

# Archives Ad Hoc Committee Recommendation

(not a motion—discussion and hopefully a motion and vote at the Pre-conference Assembly)

The Archives Ad Hoc committee is grateful for the trust you've given us to find a solution to find a new location for the CNIA Archives.

We're looking to move the Archives for several reasons.

Our Area Archives have been at the same location in Stockton for over 30 years, with no real rent increase since 2000. Unfortunately, \$235 per month is no longer a reasonable market rate for the space we need.

The current office is approximately 300 square feet and has become too small to display and store the Archives.

The owner of the building in Stockton has retired and closed the business, which occupied the rest of the building. This also means that we no longer have access to Wi-Fi. We're now the only tenant in the space.

Additionally, the office is on the second floor, and the building does not have an elevator, meaning it's inaccessible to any member who cannot climb a flight of stairs. Since the Archives Chair and Alternate Archives Chair often travel with items from the Archive, they have to carry boxes up and down the stairs. Both considerations limit who could serve as the Archives Chair.

Also, the neighborhood isn't the safest, and the office isn't very nice. The current and past Archives Chairs would love a more presentable place to exhibit our history.

As much as we'd love to present you with an exact location and fixed monthly costs, the constantly changing real estate market and our approval processes for significant expenses doesn't give us the ability to do so.

Our recommendation to the Area is to consider a monthly increase in rent to \$1000-1500 per month with an additional \$400 per month, if necessary, for utilities. We'll most likely have to pay for internet service but may be able to find a building where some or all the other utilities are included in the rent. Again, it depends on the locations available when we begin the actual location search.

In addition to the monthly expenses, there are some one-time expenses that we'll need to consider.

First, the furniture at the Stockton Archives is old, and we don't have proper display cabinets or shelves. We also need larger worktables to continue conserving items like the Grapevine and La Viña magazines.

Secondly, there may be construction costs to customize the space to meet our needs. The actual cost will depend on the space. Again, this will depend on what's available when we start our search.

The committee also considered finding a location to house the Area Committee Meeting (ACM) also. The proposed new monthly expenses are a considerable increase to our spending plan, and currently, the additional cost of ACM space is not feasible.

The committee is recommending the following for discussion at the Post-conference Assembly. For the search to continue, a motion—based on discussion—will need to be made, and the Assembly will need to approve the motion. Otherwise, the discussion will be continued in October at the Mini-PRAASA assembly.

---

### Ongoing Monthly Expenses

---

#### Office Space

- 700-1000 square feet
- \$1000-1500/month

#### Utilities

- \$400
  - Electric
  - Water/Sewer
  - Trash
  - Internet

---

### One Time Expenses

---

#### Additional Expenses for Archives

- Furniture \$1550-2000
  - Tables and chairs—\$300-400 (12 chairs/2 tables)
  - Display Cases Shelves—\$650-800
  - Study Area—\$400-550 (chairs, lamp, table)
  - Desk—\$200-250
- Tenant Improvements
  - Will depend on location
  - Up to \$5000 with approval for additional expenses at ACM instead of the Assembly

---

### Final Approval

---

Normally, significant increases in spending that are not already in the spending plan need approval from the Assembly. There is a five-month gap between the Post Conference (May 2024) and Mini-PRAASA (October 2024) assemblies, and approval of a time-sensitive decision in the usual manner would be impossible.

In addition to the funding increases above, we're also recommending that the final choice for the actual location is made by the CNIA Area Officers, with input from the Archives Chair and Alternate Archives Chair, provided the location meets the criteria passed by the Assembly.

Also, if there's a need to increase the spending for furniture or construction costs, we suggest the Area Committee (Officers and DCMs) be given the "right of decision" to add to the project budget.

Please visit [cnia.org/cnia-area-07/archives/archive-adhoc-committee/](https://cnia.org/cnia-area-07/archives/archive-adhoc-committee/)

Contact the committee at [archivesadhoc@cnia.org](mailto:archivesadhoc@cnia.org).

In love and service,

Christina A., DCM District 21  
Emily L., Area Alternate Chair  
Herminia N., Archives Chair

Jenn D., Past Delegate Panel 72  
Robert G., DCM District 36