

XII.

ARCHIVES

AGENDA

Joint Meeting of Conference Committee on Archives and

Trustees' Committee on Archives

Wednesday, April 25, 2018 – 5:30 – 7:30 p.m.

Room:

Trustees' Committee Members

Cathy B.
Richard B.*
Christine Carpenter**
Mark E.
Yolanda F.
Tommi H.
Peter Luongo

Conference Committee Members¹

Panel 67
Jade F.*
Scott M.
Ted S.**
John W.

Panel 68
Allen D.
Teresa J.
Dale S.
Roger W.

*chairperson

**alternate and/or vice chairperson

- ◆ Introductions – Richard B., trustees' committee chairperson.
- ◆ Review Conference committee Composition, Scope and Procedure – Jade F. Conference committee chairperson.
- ◆ Review history of Conference committee – Michelle Mirza, secretary.
- ◆ Report of trustees' committee – Richard B., trustees' committee chairperson.
- ◆ Discussion and acceptance of trustees' committee report.

¹ Members of this committee serve on this as a secondary committee assignment.

Note: 1989 Conference Advisory Action

Each Conference Committee carefully consider their Agenda items and strive to make their recommendations for Advisory Actions to the Conference at the policy level. To be more financially responsible, when a Conference Committee recommendation involves a substantial expenditure of money, an estimate of cost and its impact on the budget be part of that recommendation.

CONFIDENTIAL: This is background for the General Service Conference, and as such may be a confidential A.A. document. Distribution is limited to A.A. members. Placement of this material in a location accessible to the public, including aspects of the Internet, such as Web sites available to the public, may breach the confidentiality of the material and the anonymity of members, since it may contain members' full names and addresses.

- A. Review draft of proposed publication, *Our Great Responsibility: A Selection of Bill W.'s General Service Conference Talks, 1951-1970*.
 - B. Consider request from the AA Grapevine Board to post the 2017 General Service Conference presentation, "A.A. Grapevine and La Viña" on AA Grapevine's YouTube channel.
 - C. Consider developing a policy on distribution of audio recordings of General Service Conference presentations.
 - D. Review Archives Workbook.
 - E. Election of chairperson.*
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*Election of chairperson

1. All Panel 68 members are eligible except for the 2019 delegate chairperson and 2019 Conference Committee chairpersons.
2. All committee members vote by written ballot (no verbal nominations).
3. Election by plurality. Second place becomes alternate chairperson.
4. New chairperson serves one year beginning at the close of the Conference.

2018 Conference Committee on Archives

AGENDA ITEM A: Review draft of proposed publication, *Our Great Responsibility: A Selection of Bill W.'s General Service Conference Talks, 1951–1970*.

Background notes:

2017 General Service Conference Advisory Action:

A draft or a progress report of *Unity in Action: Bill W.'s General Service Conference Talks, 1951-1970* (working title) be brought back to the 2018 Conference Committee on Archives for review.

From trustees' Archives Committee minutes, July 30, 2017:

The committee heard a progress report on the writing project from [A.A.W.S.] managing editor, and reviewed sample archival photographs for inclusion in the new publication. The committee will review a draft of the publication at its October 2017 meeting and also discussed the use of unpublished archival images in the book.

From trustees' Archives Committee minutes, October 29, 2017:

The committee reviewed a working draft of the proposed publication and agreed to continue the discussion at the committee's January 2018 meeting.

From trustees' Archives Committee minutes, January 28, 2018:

The committee reviewed and discussed the proposed publication *Our Great Responsibility: A Selection of Bill W.'s General Service Conference Talks, 1951 – 1970* and expressed appreciation for the work. The committee agreed to forward to the 2018 Conference Committee on Archives, the proposed publication, *Our Great Responsibility: A Selection of Bill W.'s General Service Conference Talks, 195 –1970*.

Background

1. Draft publication, *Our Great Responsibility: A Selection of Bill W.'s General Service Conference Talks, 1951 – 1970*. **Mailed to Conference Committee on Archives only.**

2018 Conference Committee on Archives

AGENDA ITEM B: Consider request from the AA Grapevine Board to post the 2017 General Service Conference presentation, “A.A. Grapevine and La Viña” on AA Grapevine’s YouTube channel.

Background notes:

From trustees’ Archives Committee minutes, January 28, 2018:

The committee considered and agreed to forward to the 2018 Conference Committee on Archives, a request from AA Grapevine Board to obtain a copy of the audio recording of the presentation, “A.A. Grapevine and La Viña” delivered at the 2017 General Service Conference for posting on AA Grapevine’s YouTube channel.”

Conference Advisory Actions related to distribution of archival recordings:

2007 Conference Advisory Action:

Any future proposed project involving widespread distribution of archival recordings be submitted to the Conference Archives Committee so that the Conference might provide guidance prior to production.

2015 Conference Advisory Action:

Audio recordings of General Service Conference presentations published in the General Service Conference Final Reports and audio recordings of the trustees’ farewell talks given at the closing brunch be made available in accordance with Archives’ Policies. Access to all other General Service Conference sessions will continue to be prohibited.

Conference Advisory Action related to posting anonymity-protected archival clips on aa.org.

2013 Conference Advisory Action:

The posting of freely accessible, anonymity-protected archival audio clips on G.S.O.’s A.A. website be done at the discretion of the trustees’ Committee on Archives and G.S.O.’s Archivist.

Background:

1. November 16, 2017 request from AA Grapevine Board.
2. Audio recording of 2017 General Service Conference presentation, “A.A. Grapevine and La Viña.” **Mailed to Conference committee on Archives only.**
3. G.S.O. Archives Policy “Sound and Moving Image Access Policies and Procedures.”

Mirza, Michelle

Subject: RE: Sound and Video Policy and Application Form

From: noreply@aa.org [mailto:noreply@aa.org]
Sent: Thursday, November 16, 2017 6:01 PM
To: Mirza, Michelle <mirzam@aa.org>
Subject: Sound and Video Policy and Application Form

Date: 11-16-17
Name: [REDACTED]
Address: Chair, AA Grapevine Board of Directors AA Grapevine Inc. 475 Riverside Drive, 11th Floor New York, NY
Telephone(s): [REDACTED]
Email:
Affiliation (if any): AA Grapevine
Items requested: The audio from the Grapevine presentation at the 2017 General Service Conference. The presentation was made by Josh E [REDACTED].
Subject of research: N/A
Purpose or expected product of research (book, article, thesis, dissertation, film, area/local archives use, personal/family research, other): We will match the audio with the PowerPoint slide show and post it on the AA Grapevine YouTube Channel

AGREEMENT

By signing below, I signify that I have read and understood the "SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES." I understand that if I do not adhere to these policies, my privileges as a user of the G.S.O. Archives may be revoked.

I acknowledge that I will be receiving one copy of the following recording, in digital format, on CD/DVD

Due to copyright restrictions, as specified in the "SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES," I agree that the recording I receive will not be published in any medium, nor posted on the Internet, nor otherwise distributed or copied further.

I acknowledge and agree that an essential condition of the permission granted to me is that I will abide by the anonymity policy. I will not identify any member of A.A., including its co-founders, other than by the first name and first initial of the last name. I agree that any publication of full names at the level of press and media is a breach of this agreement.

THE RESEARCHER WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE G.S.O. ARCHIVES, THE A.A. GENERAL SERVICE OFFICE, A.A. WORLD SERVICES, INC., AND ITS OFFICERS, EMPLOYEES, AND AGENTS AGAINST ALL CLAIMS, DEMANDS, COSTS, AND EXPENSES INCLUDING ATTORNEYS' FEES INCURRED BY ANY COPYRIGHT INFRINGEMENT OR ANY OTHER LEGAL OR REGULATORY CAUSE OF ACTION ARISING FROM THE USE OF G.S.O. ARCHIVES MATERIALS. I HAVE READ AND AGREED TO ABIDE BY THE ABOVE TERMS AND CONDITIONS AND THE "SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES.": yes

SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES
ARCHIVES OF THE A.A. GENERAL SERVICE OFFICE**Policy**

The G.S.O. Archives collection's sound and moving image recordings include productions by the G.S.O., individual A.A. members, and friends of A.A. The sound recordings include conferences, meetings, and other special events; speeches by Bill W. and other early A.A. pioneers; oral history interviews; and more. These recordings have great significance to the history of Alcoholics Anonymous, and help carry the message of the Fellowship of A.A.

For any researcher, we will endeavor to provide access to these historical materials. However, we are bound by several factors that may limit our ability to provide access or permitted copy of a recording when requested. In most cases the General Service Office does not hold copyright for the recordings. Many of the items are unique and in some cases the Archives retains the only known copy. In addition, many recordings reveal A.A. members' identities or contain other sensitive content. Because of the one-of-a-kind nature of these items and the G.S.O. Archives commitment to A.A.'s guiding principles, the following policies and restrictions apply to their duplication and use.

Procedures for Access

Researchers wishing to learn about our holdings, or wishing to listen to specific sound recordings or view archival film recordings should first contact the archives by mail, phone, or email. Each request will be considered individually. Depending on the needs of the researcher and the types of materials requested, a researcher may have to establish approval with the trustees' Archives Committee before being given access to the materials. The trustees' Archives Committee meets to decide on these requests three times each year. In special cases, consideration can be obtained at other times. If the request requires this approval, the archivists will direct the user through the application process.

Archives staff may have to view and/or listen to recordings to determine subject content and/or suitability for outside distribution and duplication, paying particular attention to issues of anonymity. This service is simply a preliminary listening/viewing to determine content, and no transcription will result. If the user requires a transcription, this will be done by a professional transcription service and additional charges may apply.

Given our limited staff resources, we ask researchers to restrict their requests for duplication to a reasonable quantity of material. The G.S.O. Archives reserves the right to impose limits on the amount of material that can be requested at any given time and by any one individual. In most cases, due to staff resources and copyright restrictions, a limit of one copy per item per request will be imposed. Duplication requests will be filled in a timely manner based on staff responsibilities. If a separate vendor must be engaged to make a copy, the charge will be passed on to the researcher at cost. Note that certain formats cannot be duplicated because of a lack of compatible duplication equipment.

SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES
ARCHIVES OF THE A.A. GENERAL SERVICE OFFICE

- **On-site access**

Assuming access is permitted, sound recordings or moving images are available for on-site listening or viewing. Researchers must make prior arrangements with the Archives so that proper playback and listening equipment can be made available.

- **Access copies and Restrictions**

The G.S.O. Archives reserves the right to restrict duplication due to concerns of copyright, anonymity, privacy, condition of the material, donor restrictions, and policy determinations recommended by Alcoholics Anonymous World Services, Inc., its General Service Office, and the General Service Conference and adopted by the General Service Board through its committee process.

- **Copyright**

If the Archives staff has any reason to believe that duplicating a videotape or sound recording will violate U.S. Copyright Law, they will refuse the request.

The person requesting the reproduction assumes all responsibility for infraction of copyright, or any use that exceeds fair use provisions. Any commercial application, publication or distribution by rental, lease, or lending of copyrighted materials is not fair use and always requires the consent of the copyright holder. This includes but is not limited to distributing CD or DVD copies, streaming, uploading or posting on the Internet. Permission to reproduce does not constitute permission to publish – see below for publication restrictions. For further information about copyright, consult the U.S. Copyright Office: www.copyright.gov.

- **Anonymity**

In keeping with A.A.'s 11th and 12th Traditions on anonymity, users are restricted from revealing the name of any A.A. member(s), living or deceased. A.A. members' anonymity, including the co-founders, must be maintained at the level of the public media, including works published in print and on the Internet. In each situation, the final decision to reveal the A.A. membership of a deceased member rests with the family. G.S.O.'s Public Information Policy on the Co-Founders' Posthumous Anonymity serves as guidance in Public Information activity surrounding A.A.'s co-founders. A copy of this Policy may be furnished upon request. If applicable, the Archives will require users to commit in writing to preserving A.A. members' identities from disclosure.

- **Condition**

Sound and video recording media (VHS tapes, cassettes, etc.) are typically fragile, and degrade quickly. Frequent use quickens this deterioration. The Archives Department will always act to ensure the survival of its audio recordings, and may deny any request that could not be granted without damaging the original recording.

SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES
ARCHIVES OF THE A.A. GENERAL SERVICE OFFICE

- *Donor Restrictions*

Some donors of audio or video material may have imposed restrictions on access as a condition of the donor agreement. These will always be respected.

- *General Service Conference Audio Recording Policy*

Access to audio recordings of A.A.'s annual General Service Conference is in accordance with a 2015 General Service Conference Advisory Action:

Audio recordings of General Service Conference presentations published in the General Service Conference Final Report and audio recordings of the trustees' farewell talks given at the closing brunch be made available in accordance with Archives' Policies. Access to all other General Service Conference sessions will continue to be prohibited.

Audio recordings of the General Service Conference, as specified in the Advisory Action above, are accessible for either on-site listening, or an access copy may be created for the user.

Distribution and Publication Restrictions

Permission to access our materials and have copies made *does not* signify that a researcher has been given permission to publish or further copy the material. Users will not be permitted to create duplicate copies of sound recordings or videos for the purpose of selling, re-licensing or widespread distribution. Users are not permitted to duplicate footage of any moving image material via digital devices, cameras, screen capturing, or any other media.

It is the users' responsibility to secure all necessary permissions from the copyright owner before making commercial, broadcast, or other use of this material. Refer to section on "Copyright" above.

G.S.O. Archives restricts use of its recordings in television, video, motion picture, and all other media productions, including posting on the Internet. For use in these media, when we own the copyright, separate permission must be obtained from A.A.W.S. The archivist can assist you in making your request to the right staff. Any reproduction of the material shall be solely for the use described in the submitted application and may not be reused in subsequent works without obtaining express written consent from the copyright owner. Furthermore, a researcher may not alter the recordings in any manner.

It is solely the responsibility of the researcher to obtain all necessary permissions from the copyright owner which may own or claim any proprietary rights whatsoever under statutory or common law before publishing any previously unpublished material. In many cases neither A.A.W.S. nor the General Service Board holds copyright for the audiovisual materials in its collections. Permission to publish sound recordings or moving images from the collection must be obtained from the copyright owner.

SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES
ARCHIVES OF THE A.A. GENERAL SERVICE OFFICE

In order to access audio or film materials from the G.S.O. Archives Collection, researchers must complete the Application for Limited Use of Sound or Film Recording and read and agree to the Terms and Conditions.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose than private study, scholarship or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement and/or subject to criminal prosecution.

Revised and approved by Trustees' Archives Committee 10/2016

APPLICATION FOR LIMITED USE AND REPRODUCTION OF SOUND OR MOVING IMAGE RECORDINGS

ARCHIVES OF THE A.A. GENERAL SERVICE OFFICE

I hereby apply for permission to consult the following archival recording, for the following stated purpose(s).

Date: _____

Please Print

Name: _____

Address: _____

Telephone(s): _____

Email: _____

Affiliation (if any): _____

Items requested: _____

Subject of research: _____

Purpose or expected use of moving images or audio recordings (book, article, thesis, dissertation, film, area/local archives use, personal/family research, other): _____

APPLICATION FOR LIMITED USE AND REPRODUCTION OF SOUND OR MOVING IMAGE RECORDINGS

ARCHIVES OF THE A.A. GENERAL SERVICE OFFICE

AGREEMENT

By signing below, I signify that I have read and understood the "**SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES**." I understand that if I do not adhere to these policies, my privileges as a user of the G.S.O. Archives may be revoked.

I acknowledge that I will be receiving one copy of the following recording, in digital format, on CD/DVD:

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I acknowledge and agree that an essential condition of the permission granted to me is that I will abide by the anonymity policy. I will not identify any member of A.A., including its co-founders, other than by the first name and first initial of the last name. I agree that any publication of full names at the level of press and media is a breach of this agreement.

THE RESEARCHER WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE G.S.O. ARCHIVES, THE A.A. GENERAL SERVICE OFFICE, A.A. WORLD SERVICES, INC., AND ITS OFFICERS, EMPLOYEES, AND AGENTS AGAINST ALL CLAIMS, DEMANDS, COSTS, AND EXPENSES INCLUDING ATTORNEYS' FEES INCURRED BY ANY COPYRIGHT INFRINGEMENT OR ANY OTHER LEGAL OR REGULATORY CAUSE OF ACTION ARISING FROM THE USE OF G.S.O. ARCHIVES MATERIALS.

☐ **I HAVE READ AND AGREED TO ABIDE BY THE ABOVE TERMS AND CONDITIONS AND THE "SOUND AND MOVING IMAGE ACCESS POLICIES AND PROCEDURES."**

Name of Applicant: _____ (print)

Signature of Applicant: _____ Date: _____

General Service Office Archives of Alcoholics Anonymous
475 Riverside Drive
New York, New York, 10115
Phone: 212-870-3400; email: archives@aa.org
Website: www.aa.org

Revised and approved by trustees' Archives Committee 10/2016

2018 Conference Committee on Archives

AGENDA ITEM C: Consider developing a policy on distribution of audio recordings of General Service Conference presentations.

Background notes:

From trustees' Archives Committee minutes, January 28, 2018:

Following a lengthy discussion, the committee agreed to forward to the 2018 Conference Committee on Archives the following agenda item: Consider developing policy on distributing audio recordings of General Service Conference presentations.

Conference Advisory Actions related to distribution of archival recordings:

2007 Conference Advisory Action:

Any future proposed project involving widespread distribution of archival recordings be submitted to the Conference Archives Committee so that the Conference might provide guidance prior to production.

2015 Conference Advisory Action:

Audio recordings of General Service Conference presentations published in the General Service Conference Final Reports and audio recordings of the trustees' farewell talks given at the closing brunch be made available in accordance with Archives' Policies. Access to all other General Service Conference sessions will continue to be prohibited.

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2018 Conference Committee on Archives

AGENDA ITEM D: Review Archives Workbook.

Background notes:

Workbooks for Archives, C.P.C., Corrections, Public Information, Treatment Committee and Accessibilities are reviewed by the appropriate Conference Committees during each General Service Conference.

Between Conferences, ideas for changes to a Workbook may be received. These may be reviewed by the appropriate trustees' Committee and implemented.

Alternatively, the trustees' Committee may choose to forward an idea to the Conference Committee for review. Members of the Conference Committee then have an opportunity to review proposed changes to a Workbook during the next General Service Conference.

Note: Workbooks are service material, and suggested changes to content do not require recommendations; rather, they are put forth as Additional Committee Considerations. The Archives Workbook (M-44I) is available on G.S.O.'s A.A. website (www.aa.org).

Background:

1. Archives Workbook. Available on G.S.O.'s A.A. website at www.aa.org/assets/en_US/archives-committees/m-44i-archives-workbook