

CBBAG-OV Meeting

Minutes

March 12, 2014

Theme: Managing digital collections, with Roxanne

President

Because of the snow storm, we discussed the best way of letting members know if a meeting were cancelled. Matters to be considered were: cut off time, 4:30 pm?, a notice on the website?, email? We don't have a protocol in place, so will resume discussions in September.

We received short notice about a new exhibit, Turning the Page, which is a collaboration of several groups. They have a book that they want bound. Spike offered to look into it.

Secretary

No report.

Treasurer

The budget balanced this year. Last year, we did not break even, likely due to a few cancelled workshops. We have \$5,000+ in the bank, part of which is being held in trust for a bindery (\$2,500). The money could be spent on tools, and not necessarily on a building, which would be a considerable cost.

April Exchange

Maggie reminded the group about the exchange. Those who wish to join will make one box, signed by the creator. Boxes are to be brought to the meeting in plain brown paper bags.

Exhibition

We are going to have an exhibition at the City Archives, which Spike and Roxanne are organizing. It will take place April 28-June 20. The agreement, which includes a kit of legal matters, has been completed by Roxanne. We will have lockable cabinets to use, although at this point, we don't know how many, and must provide our own tools. Having an opening reception was discussed, and the decision was not to host one. Advertising will be needed. Putting a notice in *Our Town* in the Citizen is costly.

A call for works will go out, to our full mailing list, with our April meeting being the deadline to submit. This would be sent to Holly for distribution.

The Archives require a list of works from us one week before the exhibition starts. Roxanne will do the invitation, with a translation provided by Lilian. They are willing to do translations for us, but require 4 weeks to do so, which does not work for us.

We are responsible for our own marketing. Whatever is posted must be bilingual. After some discussion, we decided to name the show: (Un)Bound/(Dé)bridé. If participants want to

provide biographical and contact information, in case of sales, then a binder could be assembled, with business cards. A generous supply of bookmarks is needed. Having a list of dates for future meetings and programs would be good to attract new members. A handbound guest book will be provided and visitors will be advised that we will add them to our mailing list if they leave their email addresses. Our mailing list is not strictly a CBBAG list, it represents our email outreach.

There is no theme for this show, yet, but for future shows, there will be.

Spike will not be available on the actual day of set-up, if it goes ahead on the Saturday as planned. Since she will be collecting the works being submitted to the show, an arrangement will need to be made to get them to the Archives. Roxanne will be spearheading the setup. It is likely some money will be spent on printing advertisements. Roxanne will create some prints, 8 1/2 x 11 in. in size.

Lilian asked if prints would be accepted, to go in the exhibit, and was assured they would.

Workshops

Japanese bookbinding is full. Secret Belgian binding has 9 people registered. Clamshell boxes has 3 so far.

Binding of personal books

Wendy asked, on behalf of a friend, how one could get a novel published. Steve mentioned Smiths Falls Bookbinding, who charge \$15 per copy. One can send a copy of the book electronically, and the bindery would do the rest. Unbound copies could also be produced, for less money.

Show and tell

Maggie had brochures for an upcoming studio tour in Pakenham, near the end of March. Susan showed the gilded letters she had made at a recent Calligraphy Society workshop. Spike showed one of her clamshell boxes, and some examples of secret Belgian binding. Last fall, Spike undertook a commission to make 39 clamshell boxes. For these, the boards had already been cut. A light-coloured paper backed cloth is being used, which is great, as it does not show glue marks.

Wendy had her own clamshell box, and 2 accordion books, with the names of the regional plants, that she had made while in Italy. The two books had been on display, then were recently returned to her. The predominant thing was prints made from European walnut, which made papers look yellow. Wendy had printed the cloth from plants. People thought this would make a good idea for a workshop next year!

Lilian had several recent carvings, and an interesting 150 year old Japanese book, that tells how to read the future.

Program

Roxanne spoke about how she manages digital images and art collections on a computer. She has been hired by artists to manage their collections. For doing marketing work, such as producing labels, having an orderly list with complete information is a real time saver. She suggests creating a master list, with one file for each work. Creating a form, which acts as a checklist, is also great for pulling out necessary details quickly. A spreadsheet is a good tool for inventory. A detailed handout, with illustrated instructions accompanied her talk.

Next meeting: April 9, 2014

Theme: ABCs of archives with Mary McIntyre and swap

12 in attendance