	

# Fall Meeting Minutes

Wednesday, 9 November 2011  
Cargill, Incorporated

## In Attendance:

### In Attendance:

Craig Steiner, City of Minneapolis  
Jeff Jenson, Gustavus Adolphus College  
Ann Kenne, University of St. Thomas  
Amber Holets, Student, University of Wisconsin-Madison (Gustavus Intern)  
Ellen Holt-Werle, Macalester College  
Candy Hart, Hamline University  
Jenel Farrell, MPR  
Sally Lundeen-Hoff, Blake School  
Mollie Spillman, Ramsey County Historical Society  
Peggy Roske, College of St. Benedict/St. John's University Archives  
Renee Rau, St. Benedict Monastery Archives  
Jamie Martin, Target Corporation  
Danielle Bordelean, Student  
Roxanne Maxan, Toro  
Charles Rodgers, Minnesota Historical Society  
Sehri Strom, Hennepin County Library  
Adrianna Darden, Gustavus Adolphus College  
Deborah Kloiber, St. Catherine University  
Jason Paul, St. Catherine University  
Harris Burkhalter, Normandale Community College  
Debbie Miller, Minnesota Historical Society  
Sylvia Mohn, MPR  
Terri Horsmann, Cargill, Incorporated  
Bruce Bruemmer, Cargill, Incorporated  
Sara Wakefield, IHRC/UMN  
Leslie Hunter-Larson, Target Corporation  
Kathy Spence Johnson, Minnesota Annual Conference United Methodist Church  
Heather Craig, Basilica of St. Mary  
Rudolf Anders, State Court Administration (Retired)  
D. Montgomery, University of Minnesota  
Jennifer Johnson, Cargill, Incorporated

## Welcome and Introduction

Meeting was opened by a welcome from the President and introductions of all attendees.

## SAA Webinar:

Electronic Records...the Next Step!

## Business Meeting:

### By-laws Update

Members present voted to change the by-laws, Article III, Section C, second paragraph from:

"The fiscal and membership year of TCART shall be defined as being from July 1 through June 30. Dues are payable on or before July 1 of each year"

to

(Minutes, cont'd on p. 3)

# TCART Officers

## President Jennifer Johnson:

Associate Archivist, Cargill, Inc.  
PO Box 5670  
Minneapolis, MN 55440-5670  
952-742-4034  
Jennifer\_I\_Johnson@cargill.com

## Secretary Jamie Martin:

Corporate Archivist, Target  
7000 Target Parkway North  
Brooklyn Park, MN 55445  
763-440-3221  
jamie.martin@target.com

## Treasurer Jenel Farrell:

Digital Archivist  
Minnesota Public Radio  
651-290-1044  
jfarrell@mpr.org

## Newsletter Editor Jeff A. Jenson:

College and Lutheran Church Archivist  
Gustavus Adolphus College  
800 West College Avenue  
St. Peter, MN 56082  
507-933-7572  
jjenson@gustavus.edu

Website: <http://www.tcartmn.org/>

Founded in 1982, the Twin Cities Archives Round Table (TCART) includes members from the Minneapolis-Saint Paul metropolitan area, as well as out-state Minnesota and western Wisconsin. Members include archivists, manuscript curators, librarians, records managers, and historians representing government agencies, county and state historical societies, colleges and universities, religious organizations, private historical organizations, and corporations.

## Ad Rates

Full page	\$15.00
Half page	\$10.00
Quarter page or less	\$ 5.00

(Minutes, cont'd from p. 2)

"The fiscal and membership year of TCART shall be defined as being from the Fall meeting to the next Fall meeting. Dues are payable prior to the Fall meeting or during the Fall meeting each year."

All members who have already paid their dues for 2011 will be grandfathered in until the Fall Meeting 2012. Everyone who has yet to renew, please take the opportunity to do so, dues are \$10.

### Secretary's Report

Current membership consists of 71 members. Membership dues remain unchanged at \$10.

### Treasurer's Report

Ending balance was \$2591.38.

### Newsletter Editor's Report

Editor requested new submissions by the end of November for the upcoming newsletter. Editor put in a call for articles, pictures, and any other news of interest.

### Old Business:

1. Student event at St. Catherine University  
Event was held, Monday, 7 November 2011. 20 people attended, including students in the area attending distance programs at University of Wisconsin-Madison and San Jose State University. There was a panel discussion on Career Development and Planning in the archives profession. The panel discussed their career paths, skills, and how they manage their careers as archivists. There was an opportunity for questions from the students. Thank you to our panelists Jeff Jenson, College and Lutheran Church Archivist/Academic Librarian, Gustavus Adolphus College; Deborah Kloiber, University Archivist / Head of Special Collections, St. Catherine University Library; Eileen McCormack, Owner, *Archival Solutions, LLP*; Christopher Welter, Collections Assistant, Minnesota Historical Society.
2. Other events
  - A. Winter Happy Hour  
In the spring when we discussed the possibility of having a colloquium, it was equally clear that members are interested in informal, fun, opportunities to get together and socialize. Look for more information on the email list as plans are finalized.
  - B. Summer Colloquium  
We are still discussing possible topics for a colloquium. If you are interested in helping to plan this event please contact one of the officers.

### New Business:

1. Nomination Committee for Spring  
Elections will be held for President and Treasurer. The other two officers plus at least one additional member make up the nominating committee. If you are interested

in serving on the nomination committee please let one of the officers know.

2. National History Day  
The National History Day Committee of SAA's Reference, Access and Outreach Section has announced a new online toolkit featuring a wealth of resources for teachers/students and archivists/librarians about National History Day (NHD): <http://nhdarchives.pbworks.com>. The toolkit is an ideal resource for archivists and librarians who wish to get involved in National History Day. We will share more information about MN History Day this winter. This year's theme is Revolution, Reaction, Reform in History.
3. As a member pointed out \$2591.38 is a large surplus for TCART to carry and should be used for the benefit of our members. The officers will discuss how to address our budget surplus at our winter officer's meeting. Brainstormed suggestions on how to use the money included additional Professional Development Awards, and supporting the winter happy hour in some fashion.

### News & Announcements

1. 2011 Professional Development Award  
Deadline to apply is 1 February 2012. All members are eligible to apply for this award.
2. SAA Business Archives Workshop  
Will be held at Target Corporation headquarters in Minneapolis, Wednesday-Friday, 3-5 October 2012. Tours of Corporate Archives will include Target, General Mills and Cargill. Please spread the word to anyone who may be interested in attending. Phil Mooney of Coke and Elizabeth Adkins of CSC are the instructors.
3. SAA DAS curriculum – <http://www2.archivists.org/prof-education/das>  
SAA has rolled out its Digital Archives Specialist (DAS) Curriculum and Certificate Program. Any TCART member interested in the DAS Curriculum and who have attended our re-screenings of various webinars, including Thinking Digital, Basics of Managing Electronic Records: Getting You Started, and Electronic Records...the Next Step!, may want to think about testing out of these courses. If you need any assistance in verifying your attendance at these meetings please contact one of the officers.
4. SAA Annual Meeting Task Force  
Jennifer Johnson has been appointed to the Meeting Content Subgroup of SAA's Annual Meeting Task Force. If you have any comments on improving the SAA annual meeting, please pass them along.
5. This year's Library Technology Conference will be held, 14-15 March 2011 at Macalester College, St. Paul, MN. Please visit the conference website [http://digitalcommons.macalester.edu/libtech\\_conf/2012/](http://digitalcommons.macalester.edu/libtech_conf/2012/), for more information.

**Meeting was adjourned and followed by a tour of Cargill, Incorporated, Corporate Archives, led by Bruce Bruemmer and Jennifer Johnson.**



# Archives Updates

## Target Corporation Archives & Heritage Services

This fall, the Target Archives & Heritage Services team was presented with a unique opportunity to share our company's history—through the new company online magazine [A Bullseye View](http://abullseyeview.com/) (<http://abullseyeview.com/>). The magazine is designed for publicity folks but can be accessed and read by anyone.

Our "From the Vault" history themed articles allow our team the opportunity to dust off interesting stories, photos, and recollections from our past and tie them into current events and "what's happening now." Our first big hit came during the Missoni Madness in mid September when the new designer label at Target sold out in hours. We jumped onto the news cycle with a historical eye and told the story of the 1946 Dayton's [War of the Nylons](#). Even a February blizzard didn't stop postwar consumers from standing in lines stretching from the 8<sup>th</sup> floor to street level! We loved the opportunity to remind readers that Big Sales aren't a new phenomenon. Our War of the Nylons story was the most read story that week and was picked up by several local newspapers.

We're especially excited the Star Tribune picked up one of our most recent stories showcasing Dayton's history of fabulous window displays. A short blurb on the front page led to a full story in the Variety Section. In 24 hours, the story translated into 1438 new & unique visitors to the news magazine site.

As a community of archivists, curators, historians, and general history lovers, we often struggle to communicate our passion and appreciation for history and translate it into a story others can enjoy and find relevant. For our team, we also face the challenge of illustrating how our rich heritage can support our company's business objectives and brand. Our partnership with editors of *A Bullseye View* has proven how our company legacy can be a fun, valuable, and vital link to our brand today.

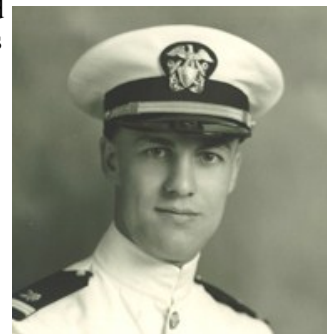


## College of St. Benedict / St. John's University

Dr. Edward L. Henry Collection now available to researchers

Saint John's University Archives recently celebrated the acquisition of the Dr. Edward L. Henry Collection. Dr. Henry (1921-2010), a 1943 Saint John's graduate, had a long and distinguished career in public service. Dr. Henry was a professor of political science and vice president at Saint John's, a two-term mayor of the city of St. Cloud (1964-1970), president of Saint Mary's (IN) and Saint Michael's (VT) Colleges, interim president at colleges in Wisconsin and North Carolina, and founder of the Center for the Study of Local Government at Saint John's.

Dr. Henry was an advocate of small communities, Catholic education, and effective government. His collection was processed over the summer by senior political science major Christian Knox under the guidance of CSB/SJU Archivist Peggy Landwehr Roske. Included in the collection, which ranges from the early 1930's to the late 1990's, are Henry's high school and college memorabilia, documents relating to his naval service in WWII (including personal accounts of wartime London and Italy and the evacuation of the Bataan Death March survivors), texts of his public addresses, photos, and articles by and about him. Some of the documents have been digitized and are available online (see <http://www.csbsju.edu/Edward-Henry/Collection.htm>).



Most of Dr. Henry's nine children attended a 27 October event at Saint John's celebrating the donation of the collection and the establishment, with the sponsorship of Dan and Katherine Whalen, of the Edward L. Henry Professorship, held by Matt Lindstrom, the director of the Eugene J. McCarthy Center for Public Policy and Civic Engagement. Selected materials and artifacts from the Henry Collection can be viewed in display cases in the lower lobby level of Alcuin Library and in a case outside the McCarthy Center in Simons Hall.





we make it simple.



**COLLEGES  
&  
UNIVERSITIES**

Newspapers  
Year Books  
Alumni Publications

**LIBRARIES  
&  
MUSEUMS**

Special Collections  
Manuscripts  
Artwork

**BUSINESS  
&  
NON-PROFITS**

Annual Reports  
Company Newsletters  
News Clippings

**powerful digital archiving made easy.**

## **The next step...**

Call or email Tim Sixta to discuss your project or to set up a convenient time for a demonstration. We look forward to hearing from you.

**Tim Sixta**

Director of Sales & Marketing

tim.sixta@arcasearch.com

800-846-9433

www.arcasearch.com

A division of ColorMax, Inc.



## 2012 Membership Renewal Form

Membership for the Fall Meeting through the Fall Meeting

**Make check payable to: TCART**

**Please mail to:**

**TCART Treasurer**

Jenel Farrell, Digital Archivist  
Minnesota Public Radio  
480 Cedar Street, 4th Floor  
St. Paul, MN 55101

### DUES

**Individual Level \$10** \_\_\_\_\_

**Sustaining Level \$50** \_\_\_\_\_

**Patron Level \$100** \_\_\_\_\_

**Other Amount** \_\_\_\_\_

### PLEASE PRINT CLEARLY

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization/Department:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Institution URL:** \_\_\_\_\_

**Relevant Professional Positions or Activities: (such as SAA, MAC): -**

Would you be willing to serve as a resource for other TCART members?

Yes

No

If yes, in what area \_\_\_\_\_

Would you be interested in hosting a TCART meeting? Yes No

Would you be interested in giving a session or leading a discussion on a particular topic?

Yes

No

If yes, please specify \_\_\_\_\_

## Member News

Benjamin H. Lang was awarded a Research Fellowship in Applied Psychoanalysis at the Minnesota Psychoanalytic Society & Institute.

He will work with mentor Michael C. Moore, MD, to see how psychoanalytic ideas can contribute to developing ethically-centered best practices for archivists working with memory and representation in the appraisal, arrangement, and description of records.

Their research will include an understanding of how historians' dreams influence the writing of history, and how record users' dreams influence the interpretation of past events. They seek to see how psychoanalytic ideas in object-relations and attachment theories can contribute to navigating the relationships which develop between archivists and record users, to create "playful" environments in the search-room and online which promote and accommodate a necessary diversity of historical narratives and memory practices.

Among other things the results of this project will contribute archival outreach initiatives for people with dementia and for people in trauma therapy.

## National History Day

The National History Day Committee of SAA's Reference, Access and Outreach Section is proud to announce a new online toolkit featuring a wealth of resources for teachers/students and archivists/librarians about National History Day (NHD).

See the NHD toolkit at: <http://nhdarchives.pbworks.com>

National History Day provides structure and guidance to teachers and students learning to work with archival materials. It also provides one of the most effective approaches for archivists who want to reach out to middle and high school students.

See the NHD site at: <http://www.nhd.org/>

NHD sponsors annual competitions for middle and high school students using primary sources to create original papers, documentaries, websites, exhibitions, and performances. The program guides teachers and students to high quality use and citation of archival sources. If you are thinking of reaching out to middle and high school students, National History Day may offer the structure you want for success.

## Spring Elections

2011 spring business meeting will include elections for the President & Treasurer. The Nominating Committee will present to the annual meeting nominations for officers.

**President:** The President shall be the principal executive officer of TCART and shall in general supervise and control all of the affairs of TCART. He or she shall preside at all business meetings of TCART and of the Executive Committee. He or she must sign with one other member of the Executive Committee any contracts or other instruments which Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Committee or by these by-laws or by statute to some other officer or agent of the organization, and in general shall perform all duties incident to the office of president.

**Treasurer:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the TCART; shall receive and give receipts for moneys due and payable to TCART from any source whatsoever, and shall deposit all such moneys in the name of TCART in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these by-laws; and shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Executive Committee. The Treasurer shall present a budget statement at each regular meeting. In the absence of the President and Secretary, the Treasurer shall preside at business meetings of TCART and at meetings of the Executive Committee.

If you would like to be considered for one of the open positions or if you would like to volunteer to serve on the Nominating Committee, please contact Jamie Martin or Jeff Jenson.





## Professional Development Award

The TCART Professional Development Award supports current TCART members who are individuals working with archival materials or students interested in the archives profession to attend an archives related regional or national conference, symposium, or educational workshop. The award consists of up to \$250 in support of registration, travel, and accommodation expenses associated with a conference, symposium, or educational workshop.

Those eligible for the award must be a current TCART member and must be working in an archives or information management field or be a graduate student in a related program. Applications will be evaluated based on a brief statement of intent and by information provided by a contact that can provide a reference for the individual.

The application deadline is 1 February 2012. To be considered, please visit the TCART web site (<http://tcartmn.org/>) and select Professional Development Award to download an application. The recipient will be notified by 15 March 2012.

## Treasurer's Report

TCART Treasurer's Report  
May 2011-Nov 2011  
Treasurer: Jenel Farrell

### INCOME

Date	Description	Deposits
11/7/2011	Year of memberships (71 total)	\$710.00
9/1/2011	Donation	\$15.00
<b>Total:</b>		<b>\$725.00</b>

### EXPENSES

Date	Description	Withdrawals
11/7/2011	SAA Webinar for Fall 2011 Meeting - ordered by Jennifer Johnson	\$135.00
<b>Total:</b>		<b>\$135.00</b>

### SUMMARY

Beginning Balance	5/25/2011	\$1,801.38
Deposits		\$752.00
Expenses		\$135.00
<b>Ending Balance</b>		<b>\$2,591.38</b>

Jeff A. Jenson  
TCART Newsletter Editor  
College and Lutheran Church Archives  
Gustavus Adolphus College  
800 West College Avenue  
St. Peter, MN 56082-1498