



SPRING MEETING 2004 – CONFERENCE

Annual Business Meeting

Time: 9 am - 10 am

Voting by the membership on a CPA/SRMA merger, a nominal dues increase, and a few changes to the bylaws.

Management and Money in the Archives Session

Time: 10 am - noon

Presenter: Tim Blevins, Pikes Peak Library System

Whether you are a "lone arranger" or have staff and money to manage, it is always good to be prepared to justify additional needs, or even defend current resources. Creating a picture demonstrating the importance of a project or operation that non-archivists can understand is critical for success. Once funding is secured, it is imperative to keep track of it. If funding is not forthcoming, where else can you look? This presentation will cover some of the methods to justifying your existence - what administrators need/like to know, planning and managing a budget, generating revenue, and locating money that's free for the asking.

Tim Blevins is Manager of the Pikes Peak Library District's Special Collections. Mr. Blevins has experience ranging from shoe-string to multi-million dollar budgets and has managed archives and library operations employing between 2 and 20 staff members. He earned a MLIS from the University of Texas.

Students and Volunteers Session

Time: 1 pm - 2 pm

Presenters: Steve Fisher, University of Denver

“Supervising College Students in the Archival Environment”

James Jeffrey, Denver Public Library

“Volunteers in Special Collections”

Steve Fisher is Associate Professor and Curator of Special Collections at the Penrose Library, University of Denver. He came to DU in 1977 as Assistant Curator and became Curator in 1981. He earned his MLS and MA in History from Case Western Reserve University in Ohio. He currently teaches archival course work at the DU Library program and in his primary job as Curator has supervised many DU students over the past 26 years.

James K. Jeffrey is the Collection Specialist in Genealogy at the Denver Public Library. His graduate studies were in Local History and Archives at the University of Denver. He is founder and president of Colorado Librarians Offering Genealogy Services. Mr. Jeffrey has been at the DPL for 19 years where he coordinates the activities of local history and genealogy volunteers and docents.

Niche Collection Updates Session

Time: 2 pm - 3 pm

Presenters: Shannon Bowen, Reference Archivist, AHC American Culture/AV collections

Anne Guzzo, Audio-Visual Archivist, AHC music collections

Judith Prosser-Armstrong, Archivist, Museum of Western Colorado

Archivists working with small and private archives or with specialized collections present on their work.

American Heritage Center Tours

Time: 3:20 pm - 4 pm

AHC staff will conduct two tours of the AHC facility: a general tour and a “problem solving” tour.



SPRING MEETING 2004 – CONFERENCE

Archival Management: What to do with Money, People and Books

Friday, June 4, 2004

9 am – 4 pm

American Heritage Center (AHC), University of Wyoming
2111 Willett Drive (Centennial Complex) Laramie, WY 82071-3924

Find out how to make the most of budgets, employees and materials.
See the reverse side of this sheet for details about the sessions and presenters.

Morning snacks, lunch, and afternoon snacks are provided as part of the cost of registration.

The deadline for workshop registration is **May 26, 2004**. Conference sign-in begins at 8:30 am and the conference starts at 9 am.

Conference Cost:	\$40.00	SRMA Member
	\$50.00	Non-member
	\$20.00	Student with copy of valid ID

To obtain information about Laramie (including accommodations), please visit the Laramie Chamber of Commerce website: <http://www.laramie.org/listings.html>.

For directions to AHC, go to the SRMA website: <http://ahc.uwyo.edu/srma/meetings/2004spring.htm>.

If you have any special needs, dietary issues, or have any questions about the conference, please contact Program Chair Nancy Freeman:
Phone - (970) 266-6023; E-mail - nancy.a.freeman@aphis.usda.gov

CONFERENCE REGISTRATION FORM - ANNUAL SPRING MEETING Friday, June 4, 2004

Name: _____

Institution: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

Member \$40 _____ Non-member \$50 _____ Student (w/ ID) \$20 _____

SRMA taxpayer identification number – 98-1138500

Please return this form and your payment to: Nancy Freeman - National Wildlife Research Center
4101 LaPorte Ave. Fort Collins, CO 80521