
ARSC BULLETIN NUMBER 24, PART 2 (1991)

Michael Casey, Secretary

ARSC Board of Directors
September 1991

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EXECUTIVE COMMITTEE

September 1991 (Includes Board Members and Committee Chairpersons)

Standing Committees

(Chairpersons are voting members of the Executive Committee but not of the Board of Directors)

FINANCE

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Special Committees (Chairpersons are non-voting members)

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Harold Heckendorn, Archivist
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ARSC Membership Directory Editor
Vacant

Mike Casey
ARSC Secretary
(address above)

Don McCormick
Chair, AAA
(address above)

Don McCormick, Chair
(address above)

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Tim Brooks, Chair
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CORRECTIONS TO MINUTES PREVIOUSLY PUBLISHED

- I. Corrections to minutes in *Bulletin* #24, Part 1 (1991), page 168. Under PUBLICATIONS, add:
Don McCormick
Chair, AAA

ARSC BOARD OF DIRECTORS MEETING

Georgia State University, Atlanta, GA
5/15/91

Present: Barbara Sawka, President; Phillip Rochlin, Executive Director; Richard Spottswood, 2nd Vice President; Harold Heckendorn, Archives Committee and Finance Committee Chair; Ted Sheldon, Member-at-Large; Mike Casey, Secretary; David Sommerfield, *Newsletter* Editor; Don McCormick, Immediate Past President, Chair, AAA; Suzanne Stover, Fair Practices Committee Chair, Local Arrangements Committee, 1992 conference; Tim Brooks, Publicity Committee Chair, *Membership Directory* Editor, Awards Committee Chair; Chris Paton, Local Arrangements Committee, 1991 conference; Susan Stinson, Treasurer; Brenda Nelson-Strauss, Membership Committee Chair.

- I. Call to order.

Six Board members being present, the President called the meeting to order at 9:15.

- II. Approval of minutes.

The Board accepted corrections and approved the minutes of the November 3, 1990 Board meeting at the Library of Congress.

- III. Local Arrangements Chair Report: Chris Paton.

The Local Arrangements Chair reported on organizing this conference. The Board discussed the logistics and expense involved in mailing the elections ballot.

- IV. President's Report: Barbara Sawka.

The President reported on action she has taken since the Fall board meeting, including sending the proposed bylaws amendment to members, negotiating with the University of Maryland regarding the placement of the ARSC archives, authorizing advertising for the upcoming *ARSC Directory*, appointing Ted Sheldon as ARSC's representative at the upcoming IASA meeting in Hungary, sending letters clarifying committee charges to the heads of two ARSC committees, sending letters to ARSC members who have contributed above their dues, and monitoring plans for the 1993 MLA meeting in San Francisco. She also sent letters to the Board addressing the issues of recording at the conference, affiliating with the Australasian Sound Recordings Association, drafting the new ARSC brochure, and funding the videotaping of the preservation transfer workshop offered at the Peabody Conservatory of Music.

The Board discussed various options for the ARSC 1993 conference.

- V. Executive Director's Report: Phil Rochlin.

A written report was received and appears in the following section of this *Bulletin*.

VI. Treasurer's Report: Susan Stinson.

The Board discussed and approved the 1991 budget.

VII. Publications Committee.

A. The President reported on the committee's review of the *Journal*.

B. The *Journal* editor reported on the *Journal*. A written report was received and appears in the following section of this *Bulletin*. The Editor also reported on attempts to establish a column noting the receipt of current reissues. Recordings received would also be used for the purpose of review.

C. The *Newsletter* editor reported on the *Newsletter*.

D. The Secretary reported on the *Bulletin*.

E. The editor of the *Membership Directory* reported on the production of the upcoming *Directory*.

F. Don McCormick reported on advertising for the advertising editor.

VIII. Chapters Report

The President read a report from the Washington chapter.

IX. Archives Report: Harold Heckendorn.

Heckendorn reported on the disposition of past conference tapes.

X. AAA Report: Don McCormick.

A written report was received and appears in the following section of this *Bulletin*. The Board also discussed AAA's proposal to reprint Pickett and Lemcoe's *Preservation and Storage of Sound Recordings*.

XI. Fair Practices Committee Report: Suzanne Stover.

A written report was received summarizing committee activities. The committee's goal is to submit annually an article for publication in the *ARSC Journal* on the subject of fair use and copyright.

XII. Discussion of Elections

At the request of Executive Director Phillip Rochlin, the Board discussed how to report the results of the elections, specifically whether individual vote counts for candidates should be announced. It was decided to follow past procedure of announcing winners only.

XIII. Grants Committee Report: Richard Warren.

The President read Warren's written report and the Board passed a motion awarding the grants recommended by the Grants Committee.

XIV. Membership Committee Report: Brenda Nelson-Strauss.

A written report was received. The Board discussed the final draft of a new ARSC brochure and ideas for recruiting new members. The Board passed a motion approving production of a new ARSC brochure.

XV. Awards Report: Tim Brooks.

A written report was received and appears in the following section of this *Bulletin*.

XVI. Publicity Committee Report: Tim Brooks.

A written report was received and appears in the following section of this *Bulletin*.

XVII. 2nd Vice President's Report: Dick Spottswood.

The 2nd Vice President reported on the status of the upcoming conference.

XVIII. Local Arrangements Committee (1992 in Rochester) Report: Suzanne Stover.

A written report was received detailing preliminary plans and hotel arrangements for the 1992 annual conference.

XIX. Old Business.

The Board discussed audio and video taping at ARSC conferences, and both the disposition of master tapes and distribution and sale of taped conference presentations. The President appointed Tim Brooks and Don McCormick to review current conference taping policy and draft a revised policy taking into account the Board's discussion.

XX. New Business.

The Board discussed a letter from RILM soliciting an annual contribution to support their abstracting service. The Board declined to contribute.

The meeting was adjourned at 4:00 p.m.

Copies of written committee reports are available from the Executive Director upon request.

ARSC ANNUAL BUSINESS MEETING

May 18, 1991

I. Call to order.

Meeting called to order by President Barbara Sawka at 11:40 a.m. (Acknowledgments given to Dick Spottswood—Program Director, Chris Paton—Local Arrangements Chair and staff.)

II. Approval of minutes from May 10, 1990 meeting.

The minutes were approved as printed.

III. President's Report: Barbara Sawka.

Highlights of activities since the last members meeting:

a. President has been working with the University of Maryland to establish a permanent home for the ARSC archive. Members will receive a proposed by-law amendment to allow the archive to be deposited with the U. of Maryland and will be instructed to mail back the ballot by 90 days after this meeting.

b. Appointed Ted Sheldon as ARSC representative to this year's IASA meeting in Hungary.

c. Letters of thanks have been sent to contributors of \$50 or more over their annual dues.

d. A draft affiliation agreement with ASARA is in the final stages.

e. The final draft of the new membership brochure has been approved and will be ready soon.

f. The Board approved \$1,500 to videotape the audio preservation and transfer technology seminar organized by Morgan Cundiff and sponsored by the Peabody Conservatory of Music, the Audio Engineering Society, NARAS, and the AAA Committee of ARSC.

g. The Board is considering a joint meeting with the Music Library Association February 1-7, 1993 in San Francisco. Hotel rates would be more expensive than ARSC meetings in the past and the Board welcomes member input on this possibility.

IV. Executive Director's Report: Phillip Rochlin.

A written report was received and appears in the following section of the *Bulletin*.

V. Treasurer's Report: Susan Stinson.

The Treasurer explained various line items in the 1991 budget.

VI. 2nd Vice President's Report: Dick Spottswood.

The 2nd Vice President thanked the ARSC members for their support and encouragement in organizing the program for the past two conferences.

VII. 1991 Local Arrangements Committee Report: Chris Paton.

Attendance at the 1991 conference totaled 77.

VIII. 1992 Local Arrangements Report: Suzanne Stover.

The 1992 meeting will be held at the Eastman School of Music, Rochester, NY. A hotel with reasonable rates has been found near the school.

IX. Publications Committee Report: Barbara Sawka, Ted Sheldon, Tim Brooks.

A. Sawka thanked Mike Casey and David Sommerfield for the timeliness of the *Newsletter* and *Bulletin*. She also thanked Christine Hoffman, Advertising Manager, who is leaving this position to go on maternity leave. Special thanks as well to *Journal* editor Ted Sheldon for the fine job he has done.

B. A written report from the *Journal* editor was received and appears in the following section of the *Bulletin*. The editors are striving for improved balance in articles, and especially need articles on technical matters, popular music, non-music sound recording and cataloging topics.

C. The editor of the *Membership Directory* reported that 75% of the member entries in the upcoming *Directory* will include information beyond name and address. He indicated his desire to step down from this position and asked the Board to find a new editor within the next two years.

X. Technical Committee Report: William Storm.

The Technical Committee of ARSC is continuing as a collaborative partner with the Technical Coordinating Committee of the International Federations of Television, Film and Sound Archives, the Audio Engineering Society Standards Subcommittee for Audio Preservation and Restoration, the UNESCO Joint Technical Committee for Magnetic and Optical Systems, and the Technical Committee of the International Association of Sound Archives (IASA). The ARSC Board has been kept informed of these various groups' activities through written and oral reports.

Storm reported that the Technical Committee will work to develop a clearer mission statement and present it to the ARSC Board.

XI. Special Committees

A. AAA Committee: Don McCormick

A written report was received and appears in the following section of the *Bulletin*.

B. Awards Committee: Tim Brooks

A written report was received and appears in the following section of the *Bulletin*.

C. Fair Practices Committee: Suzanne Stover

Suzanne Stover summarized the committee's activities and announced its goal to submit annually an article for publication in the *ARSC Journal* on the subject of fair use and copyright.

D. Grants Committee: Richard Warren

Richard Warren announced the recipients of this year's ARSC grants: Henry H. Sapoznik, Steven Jones, and Mary Jane Capozzoli.

XII. IASA Report - Gerald Gibson.

Gibson summarized the IASA structure. He reported that he will propose to AAA that ARSC and IASA work jointly with the International Federation of Library Associations and the International Council of Archives to produce a glossary of unusual archival terms relating to the administrative, management, and technical aspects of audiovisual archives.

James McCarthy reported that the IASA Conference will be in Australia in September, 1992, invited all to attend, and showed a short videotape travelogue of Australia.

XIII. Old Business

The President discussed the proposed by-laws amendment. Ballots on the amendment will be included in an upcoming *Newsletter*.

XIV. New Business

The President thanked the outgoing board members for their hard work and devotion to ARSC. She announced that the following persons had been elected to the Board:

Members at Large:

Les Waffin, Elwood McKee

Secretary:

Holly Mockovak

Treasurer:

Manuel Morris

2nd Vice President:

Brenda Nelson-Strauss

1st Vice President & President-elect:

Martin Silver

The President also announced that the following persons were elected to the Awards Committee:

Classical Music:

David Hamilton

Popular Music:

Peter Grendysa

Jazz:

Phil Elwood

Judges at Large:

Tim Brooks, Dick Spottswood

The meeting was adjourned at 1:10 p.m.

EXECUTIVE DIRECTOR'S REPORT

May 1991

As I write this on the eve of our 25th Anniversary Conference, ARSC appears to be in good shape. You have already heard from our president Barbara Sawka, and many of our other recent activities and future plans will be reported on by the other officers and the committee chairs, so there is no point in my taking time to repeat what they will tell you. My own activities are concerned largely with the membership: forwarding kudos; fielding complaints, especially claims from libraries for supposedly missing publications; and best of all introducing ARSC to prospective members and welcoming them when they join. Also, this past year brought a number of complaints from members about the 50% dues increase in two years, from \$15 to \$20 in 1990 and to \$30 this year. I have tried to justify the increase, and I hope I succeeded.

For most of our members, though, especially the individual collectors, the heart of the association is its publications. I am beginning to become accustomed to having ARSC's publications appear more-or-less on time. Once again, our thanks go to *ARSC Journal's* Managing Editor, Ted Sheldon and his staff, the *Journal* Editorial Board, our authors and columnists, and the anonymous referees.

Our thanks, too, to that one-man operation, Editor David Sommerfield for our always-on-time quarterly *ARSC Newsletter*.

Last, because his masterpiece appears only once in two years, but certainly by no means least, our thanks to *ARSC Membership Directory* Editor Tim Brooks who manages to make sense of all those returned questionnaires, and turns them into an excellent *Directory*. He does all this in between compiling the "Current Bibliography" for the *Journal*,

chairing the Publicity Committee, and, at least for the present, overseeing the ARSC Awards Program. Truly, if you want to get something done, ask a person who is already busy.

Most important of all are the dues-paying members who make it all possible. Without you, there would be no ARSC and no ARSC publications and no other ARSC activities.

Let me now go on to some numbers. As of December 31, 1990, ARSC membership dropped by 10 (or 1%) from the previous year to a total of 1,006 from 1,016 in 1989, broken down as follows:

In the United States: 728 individuals and 154 institutions; *abroad in 23 countries:* 70 individuals and 38 institutions; for a sub-total of 990 dues-paying members; to which we add 12 exchange institutions and 4 honorary members, for a grand total of 1,006.

Sixty members joined in 1990, down from 82 in 1989 and 93 in 1988. Too, in 1990, 117 members were dropped due to death, resignation, non-payment of dues, or because their mail was returned by the Postal Service; however, 42 previous members were reinstated by paying their back dues.

On a percentage basis, dues-paying members for 1990: 79.3% are individuals, 19.1% are institutions; or, 87.7% are in the United States, 10.7% are foreign; and 1.6% are exchange and honorary members.

Despite the dues increase, there were 98 Sustaining Members in 1990, up from only 40 in 1989, with many more members contributing a lesser amount than that required for Sustaining Membership.

As of April 30, 1991, our current total is 964, including 28 new members who joined so far this year. Sixty-seven resigned or were dropped, with 11 previously-dropped members being reinstated by paying back dues.

Appended here as always are complete membership statistics compiled by Joan and Elwood McKee, ARSC's hard-working Members Extraordinaire.

In conclusion, I look forward to Saturday evening's closing banquet at which, to celebrate our 25th Anniversary, the first annual ARSC Awards for Excellence in Historical Sound Research will be awarded. They are a positive step forward, and we need thank Tim Brooks for conceiving them.

Thank you.

Respectfully submitted,

Phillip Rochlin

Final 1990 Membership and Financial Statistics

Membership

1990 data herein as of December 31, 1990

On December 31, 1990 there were 1,006 members of ARSC, as follows:

- 728 individual members in the United States (including 8 joint memberships)
- 154 institutional members in the United States
- 70 individual members abroad
- 38 institutional members abroad, totalling
- 990 dues paying members on the rolls at the end of December 1990, plus
- 12 exchange institutions (3 abroad)
- 4 honorary members
- 1006 total

Ten-Year Summary

	1982	1983	1984	1985	1986	1987	1988	1989	1990
Individuals	638	661	732*	743	829	842	855	820	802
Institutions	<u>195</u>	<u>201</u>	<u>176</u>	<u>193</u>	<u>202</u>	<u>203</u>	<u>201</u>	<u>196</u>	<u>204</u>
Totals	833	862	908	936	1031	1045	1056	1016	1006
Mbrs joined	87	101	*	107	95	88	93	82	60
Still mbrs	*	*	*	*	83	52	67	80	60
Resigned	53	101	*	79*	74	86	27	120	117
Reinstated	*	*	*	*	*	*	18	25	42

* = Precise data not available. Of the 936 members as of 1985, 658 are still on the rolls; data from earlier years are not available.

As of December 31, 1990, 109 members are located abroad as follows: Argentina 1, Australia 7, Austria 2, Bermuda 1, Canada 41, Denmark 2, England 14, Finland 1, France 4, Germany (BRD) 10, Greece 2, Israel 1, Italy 2, Japan 4, Luxembourg 1, Netherlands 3, New Zealand 2, Spain 1, Sweden 4, Switzerland 3, Turkey 1, USSR 1, Venezuela 1.

ARSC TREASURER'S REPORT

	Budget 1990	Actual 1990	Budget 1991
Annual Meeting, May 15, 1991			
Balance, Jan. 1	\$2,413.42	\$2,413.42	\$3,534.35
RECEIPTS:			
Back dues	\$500.00	\$1,455.00	\$500.00
Current dues	\$16,000.00	\$16,175.00	\$24,000.00
Advance dues	\$2,000.00	\$2,760.00	\$2,500.00
Foreign postage	\$550.00	\$625.00	\$550.00
Back issues	\$500.00	\$553.10	\$500.00
Conference	\$1,300.00	\$1,400.00	\$500.00
Membership donations	\$5,500.00	\$5,510.00	\$500.00
Sale of mailing list	\$150.00	\$225.00	\$225.00
Sale of Catalog Rules	\$80.00	\$112.00	\$100.00
Advertising	\$1,200.00	\$973.85	\$1,100.00
AAA	\$1,392.00	\$1,392.45	\$2,300.00
Interest	\$300.00	\$775.68	\$800.00
Misc.	\$0.00	\$3,112.87*	\$0.00
Total receipts	\$29,472.00	\$35,069.95	\$33,575.00
BALANCE PLUS RECEIPTS	\$31,885.42	\$37,483.37	\$37,109.35
EXPENDITURES:			
<i>Journal</i>	\$18,640.00	\$20,910.99	\$15,800.00
<i>Newsletter</i>	\$2,000.00	\$2,241.74	\$2,500.00
<i>Bulletin</i>	\$370.00	\$367.40	
Admin. management	\$2,500.00	\$2,853.25	\$3,500.00
Admin. program	\$2,000.00	\$1,162.29	\$2,000.00
Printing--cat. rules	\$50.00	\$0.00	\$0.00
<i>Membership Directory</i>	\$0.00	\$0.00	\$5,600.00
Grants	\$1,270.00	\$1,772.00	\$1,500.00
AAA operations	\$2,000.00	\$4,641.35	\$500.00
Discograph. Access Comm.			\$100.00
Misc.			\$3,000.00*
Awards Committee			\$500.00
Total Expenditures	\$28,830.00	\$33,949.02	\$35,000.00
NET BALANCE	\$3,055.42	\$3,534.35	\$52,109.35

* Temporary transfer of funds from Preservation account to cover year-end expenditures (\$3,000.00)

Respectfully submitted,
Susan Stinson

JOURNAL

Annual Report, May 1991

The *ARSC Journal* has been published during the past year from editorial offices at the Miller Nichols Library, University of Missouri-Kansas City. The Managing Editor has been assisted by Assistant Editor Jared Smith and Administrative Assistant Patricia Payne of the University Libraries staff. Printing, binding, wrapping and mailing of *Journal* issues continues to take place at The Lowell Press, Kansas City, Missouri.

Volume 21, No. 2 was published November, 1990 as a 155-page issue. Volume 22:1 will appear this month (May, 1991) as a 179 page issue. Volume 21 (1990) contained 363 pages in total. This constitutes a 48 percent increase compared to Volume 21, and an increase in content of 60 percent compared to Volume 18. More importantly, the quality of articles, discographies, and reviews has gradually improved. The improved quality and increased size of Volume 21 has led directly to better service to members from the ARSC publications program.

The worry about the availability of sufficient manuscripts to fill each issue has abated, being replaced by the need to increase the number of pages in each issue, and the opportunity to balance each issue somewhat more successfully.

Happily, the *ARSC Journal* continues to appear on schedule twice each year in May and November in accord with the wishes of the ARSC Board.

The spring issue, Volume 22:1, includes Bill Shaman's article and filmography on operatic vitaphone shorts, Ernie Dick's discussion of the Canadian Broadcasting Corporation's Radio Archives, and another in the series of articles by

Ray Wile concerning Edison and the early years of recorded sound. In addition, readers will find eight book reviews and seven sound recording reviews, among them Gary Galo's review of the three current reissues of Caruso. Galo's review is the best review published by this editor to date. Tim Brooks' "Current Bibliography" and the *ARSC Bulletin*, No. 24, Part 1 (1991) concludes the issue.

Currently, five articles are awaiting publication, and three others have been promised. The turn-around between date of first submission and publication now runs between three and nine months, even more impressive than the rate reported last October (1990). Nonetheless, the editor continues to actively seek manuscripts, especially articles on technical matters and on music other than classical. We need more submissions to reach the goal of better balanced issues. The *ARSC Bulletin* continues to appear at the end of each issue of the *ARSC Journal*.

Since the editorial offices of the *ARSC Journal* were moved to Kansas City over two years ago, we have experienced significant pain regarding a certain incompatibility of systems between the UMKC Libraries (IBM-DOS) and Lowell Press (Apple). This has led to multiple proofreadings of each issue, with unacceptable mistakes continuing to appear. As a consequence, the managing editor is requesting permission to make arrangements with Lowell Press to have the final "blue lines" of each issue proofread by Lowell Press. The cost for this service will not exceed \$500 per issue. We have encountered near disaster in the production of recent issues because we have not done this. I strongly recommend its approval. The budget request for the *ARSC Journal* will need to be adjusted in this and the coming fiscal years to accommodate this expense.

As is well known, the Managing Editor has resigned his position effective December 31, 1991. Because of that fact, the effort to examine the Editorial Board and make reappointments has been suspended pending the appointment of a new managing editor.

FINANCES

The following costs have been incurred in the publications of the *ARSC Journal*, including the *ARSC Bulletin*. Costs noted here are those billed or committed in the current fiscal year. They do not include support made available by the University of Missouri-Kansas City in the amount of \$9,000 for assistant editor's wages, and the time of the Managing Editor and his administrative assistant.

Printing, binding, wrapping, postage, mailing:

Vol. 22:1 (178 pages) (est.)	8,875.00
Vol. 22:2 (160 pages) (est.)	7,000.00
Postage	220.84
Telephone	89.97
Photocopy	92.19
TOTAL	\$16,278.00

Members are encouraged to send or call in comments to Ted Sheldon, Managing Editor, at (816) 235-1531.

Respectfully submitted,

Ted Sheldon, Managing Editor

ASSOCIATED AUDIO ARCHIVES REPORT

May 10, 1991

The AAA Committee has not met since the November, 1990 meeting in Washington, D.C., which was reported on at the Fall ARSC Board meeting. The Committee will be meeting here in Atlanta on Friday afternoon and again on Sunday.

Barbara Sawka and Suzanne Stover have been elected to three-year terms on the AAA Executive Committee commencing this year. The other four Executive Committee members serving out their staggered terms are Ted Sheldon, Richard Warren, Les Waffan, and Don McCormick.

The AAA Committee is recommending to the ARSC Publications Committee that ARSC publish a reprint of *Preservation and Storage of Sound Recordings* by A.G. Pickett and M.M. Lemcoe (Washington, The Library of Congress, 1959). This government publication remains a most important source for information on this subject and has been unavailable for many years. This document is in public domain and should be reissued. The Committee will finish an introduction to the reprint, explaining its timeliness and justifying its reissue. We are advising the use of the NEH grant funds set aside in the AAA Committee's budget for further publication support to finance this publication. It should be noted that according to explicit directive from the NEH, this is the only purpose for which these funds may be used. Distribution, accounting and advertising will be discussed at our forthcoming meeting and with the Publications Committee.

An "Audio Preservation Transfer Technology" seminar has been developed by AAA member Morgan Cundiff. It will take place in June, 1991, at the Peabody Conservatory of Music in Baltimore. The event is being co-sponsored by the ARSC/AAA Committee and the Audio Engineering Society Subcommittee on Audio Preservation. A brochure from Peabody Conservatory including an announcement of the seminar has already been mailed to the ARSC membership list and others. Obviously, such a program helps meet a primary goal of ARSC and its AAA Committee on education

and information sharing. Morgan has solicited and received partial funding on behalf of ARSC/AAA from NARAS and the Audio Engineering Society. As Chair of the AAA Committee, I advised Morgan to seek further support from ARSC President Barbara Sawka. Since external grant funding has been received for the seminar, a separate AAA account line has been set up to control receipts and expenditures, to be monitored by Elwood McKee and Manny Morris. This separate account is reflected in the AAA financial report attached to this report. Morgan will be updating the AAA Committee on the current status of the seminar at Friday's meeting.

As previously reported, the MARC tagging of the *Rigler and Deutsch Record Index* (RDI), contracted out to Phoenix Systems was completed and the conversion of the RDI into an on-line database in the RLIN network of the Research Libraries Group is currently in negotiation. We will have a report on the status of this negotiation at Friday's meeting. The original cost for this MARC tagging project was to have been covered by a prorated sharing of the bill by the five archives whose holdings are represented in the RDI. The final outstanding check for this assessment was recently received from Yale University and has been deposited into the ARSC account.

The final bill for the tagging work was received and due for payment in 1990. The total amount was more than the original assessment to the five archives because of additional work required to complete the project that had not been foreseen. The ARSC President had agreed that the project could not be stopped in midstream and had authorized its continuation with other funding from the ARSC budget. After consultation with current President Barbara Sawka, I submitted the final bill from Phoenix Systems to the ARSC Treasurer in November, with an authorization to borrow the necessary amount of funds from the reserved NEH funds in the AAA account to pay the bill until 1991 ARSC receipts could cover the bill. The borrowed amount has now been replaced in the appropriate AAA account line.

AAA member Richard Warren has completed a final draft of a potential publication on the storage of sound recordings as his part of an original AAA project to produce and publish a manual on all aspects of sound archives administration. Following our forthcoming committee meeting, this work may be offered to the *ARSC Journal* Editor for inclusion in a future issue.

The current AAA Committee financial report prepared by Elwood McKee is attached.

A full report on the forthcoming committee meeting will be submitted at the next ARSC Board meeting.

Respectfully submitted,

Don McCormick

AAA Committee Financial Report through May 1, 1991

The AAA Committee maintains a separate bank account—per agreement with NEH—set up to hold publications funds. The account currently includes two sub-accounts appropriately identified in each transaction. Sub-account 'Project 1' traces receipts and expenses associated with production and sales of the Final Report to NEH on the Preservation Planning Study (PS-20021-86). Sub-account 'Project 2' is similarly used in connection with the forthcoming Preservation Transfer Seminar directed by Morgan Cundiff. Funds are deposited by the undersigned; payments are made by the ARSC Treasurer or Assistant Treasurer upon documented requirements from authorized members of the AAA Committee.

Status of Project 1 Funds

Receipts

Grant Funds	\$ 4,150.00
Report Sales	\$10,212.08
Bank Interest*	\$ 414.90
Total Receipts	\$14,776.98

Expenses

Printing	\$ 6,056.26
Postage	\$ 1,798.44
Supplies	\$ 272.15
Handling Charge	\$ 1,125.00
Admin (bank charge)	\$ 54.94
Total Expense	\$ 9,306.79

Balance on Hand (Receipts minus Expense —
reconciled with bank statement) **\$5,470.19**

Status of Project 2 Funds

Receipts

Grant Funds (NARAS & AES to date) \$ 5,250.00

Expenses (none to date) \$0.00

Balance on Hand \$ 5,250.00

*Since April, 1989 when restoration of NEH grant funds to original balance allowed establishment of an interest-bearing account for further publications support.

Respectfully submitted,

Elwood McKee

**MEMBERSHIP DIRECTORY REPORT/
AWARDS COMMITTEE REPORT/
PUBLICITY COMMITTEE REPORT**

May 12, 1991

Membership Directory

A draft 1991 *Membership Directory* entry for each member was mailed out with the 1991 dues notices in January. Once again this proved a very effective means of obtaining member participation, with nearly 250 amended and modified entries being returned to the *Directory* Editor. Some members even returned unchanged entries marked "OK."

In addition, more than 80 new questionnaires have been received from new members and older members who had not previously submitted information. As a result, the 1991 *Directory* should be the most complete to date in terms of member information.

All data received has been entered into the database, and I expect to have final copy (in electronic form) to Ted Sheldon by the beginning of June. Ted has arranged for printing by ARSC's regular printer in Kansas City, with finished copies ready for mailing in July.

Several refinements have been made to the layout and contents of the 1991 *Directory*, including addition of fax numbers, extensions and information on members' use of personal computers.

An unsolicited inquiry was received regarding advertising in the *Directory*. I passed this along to Christine Hoffman who, I understand, is going to send out a mailing inviting advertisers to take space in this important biennial publication.

I request that the Publications Committee and/or Board begin the process of identifying my successor as *Directory* Editor. This will be my third *Directory* (1987, 1989, 1991) and due to other heavy commitments, in and out of ARSC, I would like to turn over planning for the next (1993?) edition to someone else.

Awards Committee

Administration of the first annual ARSC Awards for Excellence has gone fairly smoothly. Nominations were invited via (1) a general ARSC press release issued June 20, 1990; (2) notices in the Summer and Fall 1990 *ARSC Newsletters*; and (3) an "Invitation for Submissions" letter sent December 8, 1990, to more than one hundred publishers and record companies.

More than 60 nominations were generated by these efforts and by the committee itself, representing a broad range of exceptionally worthy works and individuals. It should be noted that most publishers were quite cooperative in supplying evaluation copies of award candidates, even though these particular awards were obviously unknown to them. Due to the tight deadlines it was decided to choose finalists via a conference call held on Saturday, February 23. All seven committee members participated from their homes. The conference took about two hours, in which time the committee by majority vote chose finalists in each of eight categories and resolved several procedural matters. Member Dick Spottswood was excluded from the discussion of the Country/Folk/Ethnic category, due to the candidacy of his own work ETHNIC MUSIC ON RECORDS; he stepped down from the committee once that work was chosen as a finalist. His place on the committee was taken by country/folk expert Norm Cohen.

The Chair then assembled copies of all 30 finalist works, and circulated them to the judges for evaluation on a prescribed schedule during March and April. The Awards will be announced at the annual banquet in Atlanta in May, and the winners will be publicized by press release thereafter.

Basically, the system worked well in this first trial, due to the hard work of all seven judges (plus Spottswood in the preliminary phases). I will poll the committee for post-awards comments, and any resulting recommendations for modifications in our charter procedures will be presented to the Board in the fall. I would also like to recognize the helpful input of Christine Farnon, Exec. VP of the National Academy of Recording Arts & Sciences, who provided information regarding Grammy Award procedures and record label contacts who may be helpful to us in the future; and of Jared Smith at UMKC, who designed the Awards Certificate.

ARSC should consider ways to continue to publicize the winners of these awards (and possibly all finalists) in the future. Not only would this enhance the prestige of ARSC and of the Awards, but it would provide a "suggested reading list" of clearly superlative works as a service to new members and others.

Publicity Committee

Two press releases were issued concurrently on March 15, 1991, announcing details of the 25th Anniversary Conference in Atlanta and finalists for the first annual ARSC Awards for Excellence.

There are currently 100 addressees on the ARSC Publicity Mailing list, including 10 overseas.

Respectfully submitted,

Tim Brooks.

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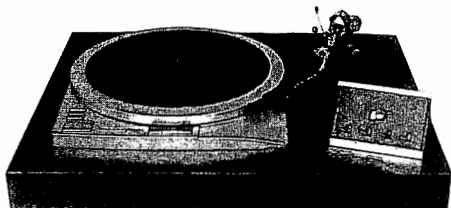
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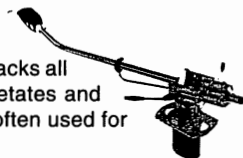
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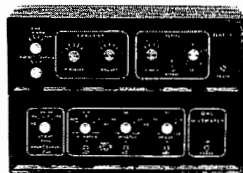
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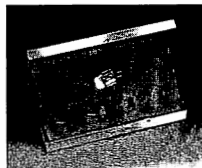
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