



City of Gloucester  
Records Management  
Advisory Board

Minutes  
August 20, 2019  
3-5 PM

Location:  
Gloucester City Hall  
1<sup>st</sup> Floor Council Meeting Room  
9 Dale Ave  
Gloucester, MA

2019 OCT -2 PM 2:17  
CITY CLERK  
GLOUCESTER, MA

Initial Meeting of the Board

Present: Stephanie Buck, Jane Mead, Carol Kelly, Peggy Caulkins

1. Call to order at 3PM and evaluation of quorum requirements

In the City ordinance that the Board "shall consist of seven persons". Our question is should that be phrased "up to seven persons" and/or what's required to change the ordinance. What is our "quorum". Stephanie suggested we use the language, "A quorum consists of the majority of the members present".

2. Designation of Chair or Co-chairs: Jane Mead was nominated and voted unanimously into the chair.

3. Designation of Secretary, responsible for Agendas/Minutes. Carol Kelly was nominated and was voted unanimously as Secretary.

4. Examination of Ordinances effecting the Committee and discussion of our vision of our purposes and how they might be best achieved.

Stephanie moved that our first order of business to create a simple questionnaire: Are you aware of RS and do you follow it? Where are records kept and how are they organized? How can they be accessed? What are your needs? Seconded, Voted unanimously.

First step may be making sure Joanne Senos attends the next meeting so we can ask her for official understanding of the needs of the City.

Jane asks, what is our authority?

5. Proposal of initial inventory of existing records being stored by the City – discussion of

inventory details e.g. location, types of records etc. and how to manage inventory data. We'd like to arrange a "field trip" to view where records are kept (cellar of Post Office, Veteran's building, DPW, etc. Where IS everything?)

6. Question about tracking down an inventory of Archive materials which Katelyn Vance did. Peggy is willing to follow up on this.

7. Carol will meet with James Pope to check with him about digital or other recordkeeping

Next regular meeting of the Board: Tuesday, Sept. 10, 12-2. Carol will contact Joanne Senos to be sure she can attend.

The listing of matters are those reasonably anticipated which may be discussed at the next meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.