

Members Gather in D.C. for Annual Business Meeting

by Patricia A. Hodge, RSM
Executive Secretary, ACWR

Held on August 31, during the yearly conference of the Society of American Archivists (SAA), the ACWR annual business meeting in Washington, D.C. attracted a combined audience of more than forty members and non-members.

Outgoing ACWR President Mary Serbacki, OSF, called the assembly to order at 8:00 AM, followed by her welcoming remarks and then the introduction of the full Board of Directors for fiscal year 1994-95.

A series of detailed reports began with that of the Executive Secretary, Patricia A. Hodge, RSM, who staffs the national office in Pittsburgh. Then, outgoing Treasurer Celeste Rabaut, IHM, summarized the financial status of the organization as healthy and stable, a situation made possible by the ongoing support of the membership and cost-conscious operational expenditures.

The national Secretary, Rose Matthew Mangini, IHM, highlighted in her report some of the issues addressed by the Board of Directors during the May 5-7, 1995 meeting held at the Ursuline Center in Maple Mount, Kentucky.

As recorded in the secretary's minutes, those issues included the need for a Production Editor (as of February 1996) for *ACWR NEWS*, a review of ACWR/LCWR connections, the approval of a travel reimbursement policy for Board members, the proposal of a budget for FY 1995-96, the issuing of a Statement of Resolution concerning the ACWR Special Fund, and the establishment of the organization's bank account in the city where the national office is located.

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Emma Cecilia Busam, OSU (left) and Marjorie Buttner, OP, share the speakers' table at the WRA Roundtable session planned by Genevieve Shea, SLW

Marjorie Buttner, OP, Addresses SAA/WRA Roundtable Session

by Genevieve Shea, SLW

More than thirty participants in the 1995 meeting of the Society of American Archivists attended the *Women Religious Archivists (WRA)* Roundtable session. Marjorie Buttner, OP, spoke from her experience as the archivist of the Sinsinawa Dominicans in Wisconsin. Her topic, "*The Who, What, Why and How of Religious Archives,*" addressed practical issues of policies and procedures.

Appraisal and accessioning, with pertinent, "how-to" suggestions, provided helpful points as indicated by the question period after the talk. Marjorie proved capable and concise in her answers, encouraging a helpful discussion on the subject of records retention. The retention of sisters' health records surfaced as one of particular interest to several archivists.

The quality of Marjorie Buttner's presentation affirms the respect that led to her election as the current Vice President, President-Elect of ACWR.

The WRA Roundtable session also provided attendees the opportunity to prioritize topics for further discussion. These priority interests will influence the 1996 WRA Roundtable session in San Diego, California. Rosalie McQuaide, CSJP, is the newly-elected vice chair for the San Diego Session.



Members register for the annual meeting on August 31. L to R are Amelia Dues, OSU; Georgelyn Dues, OSU; Lawrence J. Murphy, SSJ; Mary Andreww Persing, OSF. Photo by Rita King, SC

HEAR YE! HEAR YE!

THE 1996 ACWR BUSINESS MEETING WILL BE HELD IN SAN DIEGO DURING THE ANNUAL CONFERENCE OF THE SOCIETY OF AMERICAN ARCHIVISTS SCHEDULED FOR LATE AUGUST.

A Note from the New President

During SAA meetings in Saint Louis, Missouri in 1989, I was asked if I was interested in helping a group of women religious archivists to share mutual archival and records management expertise with others, and to encourage professional growth, development and commitment to the archival profession.

A nucleus of seven sisters corresponded with one another and with leadership of various communities during the remainder of the year. The status of *Roundtable* within the SAA was accorded to this first group.

Our first formal meeting was held in September, 1990, during the SAA meetings in Seattle, Washington. Thirty-four were present. Another forty-five responded favorably but were unable to be present. A Task Force was formed and with the help of the original *Ad Hoc* committee was commissioned to organize a structure for the new organization. A joint meeting was held later in the year. ACWR was born.

The newly-formed group of archivists and historians continues to attract members and share experiences. We hope to continue the good work and with your help we can. Today ACWR members number 250 or more. The original purpose continues to be our goal:

- Active and effective collaboration with all historians who conduct research and publish writings in the field of women's studies and church history;
- Enhancement of professional service;
- Collaboration with the Leadership Conference of Women Religious in long range planning for the preservation of archival resources;
- Development of documentation strategies to assure access to historical resources;
- Mutual sharing of archival and records management expertise;
- Encouragement of professional growth and development to the archival profession and ACWR membership.

We have entered the computer age along with others in our field and will continue to update our endeavors as changes are needed.

We, the officers of ACWR, offer you, the members, assistance in any way possible to achieve these goals. Let us know of your needs, desires or interests, and we will try to make your dreams come true.

*Emma Cecilia Busam, OSU
President, ACWR*



Emma Cecilia Busam, OSU was installed as third elected president of ACWR at the conclusion of the membership meeting on August 31, 1995.

Message from the Outgoing President

In the season of Thanksgiving when we express our gratitude for the bounteous gifts of the harvest, it seems appropriate that this "*column from an outgoing President*" express some of my gratitude.

It has been my pleasure to serve you and ACWR as vice-President and President. I feel that the organization continues to move forward and to build on the firm foundation thus far established.

As I consider what has happened, I can see truly how far we have come in a relatively short period of time. I can see also how much more there is to do.

I am convinced, first, that we will continue to grow and be strengthened, and second, that this growth is due in no small measure to the interest and support of the membership. We, the officers and members of the ACWR Board, tend the helm for a short time, but it is *YOU* who *ARE* the ACWR.

I am grateful to each of you who has supported ACWR by maintaining your membership, by taking an active part in the annual meetings, by serving with such diligence and care on various committees. On behalf of the entire Board, I salute you and I thank you!

I want to take this opportunity also to thank two very special people who left the Board at the time of the annual meeting in Washington. Both of these women have served us with unfailing devotion. They have spent countless hours and shared their numerous talents, helping all of us move ACWR forward. I speak, of course, of Dolores Liptak, RSM, first ACWR President, and of Celeste Rabaut, IHM, first ACWR Treasurer, both of whom served on the Board from 1992 through 1995.

On behalf of the entire membership, Dolores and Celeste, I salute you and I thank you!

*Mary Serbacki, OSF
Immediate Past President*



Outgoing President
Mary Serbacki, OSF
of Stella Niagra, N.Y.
Photo by Rita King, SC



ACWR NEWS is published biennially during April and November for the membership of the organization. Current policy excludes all paid or unpaid ads and press releases from other organizations, agencies, businesses and similar groups.

General Editor Emma Cecilia Busam, OSU
Content Editor Patricia A. Hodge, RSM
Production Editor [pro tem] Rose Matthew Mangini, IHM

Related correspondence may be sent to: ACWR Executive Secretary, c/o Sisters of Mercy Archives, 3333 Fifth Avenue, Pittsburgh, Pennsylvania 15213-3165.

LCWR Networking with ACWR

by Dolores Liptak, RSM

Margaret Cafferty, PBVM, Executive Director of the Leadership Conference of Women Religious (LCWR), has been in communication with the ACWR national office about developing procedures to govern the use and maintenance of personal records kept by religious congregations.

Noting that the present mania to initiate suits against religious men and women has made this concern imperative, Margaret has suggested that the time has come for ACWR to use its collective expertise to develop uniform guidelines for keeping personnel records. Such guidelines can assist congregational leaders in times of litigation.

The ACWR Board has agreed with LCWR about the need to heighten awareness of the importance of this issue, as well as the need to work toward the goal suggested. Uniform

policies, for example, could eliminate certain legal problems altogether. ACWR now invites its membership to assist in furthering this project.

Patricia A. Hodge, RSM, Executive Secretary of ACWR, already has completed a preliminary polling of certain archivists known for their expertise in this area of personal records. But she now requires more sharing of policies deemed essential by ACWR membership. The range of information may vary from *how personnel records are presently kept to what destruction schedules should be in practice*. The ACWR Board is particularly anxious to locate members interested in serving as members on an LCWR/ACWR Personnel Policies Retention Committee. Please contact the ACWR national office in Pittsburgh, c/o Executive Secretary, if you can be of service in this critical area of personnel records.

Ursuline Archivists Meet in Kentucky

by Emma Cecilia Busam, OSU
Archivist, Mount Saint Joseph, Kentucky

Five hundred-fifty Ursulines and Associates, representing sixteen communities in the USA, Canada, Mexico, and South America, gathered for the second *North American Ursuline Convocation* at the Executive Inn-Rivermount, Owensboro, Kentucky, from July 6-9, 1995.

The theme, "*Setting the Fire Free*," was carried out from the opening prayer to the final liturgy through breakout sessions, interest groups, dialogue, song, dance, and a variety of art forms.

Keynote speaker, Sister Camilla Burns, Director of the Institute of Pastoral Studies at Loyola University, Chicago, explored the theme in the context of the life story of Saint Angela Merici, foundress of all Ursuline and Angeline groups. Sister focused on Saint Angela as a "*wise woman*" of Christian history whose faith journey was long and filled with uncertainties. She highlighted the parallel between Saint Angela's experiences and those of today's Ursulines.

Saint Angela's charisma fuels the fire of her followers' faith, allowing them to move ahead creatively, in the midst of constant change, even without a clear vision of what the future holds.

One of the Convocation's forty-six program sessions was "*Ursuline Archives for the Future*." Thirty-plus participants traveled to Mount Saint Joseph Archives for an interesting session on the future of Ursuline Archives. Brother Robert Werle, FSC, shared his experiences with us. Ten years ago, totally unprepared, he walked into an old handball court and hundreds of unsorted documents. After hours of study and seminars, he began building a program that met his need. A university student helper offered to put the program on computer. This ARCS program is now used in many small and medium sized libraries, religious communities, dioceses, small

businesses, and other associations. He brought together fellow Provincial Archivists and devised a standard archival method which resulted in annual meetings to exchange current needs and concerns. Brother Werle offered to share his expertise with anyone interested and invited all to visit his repository.

Many who attended this session expressed the need for Ursulines to do something similar. We hope to begin organizing before the next edition of the Newsletter reaches the press.

MEMBERSHIP Things

Something new has been added to the *label* on your ACWR NEWS. . . the date of your membership expiration! This is just to make it easier for you to remember to renew or initiate your membership. The membership year runs from *October to September*.

New and exciting things are happening in ACWR as the organization begins another year of incorporated existence. Are all of your archivist friends aware of ACWR and the benefits of direct interaction with others who are about the business of preserving and making visible the heritage of women religious? Historians and archivists in partnership are a powerful team. Renew or initiate your membership now!

In the words of Anne-Marie Schwirtlich, Chapter One, *KEEPING ARCHIVES*, Editor-in-Chief Ann Pederson, published 1987:

"What do archivists say when asked '*What do you do?*' I am tempted to say that I build bridges . . . as archivists we are responsible for making sure [that] people today can reconstruct yesterday [that] people tomorrow can reconstruct today. . . We build bridges for people to move between time and place."

REPORT of the PAST TREASURER

by Celeste Rabaut, IHM

A few comments seem appropriate in presenting the final financial report of my term as ACWR Treasurer:

• **The ACWR Conference (Monroe~MI)**

Income:	\$22,778.92
Expenses:	<u>19,956.85</u>
Balance:	\$ 2,822.07

These totals include a \$600 Mercy Fund Grant from the Sisters of Mercy of Pittsburgh, PA.

• ACWR received hidden subsidies from congregations who hosted Board meetings: Sisters of Mercy, Pittsburgh, PA; Sisters, Servants of the Immaculate Heart of Mary, Monroe, MI; Ursuline Sisters of Maple Mount, KY, and from Board members who requested little or no reimbursement for attending meetings.

• ACWR is grateful to the Sisters of Saint Joseph of Peace who administered the \$10,000 seed money from congregations belonging to LCWR. When ACWR became legally incorporated and established its own bank account, the fund totaled \$12,759.12. This fund is now invested as a CD and is not a part of the report below.

ACWR FINANCIAL REPORT: October 1994~June 1995
Prepared by Celeste Rabaut, IHM

September 30, 1994 Account Balance \$23,981.20

INCOME:

Membership Dues	\$4,655.00
Interest	272.46
ACWR Conference	<u>980.42</u>
TOTAL INCOME	\$5,907.88

EXPENDITURES:

Postage:

Executive Secretary	\$470.94
Newsletter	114.09
Election Committee	169.00
Executive Committee	<u>9.21</u>
	763.24

Travel:

Executive Committee	585.00
Election Committee	<u>18.00</u>
	603.00

Phone:

Executive Secretary	160.39
Executive Committee	115.35
Newsletter	3.50
Election Committee	<u>82.00</u>
	361.24

Supplies/Executive Secretary 12.97

Printing:

Executive Secretary	391.74
Newsletter	760.00
Election Committee	<u>20.00</u>
	1,171.74

Executive Secretary Contract	3,000.00
Hired Services	240.00
Photography	5.00
ACWR Conference Expenditures	<u>19,618.06</u>
TOTAL EXPENSES	\$25,775.25

JUNE 30, 1995 ACCOUNT BALANCE \$4,113.83



First Treasurer Celeste Rabaut, IHM, offers her account of ACWR finances

A SPECIAL WELCOME!

TO THE FOLLOWING NEW MEMBERS

- Charlene Alipio, Hawaii
- Joan Marie Aycock, OSU, LA
- Francisca Eiken, CCVI, TX
- Mary Dominic Frederick, OSB, IN
- Regina Mary Jenkins, SS.CC, Hawaii
- Susan Kienzler, OSU, LA
- Catherine Louise LaCoste, CSJ, CA
- Mary Christopher Moore, CSSF, PA
- Bernadine Pachta, CSJ, MA
- Sisters of Providence, WA
- Rosemarie Sommers, MSC, PA



ACWR Board members meet at Ursuline Center, Maple Mount, KY from May 5-7, 1995. From left: Patricia A. Hodge, RSM, Mary Serbacki, OSF, Emma Cecilia Busam, OSU, Rose Matthew Mangini, IHM, Dolores Liptak, RSM, Celeste Rabaut, IHM. Photo by Mary Nicholls, OSU

NEWS & NOTES from the National Office

by Patricia A. Hodge, RSM

With Edna McKeever, CSJ, now serving as head of the Nominations/Elections Committee, members may expect once again to receive ballots from the Committee early in 1996. In keeping with the approved Bylaws, the positions up for election will be those of Vice President/President-Elect and of Secretary.

Former Past President Dolores Liptak, RSM, reports that the book entitled *Marvels of Charity* by George Stewart has sold close to 5,000 copies. The manuscript is now being considered for a revised forthcoming edition.

Speaking of publications, historian and researcher Mary C. Sullivan, RSM, a member of the Sisters of Mercy of the Americas, Rochester, New York region, added another recommended title to the broad literature of the history of women religious. Published by the University of Notre Dame Press, *Catherine McAuley and the Tradition of Mercy* appeared in local bookstores during the past few months.

Compiled data from the questionnaire on a national ACWR conference, designed by Emma Cecilia Busam, OSU, and distributed at the August 31, 1995 membership meeting, indicate the following:

- [1] That the format of the program should be similar to that of the Monroe Conference;
- [2] That the suggested conference timeline of Thursday evening to Sunday morning would be preferred;
- [3] That some ACWR members who have expertise in certain areas are willing to serve as presenters and/or panelists;
- [4] That the planning group when established should develop a budget;
- [5] That the general membership be notified much in advance of the selected site and dates of the conference as was done previously.

An updated and revised edition of ACWR's *Directory of Members 1994* will be issued during 1996. Changes of address, phone and FAX numbers may be reported to Executive Secretary Patricia A. Hodge, RSM, on the 1995-96 membership renewal form sent to all members in late September 1995.

In a line-up of various ACWR "firsts" is the inclusion of the organization's listing on page 832 of the 1995 edition of *The Official Catholic Directory*. Did you see it? If not, look for it in the 1996 issue.

The deadline for the next issue of the ACWR NEWS will be *January 25, 1996*. Please mark your calendar. Members are invited to submit letters to the editor or articles of interest (235-325 words) to the Content Editor by that date. Please contact the national office in Pittsburgh for further information.

ACWR Archives Proposed: Search for Suitable Women's College or University Begins

by Dolores Liptak, RSM

ACWR has been exploring the possibility of establishing a permanent repository for publications, documents, archives, and related materials on the history of American Catholic women. Recently, George C. Stewart, Jr., author of the highly recognized volume, *Marvels of Charity: A History of American Catholic Sisters and Nuns*, has encouraged the foundation of such a repository and will provide start-up funds to explore its feasibility. The ACWR Board wishes to alert members to this exciting prospect. Perhaps your congregation would be anxious to house what can become one of the most significant single record collections of women religious in the United States.

Preferences will be given to women's institutions in the Midwest. Adequate space for expansion and a desire to host the collection are other criteria. Please contact the ACWR national office with specific ideas and contact persons if you believe your congregation might be interested in pursuing this unique new ministry.

CALENDAR ~ 1995-1996

Nov 14-15 "Archives, Personal Papers, and Manuscripts," an SAA workshop in Cleveland, Ohio. Instructor: Steven L. Hensen of Duke University. Contact SAA Office of Education, (312) 922-0140; FAX (312) 347-1452.

Nov 16-17 "Understanding the USMARC Format, for Archival and Manuscripts Control," an SAA workshop in Cleveland, Ohio. Instructors: Lofton Wilson and David Carmichael. Contact SAA as noted above.

1996

February/March... ACWR Election Committee with Edna McKeever, CSJ, as Chairperson, will conduct voting procedures within the ACWR membership. Positions up for election are: (1) Vice President/President-Elect and (2) Secretary.

Apr 22-28 International Meeting of Archivists for Sisters of Mercy communities, Mercy International Centre, Baggot Street, Dublin, Ireland. (Attendees have been selected as of August 1995.)

Aug 28-Sep 1... SAA Annual Meeting in San Diego, California. The 1996 ACWR annual membership meeting and the SAA WRA Roundtable will be held concurrently.

Oct 10-13 Oral History Association 1996 annual meeting in Philadelphia. Theme: "Oral History, Memory, and the Sense of Place." Contact Linda Shopes, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108. Phone: (717) 772-3257.

Oct 13-16 ARMA International Conference in Denver, CO

Nov 7-9 MARAC Fall Meeting in Wilmington, DE

CANDIDLY !

New Treasurer, Rosalie McQuaide, CSJP (left) shares ideas with Dolores Liptak, RSM, first elected ACWR president (center) and Genevieve Shea, SLW, who chaired the SAA/WRA Roundtable session.
Photo by Rita King, SC.



On a break before the next session at the SAA Conference, Washington, D.C., are Rita King, SC (left) and Edna McKeever, CSJ.



From Texas, California, South Dakota and parts beyond, ACWR members traveled to the ACWR annual meeting and SAA Conference, Washington, D.C. Seated is Monica LaFleur, CCVI; from left, Kathleen Griffin, PBVM, Lois Ann Sargent, PBVM.
Photo by Rita King, SC

ACWR National Officers 1995-1996

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516-272-4531 Ex.326

Three ACWR Board members face the camera during the annual meeting on August 31, 1995: Mary Serbacki, OSF (left), Emma Cecilia Busam, OSU (center) and Rose Matthew Mangini, IHM



ALERT! from the Library of Congress

From the *Special Materials Cataloging Division of the Library of Congress* comes the following message of interest to all archivists:

"*The National Union Catalog of Manuscript Collections (NUCMC)*, a free-of-charge cooperative cataloging program operated by the Library of Congress, is pleased to announce the release of its NUCMC Web page. The page includes hundreds of links, not only to NUCMC program resources, but also to Library of Congress custodial division menus and information about other LC activities of interest to archivists and researchers, and to home pages of archives and manuscript repositories, professional societies, library schools, bibliographic utilities, grant-making institutions, and more. The URL of the page is <http://lcweb.loc.gov/coll/nucmc/nucmc.html>. NUCMC welcomes comments and suggestions concerning its Web page, as well as additional URLs.

NUCMC also continues to seek to identify archives and manuscript repositories located in the United States and its territories which are open to the public and which lack the capability to catalog their collections in a national-level database such as RLIN or OCLC. On the basis of data supplied by such institutions to the NUCMC program, NUCMC catalogers create RLIN bibliographic records describing collections held by participants and establish pertinent name and subject authority headings. The NUCMC tapes are subsequently purchased and loaded by OCLC. Descriptions and locations of the material are then available to researchers on RLIN and OCLC throughout the United States and around the world.

For more information on program, contact the NUCMC Team, Special Materials Cataloging Division, Library of Congress, Washington, D.C. 20540-4375 (telephone: (202) 707-7954); FAX: (202) 707-7161); or Internet: nucmc@mail.loc.gov."

*"Only the hand that erases can write the true thing."
...Heister Eckhart*

"MEMBERS GATHER" - continued from Page 1

Several mini-reports on the status of the Mentor Program, the progress made by the newly constituted Bylaws Committee, and a statement of clarification between the nature of ACWR and the WRA Roundtable of SAA followed. Mary Serbacki, OSF, in addressing ACWR/WRA relationships, explained to members that ACWR does not direct or plan the programs sponsored by the WRA Roundtable which is more accurately related to the Society of American Archivists.

The third component of the membership meeting agenda addressed ongoing and new business. Dolores Liptak, RSM, a past president, spoke to the assembly on collaboration between ACWR and LCWR and the need for a Study Committee to develop appropriate policies on the role of women religious archives in potential cases of litigation. Dolores concluded her presentation by introducing a new concept to be included in ACWR activities--the History Projects Committee.

Vice President, President-Elect Emma Cecilia Busam, OSU, spoke on the need for ongoing planning for the second membership conference, a follow-up to the historic sessions held at Saint Mary Center, Monroe, Michigan in October 1994. Members attending the business meeting were asked to complete a questionnaire, the data from which to serve as a planning guide for the forthcoming conference, the dates and site of which remain undecided.

Prior to the 10:00 AM adjournment of the 1995 meeting, Emma Cecilia Busam, OSU, assumed her position as the third elected president of the organization. Marjorie Buttner, OP, and Rosalie McQuaide, CSJP, also were installed as the new Vice President, President-Elect and Treasurer respectively.

Ten Ways to Drive an Archivist Crazy!

- [1] Don't *date* your letters, minutes, memos or reports.
- [2] Always ask to take the box of records you are using back to your office where it is quieter to work.
- [3] Make a practice of transferring your files to the archives leaf by leaf.
- [4] Insist that there is historical value in her acceptance of five copies of *your* 1942 high school yearbook.
- [5] Argue with her--*RESTRICTED*---to *ME*?
- [6] Assume that you are always welcome to drop in for purely social chitchat. She needs a break!
- [7] Reassure her that the work will always be there tomorrow when you ask her to take you shopping today at 10 o'clock in the morning.
- [8] Show interest in her job. *What in heavens do you find to do all day except read?*
- [9] Refuse absolutely to wear those white gloves especially when handling historic photos.
- [10] Telephone her with a complicated request five minutes before closing time on a Friday afternoon. (*Editorial note: You may think it best to call her some evening or on weekends!*)

We are most grateful to S. Jeanne A. Michaud, SSJ for the above. As one of the presenters at the 1994 Monroe conference, she explained that these suggestions are based upon her professional experience.

ARCHIVES PRESERVE THE HISTORY OF THE
PRESENT SO THAT THE FUTURE CAN BUILD
ON ITS PAST.



VOLUNTEER FORM

ACWR Executive Secretary
Mercy Archives
3333 Fifth Avenue
Pittsburgh, PA 15213-3165
412-578-6213; FAX: 412-578-6180

ACWR is looking for volunteers to assist the organization in these interest areas: [1] Writing an article (250-300 words) for a future issue of ACWR NEWS; [2] History Projects Committee; [3] Study Committee on Role of Archives in Litigation Cases; [4] Planning next Membership Conference; [5] Any new areas of interest to you.

If you are willing to volunteer, please complete this form and return to Patricia A. Hodge, RSM, Executive Secretary at the address above.

NAME: _____

ADDRESS: _____ Zip Code: _____

PHONE: (____) _____ - _____ FAX: (____) _____ - _____

AREA(S) of INTEREST: _____

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