



TRTA: TEAMWORK IS KEY

THROUGH THE HISTORIAN RESOURCE GUIDE

2017-2018

Historian Resource Guide

2017-2018

The resource guide is designed to assist District Historians and Local Unit Historians. This year the Resource Guide includes edits to the previous year's resource guide. Edits may take place each year so please be sure to follow instructions as communicated by the current TRTA State Historian and passed along through your current District Historian. The resource guide is divided into four (4) sections which are summarized here.

Part 1: Duties of Historians

- Duties are defined for the state, district, and local unit historian. At the beginning of each year the state historian will compose a letter that is distributed by TRTA usually in August. The letter explains the overall focus or spotlight of the year's submissions for the State Memory Book. The letter will also give specific instructions and deadlines for submissions.
- Part 1 of the resource guide also gives guidelines and notes on being a good historian and tips for taking good pictures.
- It is preferred that digital formats be used for composing and submitting materials for the State Memory Book. However, traditional scrapbook pages can be scanned and submitted in digital format as well.

Part 2: Guidelines for Memory Pages

- Options for submitting pages are to **email PowerPoint slides or pages done in Microsoft Word**, OR to email **scanned pages** in jpg format OR to **mail print paper pages**. All pages are to be submitted to the District Historian who will collect them and forward them to the State Historian.
- Other guidelines for compiling a page are: a) Use landscape format; b) Include a title showing the local unit's name; c) Include one or more images; and d) Provide a caption or description for each image on the page.
- Examples or samples of pages are given in the resource guide.

Part 3: Creating Spotlight Pages

- Based on the focus of the year, submissions to the State Memory Book will request that the local unit "spotlight" their unit's leadership (**year one**) or achievements and activities (**year two**). Examples of each are given.

Part 4: Archiving Options

- Section 4 of the resource guide gives tips for the preservation of various types of materials, photos and files. Tips include how to best archive traditional scrapbooks, photographs, newsletters, brochures, flyers, clippings, and digital media. Options for the storage of documents are also reviewed.
- Contact information for the TRTA State Historian is provided.

Note: It is generally recommended that each Historian be familiar with and skilled in using email, using Microsoft PowerPoint, saving and sharing digital photos, and scanning documents.

Alternatively, historians may enlist the assistance of their unit's Technology Contact, their District Historian, or another member who is familiar with these types of operations.

The training this year will include a demonstration of helpful digital operations such as using Shutterfly to create your scrapbook. There will be sample Shutterfly memory books to look at from District 10 during the presentation. The current State Historian has made personalized videos to help you use PowerPoint for your slide submissions. There is a video teaching how to make the year one leadership slides of your officers and committee chairs, and another to show how to create the year two slides spotlighting your local unit's activities, linked below. If there is an interest, the historian will also make a video on an "Introduction to Shutterfly for Historians" which will be available for you to access on YouTube.

I wish you success in your important and much appreciated efforts for your unit and district, and I hope I can meet you at our State Convention!

Sandy Carlisle
TRTA State Historian
Historian.trta@gmail.com
214-808-8018

Year one for historians, making spotlight slides of your local unit's officers and committee chairs:

<https://youtu.be/B6iMWPczwRE>

Year two for historians, making spotlight slides of your local unit's activities or events:

<https://youtu.be/FcPyiWlfQBc>

Additional brief videos on working with PowerPoint, creating collages:

<https://www.youtube.com/watch?v=8RRQPtZWWns>

<https://youtu.be/3UaR-nSDXBg>



Texas Retired Teachers Association

313 E. 12th Street, Suite 200 | Austin, TX 78701-1957

800.880.1650 | 512.476.1622 | fax 512.476.1003

The Voice For All Public Education Retirees

www.trta.org

MEMORANDUM

To: TRTA Local Unit Presidents and Historians

From: Sandy Carlisle, TRTA Historian

Date: August 2016 (first year) and August 2017 (second year)

Re: 2016-2018 State Memory Book Materials

As TRTA Historian for the biennium (2016-2018), I am writing to inform you of the process for development of the State Memory Book. Traditionally the State Memory Book has been the local units' gift to the State President. Four years ago we began a process to move towards a digital rather than a printed State Memory Book. We continue to learn more and improve the process. We want to continue to gather materials from all local units and allow for displays at state conventions, yet work toward streamlining the process for everyone and include the use of technology to improve our process. Please note the following procedures as you plan for your submissions.

Scope of the Memory Book: At the state level the development of a State Memory Book covers a two-year period (July 1, 2016 through June 30, 2018) which coincides with the biennium of the term of office for the elected TRTA officers at the state level. During the current biennium we will continue the previously established plan and process. In the first year of our biennium (2016-2017) we will highlight LEADERSHIP. During this first year, we will collect pictures of local unit officers and committee chairs. The second year of our biennium, (2017-2018), will be the "spotlight" year when we ask that you submit pages highlighting your choice of your local unit's activities and accomplishments. Submissions from local units will be compiled into a slide show for this year's state convention in Austin.

Materials from the Local Units: Please submit two pages with pictures of your unit officers and committee chairs. The two pages should include a heading or title of the name of the local unit on each page. (Your Local Unit Name Officers; Your Local Unit Name Committee Chairs) Clearly label any pictures included on the pages with captions to include names and titles of those in the picture.

Submission of Materials: Local units should submit their pages to the DISTRICT HISTORIAN no later than December 15, 2017. The following options are used for submitting pictures and captions:

Option 1: Email files of the two pages prepared in either PowerPoint (preferred), Word document, or printed pages that have been scanned as a jpg format (see instructions below)

Option 2: Mail hard copies of the two pages (see instructions below).

Guidelines for preparing and submitting ALL MATERIALS (either print or digital)

1. Submit only two pages.
2. Use landscape layout (horizontal), not portrait layout (vertical).
3. Include local unit name as a title on each page. Use font size 28 or higher for the local unit titles.
4. Caption all pictures with the names of each person in the submitted photos. For caption names use font size 18 or higher.
5. Submit pages to your DISTRICT HISTORIAN. Deadline is DECEMBER 15, 2017. Do NOT email or mail materials to the TRTA office or to the TRTA State Historian.

Guidelines for submitting email or scanned pages

1. If possible, construct your memory book pages as PowerPoint slides and attach the PowerPoint files to an email. If scanning printed pages of scrapbooks or pictures, save them as jpg format and attach the two pages to an email.
2. If you need assistance creating PowerPoint, consider the following resources: your local or district tech chair, other local members, active teachers, relatives, Youtube videos on PowerPoint introduction tips. I have made a video specifically for historians; the links are listed below. You can learn it – it's fun!
3. Email the file to your DISTRICT HISTORIAN. Deadline is DECEMBER 15, 2017.

Guidelines for submitting print pages

1. Pictures and captions should be glued (affixed) on 8.5 x 11 card stock paper, landscape layout. See directions above for suggested font size; the bigger, the better.
2. Submit only two pages, one side for each. Plastic sleeves, folders and notebooks are not necessary and will increase shipping costs. Submit pages in a 9 x 12 envelope.
3. Write "DO NOT BEND" on front and back of envelope if you are mailing or delivering to your DISTRICT HISTORIAN. Deadline is DECEMBER 15, 2017.

2017 State Convention (Display and Training Session): The State Convention for this year is planned for March 27-29, 2017 in Austin. As in the past we plan to prepare a continuous slide show of the submitted pictures from the local units for those attending the convention to view and enjoy. This year there may be space in the exhibit area for displaying local unit and district level memory books. Your District Historian will let you know; if there is space, you will be invited to prepare your local unit's memory book, digital or hardcover, and bring it to the convention for display. The convention will also include a training session for historians and others interested in the archiving of our records.

Thank you so much for your participation in the State Memory Book project. Please feel free to call me at 214-808-8018 or email historian.trta@gmail.com if you have any questions or concerns. I look forward to seeing your pictures and hope to see you in Austin at the convention!

TRTA HISTORIAN RESOURCE GUIDE

OVERVIEW OF THE GUIDE

Duties of Historians



Guidelines for Memory Book Pages



Building Your "Spotlight" Pages



Archival Options and Resources

PART I:

DUTIES OF HISTORIANS

STATE HISTORIAN DUTIES:

The State Historian shall:

1. Provide an annual record of the organization's operations and events to be maintained at the TRTA office as a permanent history with the assistance of TRTA staff;
2. Provide a report to the annual House of Delegates
3. Seek cooperation from officers and standing committee chairmen in collecting information;
4. Prepare a state memory digital file with the assistance of the district and local unit historians, which is to be displayed at the TRTA Convention and then be presented to the president at the end of the president's term; and
5. Perform other assigned duties to fulfill the objectives of TRTA.

DISTRICT HISTORIAN DUTIES:

Suggested Activities:

1. Keep a written and pictorial record of activities and accomplishments of the district;
2. Preserve any published articles about district activities;
3. Preserve the district newsletter; and
4. Perform other duties as are requested by the president.

LOCAL UNIT HISTORIAN DUTIES:

Suggested Activities:

1. Keep a written and pictorial account of the activities and accomplishments of the local unit;
2. Keep a scrapbook for the local unit; and
3. Update the history of the local unit annually

STATE / DISTRICT / LOCAL WORK TOGETHER ON THE STATE MEMORY BOOK

- The **State Memory Book** is a digital record that goes to the TRTA State President . It is compiled by the State Historian and is composed of pages contributed by local unit historians from around the state. Note: Each year of the biennium will have a specific focus/ theme.
- We will work closely to contribute “Spotlight” pages for the State Memory Book Project each year.

STATE HISTORIAN COMMUNICATIONS

At the beginning of each year the State Historian will:

1. Compose a letter which is distributed to the District Historians and Presidents, usually in August or September.
2. The letter will explain the overall focus for slide submissions for the State Memory Book.
3. The letter will also give detailed instructions and deadlines for submissions.
4. Each District Historian will be asked to review the letter and pass it along to each of the Local Unit Historians within their district.

NOTES FOR HISTORIANS:

- It is your job to capture the “happenings”:
- Encourage others to share pictures with you
- Enlist the help of others in your group
- Contribute to the State Memory Book Project and/or District Scrapbooks

➤ **YOUR GOAL:** Remember that you are preparing a record to provide members with a sense of history and connection to each other.



BE A GOOD HISTORIAN:

- Keep a calendar of events
- Plan ahead and be prepared
- Decide on the type of record you will keep for the use of your own local unit
- What will it be?
- A Scrapbook or photo album?
- A Digital Display or collection of photo images?
- Other Media: CD, PowerPoint, etc.?



DIGITAL DISPLAYS or PHOTO ALBUMS

Examples of digital displays or photo albums:

- Shutterfly or Snapfish
- Walgreens, CVS, Target, Walmart, etc.
- Adobe Photoshop
- CD or Movie format example:
using Picasa, Smilebox, Corel VideoStudio, etc
- Microsoft PowerPoint slide presentation

*MORE TO COME ABOUT
DIGITAL FORMATS*

THINGS TO DO

- Keep a log of information for accurate dates, names, and descriptions of events
- Print and label photos promptly
- Include as many members and activities as possible
- Arrange and prepare your record
- Select or create your unit's "Spotlight" pages for the State Memory Book:
- Year one - officers and committee chairs
- Year two - activities or events



Delivering books and a check to
Celina Middle School Librarian



FARSP members at the
Retirement Seminar in McKinney
February 2016

GENERAL TIPS FOR GOOD PICTURES

- Get close
- Include candid pictures
- Use natural light
- Get everyone's eyes open



GENERAL TIPS FOR GOOD PICTURES

- Avoid harsh shadows
- Use the self-timer (or a friend!) so you can include yourself in some of the pictures
- Catch the fun moments
- Take multiple pictures and save or use the best ones



PHOTOGRAPHS OF A GROUP

- Use different levels
- Try looking down
- Give them something to do



TIPS FOR SUCCESS



- ✓ Learn how to take attractive photographs
- ✓ Brush up on computer skills such as PowerPoint, photo editing tools that come with your computer, or online photo storage
- ✓ Check your records & have someone proofread
- ✓ Record details as soon as possible
- ✓ Include as many members as possible
- ✓ IMPORTANT! Written permission must be obtained when using pictures of children.



Eloise's grand daughter just got a job teaching in Joyce's namesake school!!!!

HAVE FUN!!!

PART 2:

GUIDELINES FOR MEMORY BOOK PAGES

THE STATE MEMORY BOOK

WILL BE IN A DIGITAL FORMAT AND :

- ❖ Presented to the TRTA State President
- ❖ Composed of **"Spotlight" pages sent in from local units** throughout the state
- ❖ Compiled by the TRTA State Historian
- ❖ Displayed at the annual TRTA Convention

STATE MEMORY BOOK “SPOTLIGHT” PAGES

Options for submitting Local Unit “Spotlight” pages for the TRTA State Memory Book:

1. Email PowerPoint slides in ppt. format OR
2. Email Microsoft Word pages OR
3. Email scanned pages in jpg format
4. Mail hard-copy (printed) paper pages

GUIDELINES FOR ALL OPTIONS

1. All pages layouts should be:
“LANDSCAPE” (HORIZONTAL)
2. Submit all pages to your DISTRICT HISTORIAN,
NOT to the STATE HISTORIAN or TRTA office.
(District Historians will submit all their local pages to the State Historian)
3. Include your Local Unit name as a title on each page
4. Caption all pictures: (officers, 2016-2017; Christmas Luncheon, Dec. 2017)
5. Submit pages/slides as one side only
6. Any pictures of children **MUST HAVE WRITTEN PARENTAL PERMISSION**

SUBMITTING “POWERPOINT” SLIDES OR MICROSOFT WORD PAGES

- ❖ Create PowerPoint slides (preferred) or Microsoft Word pages following guidelines for all options
- ❖ Please do NOT email materials to the TRTA office.
- ❖ Attach your slides in ppt. format or as a Word document to an email
- ❖ Send the email with attachment to your District Historian

GUIDELINES FOR SUBMITTING SCANNED "SPOTLIGHT" PAGES

- ❖ Scan "Spotlight" pages and save in jpg format.
- ❖ Attach the pages in an email message and send to your District Historian
- ❖ Please do not email your materials to the TRTA office.

GUIDELINES FOR SUBMITTING PRINTED PAGES

- ❖ Glue pictures and captions on 8 ½ x 11" card stock in **landscape** layout, caption font size 18+ , title 28+
- ❖ Submit only the requested number of pages
- ❖ Do not send in plastic sleeves or folders
- ❖ Mail pages in a 9" x 12" envelope to your District Historian with "DO NOT BEND" noted
- ❖ Print pages will be included in the State Memory Book as submitted (No edits are possible)
- ❖ Print pages should be scanned by DISTRICT HISTORIAN AND SUBMITTED ELECTRONICALLY TO THE STATE HISTORIAN

resources

- ❖ Training for Office 2007 and 2010:
<http://www.customguide.com/computer-training/quick-references>
 - ❖ Training for other Microsoft editions: <http://www.office.microsoft.com>
 - ❖ Training for Mac Users (for Mac 2011):
<http://office.microsoft.com/en-us/mac-powerpoint-help/powerpoint-for-mac-2011-basics-RZ103895020.aspx>
- OR: <http://www.microsoft.com/mac/powerpoint/getting-started-with-powerpoint>

PART 3:

BUILDING YOUR “SPOTLIGHT” PAGES

TRTA
wants to

SPOTLIGHT



LOCAL UNIT!

What Should You Spotlight?

Each year of the biennium, the State Historian will remind you of the year's focus.

Following this focus, you will submit two slides:

- ✓ **YEAR ONE: Leadership: (2 slides total)**
 - Officers and
 - Committee Chairs
- ✓ **YEAR TWO: Achievements: (2 slides total)**
 - Popular programs or activities
 - Successful projects or
 - Community Involvement



BASIC CONTENT OF EACH SPOTLIGHT SLIDE

- ✓ **Name of the local unit**
- ✓ **One or more images**
- ✓ **Caption for each image** - Examples:
 - Names of Officers or Committee Chair (year one), or
 - Activity title of the spotlighted event (year two) or
 - Text description of the activity (year two)
- ✓ **Who can help you?**
 - TRTA Local or District technology contacts
 - Active teachers, relatives and students

EXAPMPLES OF YEAR ONE SLIDES:

New Braunfels Retired Teachers Association



Cheri Newman (1st Vice-President) Marc Rogers (President),
Shirley Mohler (Secretary), Audrey Halm Stratemann (Treasurer),
Ernest Hoffman (2nd Vice-President)

McKinney Area School Retirees Association 2016-2017



Don Newsom,
Historian

Rose Ann Mott, 1st Vice President; Lillian Hughes, Health Care;
Sandra Barber, President; Larry Collins, Parliamentarian;
Carl Schneider, Legislative; Betty Rutledge, Member Benefits;
John Guidry, 2nd Vice President.

Mesquite Association of Retired School Employees Committee Chairmen 2016-2017



Left: Sharon Ray, Retirement Education
Right: Sandra Eckstein, TADA Foundation



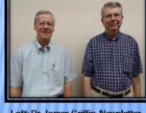
Left: Elaine Whitlock, Legislative
Right: Beverly Dunshee, Health Care



Left: Rita Lynch, Informative & Probation Services
Middle: Elaine Makine, Scholarship
Right: Glenda Heil, Scholarship



Left: Cynthia Martin, Sunshine
Right: Betty Hagness, Community Volunteer Services



Left: Dr. James Griffin, Newsletter
Right: James Husk, Technology



Carol Cook,
Member Benefits

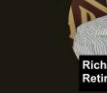
District 10 Committee Leadership 2016-2017



Karen
Malinowsky
Foundation



Ebe Nicholas
Member Benefits



Richard Stoddard
Retirement Ed



Valois Hounsell
Comm Volunteers



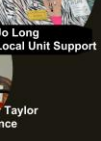
Tonna Duke
Legislative



Sandy Carlsle
Tech



Gwen Craig
Info/protective



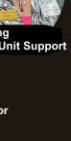
Jo Long
Local Unit Support



Barbara Underwood
Health Care



Lawynn Rogers
Local Unit Support



Suzy Taylor
Finance

EXAMPLES OF YEAR TWO SLIDES

Anywhere RTA

Field trips and other social events were a very important part of our activities this year.



Members of the
Anywhere RTA enjoyed
a bird-watching trip to
The Big Thicket in
November, 2016!

Amy White, Betty Lewis, Ray Brown, Jerry Lyles
and Bob Nicks spot a rare bird in The Big Thicket!

FRISCO AREA RSP



Frisco Area RSP member Karol Kuykendall spent a fun morning reading a personalized Christmas book that she wrote herself for the children!

*** Karol has parental permission to use this picture!!!



*** this is okay if you don't have specific permission from parents because you can't see faces

Rep. Justin Holland
visits a FARSP
meeting



Honoring legislators at District10
Fall Convention



Half the fun
is getting ready
for all the
members to enjoy!!!



Head Custodian Wesley Browning was so impressed with our traditional Christmas décor that he enticed other building employees to come for a tour!

**VIDEOS MADE SPECIFICALLY
FOR TRTA
LOCAL AND DISTRICT HISTORIAN**

(also in your one page summary at the
beginning of the guide)

<https://youtu.be/B6iMWPczwRE> (Year one slides)

<https://youtu.be/FcPyiWlfQBc> (Year two slides)

PART 4:


**ARCHIVAL OPTIONS
& RESOURCES**

PRESERVATION TIPS

Archival techniques may vary for:

- ❖ Traditional Scrapbooks
- ❖ Photographs
- ❖ Newsletters, Brochures, Flyers
- ❖ Clippings
- ❖ Digital Media

TRADITIONAL SCRAPBOOKS

- Use scrapbook pages labeled free of acid, lignin, and polyvinyl chloride (PVC). 
- Do not overstuff them.
- Do not laminate pages.
- Page protectors made of polyester, polyethylene or polypropylene are okay. Verify they do not contain PVC.
- Do not use magnetic pages. They can damage items.



SCRAPBOOKS

- Caption items using archival ink pens. Captions should include event, date, place, and names of persons in the picture.
- To fasten items to pages, use an archival acid-free glue stick OR archival photo corners OR Scotch® "Magic" tape 810. Fasten items at corners only.
- Do not use contact glues, hot glue, rubber cement, or adhesive tapes other than the Scotch® Magic tape 810.



PHOTOGRAPHS

- Use brand-name inkjet inks (Canon, Epson, HP, or Lexmark) to print digital photos. Photos printed with refilled or remanufactured inks will not last long.
- Use matching brand-name photo papers for best longevity.
- Caption photos in a non-image area using archival felt-tip marker pens. Do not use ballpoint ink.
- Handle photos by edges only.



NEWSLETTERS, BROCHURES, FLYERS & CLIPPINGS



- Use acid-free paper for printing or make a copy of the original on acid-free paper.
- For Clippings: Newsprint deteriorates rapidly due to high acid and lignin content.
- Spray the clipping with a de-acidifying solution; OR
- Make a copy on acid-free paper.
- Caption clippings with the source, date, section, and page number.

DIGITAL MEDIA

- Memory Books may be saved on CDs, DVDs, portable hard drives, flash drives, the "Cloud," etc. Life expectancy is short for all digital media as technology is constantly changing.
- If using disks, the color of a CD/DVD indicates its quality. The underside of the disk should be gold or silver.
- Do not use rewritable disks.
- Create new archival media copies at least every 5 years using up-to-date technology options to avoid data loss.



STORAGE

- Store paper records (photobooks, scrapbooks, photos and other papers) in climate-controlled areas where there is minimal variation in temperature and humidity. Ideal is 68°-70° F. with 40%-50% humidity.
- Attics, garages, and outdoor storage buildings which experience excessive heat and high humidity are poor storage areas.
- If storage space of records at your home is a concern, local libraries, history centers, or other archival repositories may be contacted for their interest. Keep in mind that if items are donated, they will become the property of that facility and no longer will belong to the association or group.



RESOURCES

SUPPLIES

Items pictured in this presentation are available from Amazon.com, Jo-Ann Fabric and Craft Stores, Office Depot, Staples, or Walmart.

Companies specializing in archival products include:
University Products: www.universityproducts.com
Light Impressions: www.lightimpressionsdirect.com
Gaylord Brothers: www.gaylord.com
Hollinger Metal Edge, Inc.:
www.hollingermetaledge.com

RESOURCES

PRESERVATION INFORMATION

- ❖ U.S. National Archives and Records Administration
www.archives.gov/preservation
- ❖ Harry Ransom Center, The University of Texas at Austin
www.hrc.utexas.edu/conservation/resources
- ❖ Websites of archival supplies companies listed in previous slide

“Extra credit”

Great Things Are Happening

- ❖ Taking an interest in the history of your unit can lead to the joy of new learning.
- ❖ District 10 – Frisco ARSP has had past scrapbooks scanned into digital format (thanks to FISD Printing Dept.) They have a powerpoint show of the scrapbook memories showing before each meeting
- ❖ District 10 – Allen REA makes scrapbooks using Shutterfly to preserve space (see Sondra Long’s examples)
- ❖ Your state TRTA office is organizing and creating sustainable storage for its State Memory books, history books, and memorabilia. The overall goal of the project is to preserve TRTA’s valuable history, pictures and significant items.

Shutterfly!

An alternative to the traditional Scrapbook

(Handouts are available in the
training session. A video made
specifically for historians will be available to all
District Historians this summer)
