

**Southwest Virginia LGBTQ+ History Project
General Meeting at Roanoke College
November 19, 2015**

8 people in attendance.

Agenda

See the original meeting agenda here:

<https://docs.google.com/document/d/1Ob7oHBwgyUvoKgvvHMWSyOP4Fcj9aXiPC1ZOmN8TBs/edit?usp=sharing>

(6-6:05pm): arrive

(6:05-6:15pm): Check-ins

(6:15-7:30pm): ARCHIVES

(7:30-8:05pm): ORAL HISTORIES

(8:05-8:10pm): departure

ARCHIVES:

We began with a discussion of the DIGITAL ARCHIVES initiative.

- 1) In partnership with the Fintel Library and Information Technology departments at Roanoke College, we will use SHARED SHELF COMMONS (<http://www.sscommons.org/openlibrary/welcome.html#1>) as a place to store and exhibit our digital files.
- 2) Information Technology at Roanoke College has also designed an UPLOAD FORM for our use (https://forms.roanoke.edu/digital_archive_project)
- 3) QUESTIONS/CONCERNS?
 - a. COPYRIGHTED ITEMS: Can we upload copyrighted images/articles with permission from the copyright holder? (ex. get permission from Roanoke Times to reproduce a newspaper article or photograph?; get permission from Virginia Historical Society to reproduce an archival item?)
 - b. ISSUES WITH THE FORM:
 - i. DATE: need to make the year more easily selectable, so that users can easily tag a date back in 1980s or 1970s, for example
 - ii. CUSTODIAN: add tab for people to list the “custodian” of the item, which may be different than the “name” of the person uploading.
 - c. MULTI-PAGE DOCUMENTS: can users upload multi-page documents (such as a newsletter?). Also, how will these items appear in Shared Shelf? Can users view a multi-page document in there?
 - d. FILE SIZE: any limits on file size for upload using the form?
 - e. THIRD PARTY ISSUES:

- i. DECEASED PERSONS: We need a policy for dealing with the rights of a deceased “third party” in a photograph, for example.
- ii. BLURRING FACES: If we really want to post a photograph without a third party member’s consent, can we blur faces to protect privacy?
- iii. We agreed on a policy to use our monthly History Project meetings for a face-to-face batch review of flagged photographs and other uploads w/ third-party content.

We continued with a discussion of the PHYSICAL ARCHIVES initiative.

- 1) GR distributed the recently-approved POLICY OF COLLABORATION between the LGBTQ+ History Project, the Roanoke Diversity Center (RDC), and the Roanoke Public Library (RPL)
 - a. REPRODUCTION IN BOTH PLACES: It was suggested that a policy should be drafted that all physical materials donated to RPL should also be digitized and reproduced in our digital archive.
 - b. REPRODUCTIONS FOR DONORS: It was also suggested that we might want to promise to donors to RPL that we will provide them with a CD of digital copies of everything they have donated, so that they can have a “copy” to hold onto.
- 2) GR distributed draft language for promoting our KICK-OFF EVENT at RDC on Dec. 7.
 - a. NOT A “DROP-OFF”: It was suggested to remove language about the event being a “drop-off,” as we don’t want people to just bring materials and then walk out the door without filling out the proper forms. Instead we will call it an “archive donation event.”
 - b. VOLUNTEERS: GR will recruit and train two Roanoke College student volunteers to help with the kick-off event.
 - c. FLYERS: GR will contact NG about making flyers for the event.
- 3) KICK-OFF EVENT at the Roanoke Public Library? We had originally pushed back to February. Now we are pushing back to when we have enough donations in hand to put on a little exhibit at the Virginia Room to celebrate the collection. Maybe April 2016?

ORAL HISTORIES:

Update on the ORAL HISTORIES initiative (to launch in February 2016!)

- 1) GR shared the LATEST FORMS (Interview Release Form & Informed Consent Form). We had aimed to reduce the paperwork that people needed to sign, and now we’ve got it down to two simple one-page forms!
 - a. COLLECTING PHYSICAL DONATIONS, TOO: It was suggested that students should also bring along the Deed of Gift Form and Preliminary Inventory Form, so that if interviewees want to

- donate material to the Physical Archives at that time, they can do so, and the students will process their donations
- b. THIRD-PARTY ISSUES: We decided against including specific language about third-party issues, but GR will train the student interviewers to tell/warn/ask their interview subjects to please avoid “naming names” and “outing” third parties. If third parties are still mentioned, then we will bring those cases to the monthly meetings for review (as per same policy for dealing with photographs and other physical items).
 - c. WHAT HAPPENS TO THE INTERVIEWS: Lots of questions about what happens to the interviews after they are completed. Many folks in our group want to see them go online and be word-searchable.
- 2) EQUIPMENT:
- a. AUDIO vs. VIDEO: There is a lot of interest in using video, but since this is our first time trying all of this, we are going to just use audio for now. Interview subjects should be informed, however, that this is an ongoing project and we may do video interviews in the future.
 - b. PHOTOGRAPHING: There is consensus that the student interviewers should photograph their interview subjects. GR will check w/ RPL to make sure such photographs are legally permissible, and what will happen to the photographs once they enter the collection.
- 3) RECRUITMENT of INTERVIEW SUBJECTS: We shared names and delegated responsibilities for being the “primary contact” for different potential interview subjects. The issue of the lack of women and the lack of transgender persons among our names was raised, and is a major concern.
- a. NEXT STEPS: Let’s prepare to have 8-16 confirmed participants for the oral history project by our next (mid-December) meeting. That list should prioritize:
 - i. People who were born in SWVA, or have lived here for a long time
 - ii. Lesbians
 - iii. Transgender persons
 - iv. Other people who are not white gay cisgender men! 😊

OTHER IDEAS:

We didn’t really have time to discuss any other project ideas. Some upcoming social events were discussed as opportunities to talk about the History Project.

ACTION ITEMS:

- 1) Our next meeting will be in mid-December, date TBD by Doodle Poll. Let's consider holding our meeting at the Main Branch of the Public Library, so as to familiarize ourselves with that space!
- 2) Look into scheduling a Behind-the-Scenes Tour of the Virginia Room for our group, so that we can learn more about that space, too.
- 3) Promote the Dec. 7 Archives Kick-Off Event! Flyers; Facebook event page; word-of-mouth.
- 4) Reach out to local LGBTQ+ organizations to encourage them to donate materials to the archives!
- 5) Make a Certificate to honor the founding contributors to the archives on Dec. 7.
- 6) Recruit and train student volunteers to help with the Dec. 7 kick-off event.
- 7) Update the Digital Archives Form and get answers to questions in advance of a planned Dec. 8 launch of the Digital Archives!
- 8) Get answers to questions about the oral history project, including making a plan for how the oral histories will be presented and searchable once completed.
- 9) Reach an agreement w/ RPL to ensure that we can digitally reproduce any item that is added to the History Project collection at the Virginia Room.
- 10) Get confirmations from 8-16 potential interview subjects for the oral history project.

LAUNCH DATES:

Dec. 7, 2015: Physical Archives Kick-Off Event @ RDC

Dec. 8, 2015: Digital Archives project goes "live"

Winter/Spring 2016: plan for Rural Outreach throughout SWVA

February 2016: Oral History project begins

April 2016: planned Kick-Off Event @ Virginia Room

September 2016: Pride Week events & projects (TBD)