Report of DKG CTSO Archive Establishment

When reviewing the 2022-2023 CTSO annual budget, it came to our attention that we were spending around $2000 a year to store our CTSO archival materials in an air-controlled storage unit in Wethersfield, CT. At the same time, the decision was made to balance our CTSO budget and that severe cuts needed to be made. Finding an alternative to the storage unit to save the money was suggested. CTSO president at the time, Ann Grosjean, contacted the University of Connecticut Archives at the Dodd Center on their campus in Storrs and they agreed to store our materials. A Committee was formed with Ann, Pat O’Connell Buckley and Joan Konariski, to inventory the materials in the storage unit and discuss with UConn which materials they were willing to store. The inventory was shared at a CTSO Executive Board Zoom meeting and it was decided which materials to archive, which to return to chapters or committees, which to throw away and what to auction off to members at the Spring Convention. Ann and Pat met with the Archivist at UConn, Betsy Pittman, and she reviewed the list with us and told us what materials the university would archive. The CTSO Executive Committee also reviewed the contract and asked that our materials, which become the property of the University Archive, will not be disposed of until they contact the CTSO President at that time via the CTSO website to allow us to retrieve them. UConn agreed and contract was written which specifies each group of items to be archived. Materials such as gavals, banners, candlesticks, jewelry and Bibles were auctioned off at the Convention. The following materials were archived:

\*DKG CTSO State Organization Bylaws, Standing Rules and Strategic Plan

\*Keynotes 1984 – present in binders and on thumb drive and several laminated Keynotes from the 1940’s and 1950’s

\*Programs from Conferences, Conventions (1989-2023 and some earlier editions), Memorial booklets (1970-2023), Installation, and Achievement Awards

Programs and some photos from AKS (CTSO) Birthday Celebrations ( ’59 - 20 years, ’64 – 25 years, ’89 – 50 years, ’04 – 65 years, ’09 – 70 years, ’14 – 75 years, and ’19 – 80 years

Chapter Programs for 50th Anniversaries – Beta & Alpha – 1993, Gamma – 1994, and Theta 2007

Programs and some photos from Northeast Regional Conferences held in CT – ’46, ’59, ’85, and 2019.

Eight scrapbooks with photos, news articles and memorabilia of organization activities

\*Minutes and documents from our Spring Conventions which reflect business meetings and financial reports

Certificate and information about a Star named Alpha Kappa State for a significant CTSO birthday

*Pioneer Women Teachers of Connecticut 1767-1970* Book written and published by AKS members in 1971*.*  An accompanying collection of doll statues and CEA Journals with articles about these teachers were donated to the Connecticut Education Association for display in the headquarters on Oak Street in Hartford.

Three AKS/CTSO History booklets: 1939-1959, 1939-1985, and 1983-1989

In the future a book of biographies about AKS/CTSO Founders, State Presidents, Honorary Members, and Achievement Award Recipients will be placed in the Archives when it has been updated. This is the book that Ellie Decker and her committee worked on. There is a second copy which will live with the CTSO President so it can be shared with members. Once placed in the Archive, they will need to be updated periodically,

These materials were submitted in paper from. Over time, they will be digitized and all future submissions will be made in digital form. UConn Work-Study students will do this work. The 2015 (?) - present Keynotes have already been submitted digitally. We will be assigned a web address so all digital materials can be accessed on line. There will also be a link to the DKG Archives in Austin, TX. We may not remove materials from the Archive but you can visit the Dodd Center at UConn and the materials will be shared with you.

You may have noticed that our State History ends at 1989. Perhaps we could write a 1990- 2029 edition in time for DKG’s 100th birthday and our 90th birthday in 2029. There were folders for each chapter that contain reports and histories. They will be returned to chapters at the September 23, 2023 Executive Board meeting for safe keeping and may be used to write our next history book.

At the end of each year or biennium, we must submit to the Archive the starred materials above to keep the Archive current. Would the Archivist have this responsibility? If not, who?

Recommendations:

1. The University of Connecticut Archive Center pays students to work with the archives – organizing, digitizing and updating. The Archives gratefully accept donations to pay these students. DKG CTSO should consider making an annual donation to support this work with our archives. It costs about $500 to establish an archive.
2. At the end of each year or biennium, DKG CTSO should send digital copies of:
* Keynotes
* Conference, convention, memorial, achievement award, and installation program booklets
* Minutes and documents from the Spring Conventions
* Any updates to our Bylaws, Standing Rules or Strategic Plan
1. The DKG CTSO should consider updating the State History. The last history book ended in 1989. CTSO will have a 90th birthday and DKG will have a 100th birthday in 2029. This year might be a good goal for an end date to update our history. Chapters will have folders with reports to use to update their histories as well as folders for State Presidents.
2. The DKG CTSO Biographies of Our Leaders Book needs to be updated. The founders section is complete, the State President section needs to be updated and we need to decide if we want to include/update the Acheivement Award recipients and Honorary Members. Many are included to date. When complete, one copy will be placed in the archives and a second with the state president.

Submitted by Ann Cavanaugh Grosjean

 CTSO Immediate Past President

 CTSO Membership Chair

II. Duties of Standing Committees (CTSO 2021 Standing Rules)

A. Society business

1. Archivist: The committee shall maintain the proper storage of the records/

 paraphernalia of the Connecticut State Organization. They shall file

 State Board minutes and any reference materials that are pertinent to the

 functioning of the state organization. In addition, they shall provide

 biographical data for state founders, honorary members, state presidents, and

 Achievement Award recipients in cooperation with the state historian.