

# **Preserving the Past for the Future of your Grange**

## **Virtual Leadership Workshop**

**Saturday, May 8, 2021**

**10:00 a.m.**

*Presented by PA State Grange History Committee*

**“Those who fail to learn from history are doomed to repeat it.”**



*Sir Winston Churchill*

# WHAT?

- Meeting minutes
- Scrapbooks
- News Clippings
- Pictures
- Oral Interviews

# WHY?

- Safeguard information that tells the story of your Grange
- Use past materials to guide decisions for the future
- Responsibility to pass down successes, failures, and processes to the next generation of leaders
- Provide historical resources for future reference/use

# How?

- **Minutes**

- Concise yet complete enough to explain what happened
- Complete
- Signed and dated

- **Reports/Pictures/Clippings**

- Consolidated into scrapbooks in logical order
- Identify people/subject of photos
- Consider framing and displaying for all to see

# Permanent Storage

- **Paper** – original format in most cases
- **Microfilm** – best for permanent preservation
- **Electronic/Digital** – provides immediate access to information by wider audience

# WHO?

- **President** – ultimate responsibility
- **Secretary** – records of regular meetings
- **Committee Chairs** – scrapbooks of activities
- **Historian**

# WHEN?

- Immediately
- Preserve as events happen and materials are generated
- If incomplete or lost, the information can never be replaced



# WHERE?

- **Paper Records**

- Secure storage site
- Filing cabinet, preferably fire-proof
- Acid-free (archival) storage boxes

- **Electronic**

- Desk-top or laptop computer hard drive
- Flash drive
- Website

- **Microfilm**

- secure, climate controlled (e.g. bank vault)



# Pennsylvania State Grange 150th Anniversary

**Organized in 1873**

- Visit: [www.pagrang.org/history-committee.html](http://www.pagrang.org/history-committee.html)
- Free, easy access to records from 1873 to present
  - Charter Ledgers – all active and inactive Granges
  - Charter Applications – all Granges
  - Published State Grange Histories
  - Journals of Proceedings
  - Newsletters
  - Executive Committee Minutes
  - Officers' Registers