

Archives motion:

The archives steering committee moves that Area 92 increase funding, not to exceed \$1500/month to enable the repository to be moved to an appropriate location in the Spokane area on an experimental basis of 5 years.

BACKGROUND:

WSEA 92 decided to have a permanent repository in the Spokane area eight years ago. A temporary location in Airway Heights was found that was considered “climate controlled” by the facility. The previous and current Archivists have both found that this facility does not meet the requirements as stated in the GSO Archive Workbook (about 70F and 45% humidity). Nor does this facility meet the guidelines suggested for a repository. The archives need to be accessible and allow for the interaction of our fellowship with the history that is stored there. This “living history” is how the archives pass information and keeps our historical facts accurately recorded.

Due to the current storage temperatures and conditions, suitability and parameters are not being met and documents are deteriorating. In December of 2019 a hygrometer, which measures temperatures and humidity, was placed in the facility and has validated why the collection is in decline. This means that we are losing our history in real time. It is imperative that we locate a new repository so we can house our collection SAFELY and perpetually.

Presently we are spending \$288 per month for 2 storage units approximately 300sq ft. total which is insufficient for the amount of items coming in. The current repository makes on-site cataloging of the estimated 75,000 or more items extremely difficult without electricity and wi-fi being available for computers and printers, nor is it possible to adequately set up future equipment to digitize the collection. Currently we remove items to catalog which places them at risk of loss and/or damage.

The Archives Steering Committee has done research on the leasing of a commercial space for a repository in the Spokane area and would like to share our findings with the body. In the hope that this information will help clarify the expenses we will incur with the motion’s passage, here are some of our findings on the matter: Commercial property is leased in numerous ways, as one can imagine, so here are some of the options: triple net, double net, gross lease, modified gross lease and all of these methods address the costs of leasing a commercial space either by bundling all the costs of the property into one payment or having the lessee pay taxes and utilities separately. In the final analysis the payment will be the same. The lessor is also responsible for liability insurance for the property. If we are responsible, then we are the lessee. If the building owner is responsible then they are the lessor.

In speaking with property management professionals, the \$1,500 per month seems to be a workable number to cover all expenses for our needs and it should be noted that these numbers apply to Spokane. Some owners require a deposit and first month’s payment, and a lease agreement is a [1] year commitment and can run up to [5] yrs. with clauses to adjust payment amounts as per economic conditions.

To sum up the above information: we will be responsible for the payment for the property, taxes, utilities, liability insurance, Wi-Fi, etc. Savings might be possible if we were open to a basement property or a non-ADA accessible property so there are a lot of options.

The Steering Committee will agree to the size, location and suitability as described in the Steering Committee guidelines.

We have located a facility in Hayden, ID that would possibly meet our needs. Rent being about \$600 per month including utilities.

Examples of what other areas pay as follows:

Area 72 rents a 1400 sq.ft. commercial property in Stellacom Square, Lakewood, WA for \$1,494.55 per month, including utilities and Wi-Fi.

Oregon 58, rents a garage-sized Repository something like 30'x30', maybe more. Rent is \$915 per quarter, or \$3,360 per year. It is located in an out of the way town at the edge of the state.

Southern California Area 05 rents a public storage facility for approximately \$130 per month.

A new repository will also provide an area to catalog items on-site, provide hands-on training opportunities to new archivists and volunteers on how to catalog and store our collection safely.

The purpose of this motion by the Archives Steering Committee is to be able to fulfill our responsibility not only as the Archives Steering Committee, but as an Area to protect and preserve archival materials in a climate-controlled repository as stated in our Area handbook under 8.2.2, Archives Steering Committee duties.

If this motion passes it will give the committee the flexibility to secure a repository at the monthly cost of \$1500 or less and will give us the ability to control the environment and do the archival work necessary to preserve and protect Area 92 history.

Bill wrote: Concerning any given service, we therefore pose but one question: "Is this service really needed?" If it is, then maintain it we must, or fail in our mission to those who need and seek A.A.

We believe that if we ask our Home Group members, "do they want our history preserved?" Their answer will be yes, we want and need our history.

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Lisa D.-Area 92 Archivist
Lisa G.-Past Area 92 Archives Chair
Sarah B.-Past Archives Chair
Gabriele v.-District 17 Archivist
Tom W.-Intergroup Archivist Chair
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