



# **TEXAS RETIRED TEACHERS ASSOCIATION**

*TRTA: The Voice For All Public Education Retirees*

## **HISTORIAN**

### **RESOURCE GUIDE 2019–2020**

Documents and forms are available online at [www.trta.org/member-resources](http://www.trta.org/member-resources)



# Historian Resource Guide

## 2019-2020

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 (preferred) 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 (biennium year one, 2018-2019). The next year will be achievements and activities (biennium year two, 2019-2020). 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.

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! I also hope that you will have a chance to visit the TRTA office in Austin and see the memorabilia that is now displayed on our wall galleries. We have a rich legacy and much to be thankful for to those who began the fight for our benefits many years ago.

Sandy Carlisle  
TRTA State Historian  
[Historian.trta@gmail.com](mailto: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>

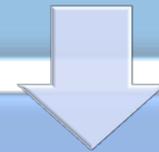
**TRTA  
Historian  
Resource Guide**

# OVERVIEW OF THE GUIDE

**Duties of Historians**



**Guidelines for Memory Book Pages**



**Building Your "Spotlight" Pages**



**Archival Options and Resources**

**PART 1:**

**DUTIES OF  
HISTORIANS**

# STATE HISTORIAN DUTIES:

The State Historian shall:

1. Prepare 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. Preserve a record of district activities and accomplishments, such as a scrapbook or digital photos for the district Facebook page, website, slideshow, or newsletter;
2. Preserve any published articles about the district activities;
3. Collect and send to the State Historian the digital slides from local units for the State Memory Book slide show; and
4. Perform other duties as are requested by the president.

# LOCAL UNIT HISTORIAN DUTIES:

## Suggested Activities:

1. Preserve a record of local activities and accomplishments, such as a scrapbook or digital photos for the local Facebook page, website, slideshow, or newsletter;
2. Create and send to the District Historian the slides of your unit for the State Memory Book slide show; 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:

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

➤ **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 ONLINE PHOTO ALBUMS

Examples of digital displays or online photo albums:

1. Shutterfly or Snapfish
2. Walgreens, CVS, Target, Walmart, etc.
3. Microsoft PowerPoint slide presentation
4. Movie format examples:  
Picasa, Smilebox, Corel VideoStudio, etc

# THINGS TO DO

- Keep a log of information for accurate dates, names, and descriptions of events, have someone proofread
- 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**

# GENERAL TIPS FOR GOOD PICTURES

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



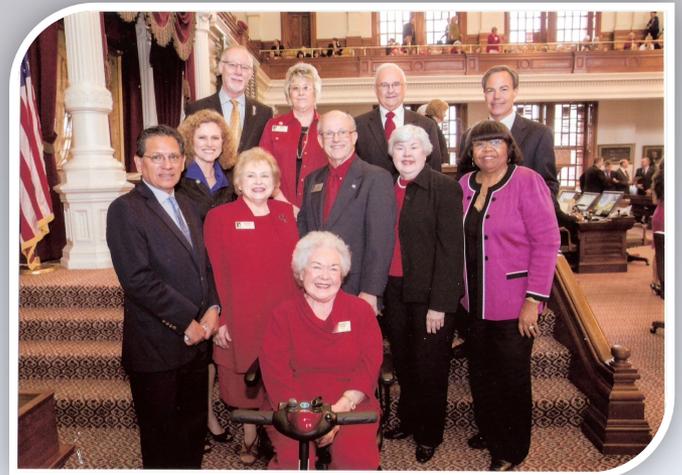
# GENERAL TIPS FOR GOOD PICTURES

- 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



- Brush up on computer skills such as PowerPoint, photo editing tools that come with your computer, or online photo storage
- Learn how to take attractive photographs; sharpen your artist's eye!
- **IMPORTANT REMINDER!** Written permission must be obtained when using pictures of children. This year our 2<sup>nd</sup> VP Marci Cann is advising us to avoid using pictures that reveal children's faces.

**PART 2:**

**GUIDELINES FOR  
MEMORY BOOK PAGES**

# THE STATE MEMORY BOOK

- Will be in a Google Slides format and given to the TRTA 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. Caption all pictures: (officers, 2018-2019; Christmas  
Luncheon, Dec. 2020)
4. Submit pages/slides as one side only
5. Include your Local Unit name as a title on each page
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

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

# 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



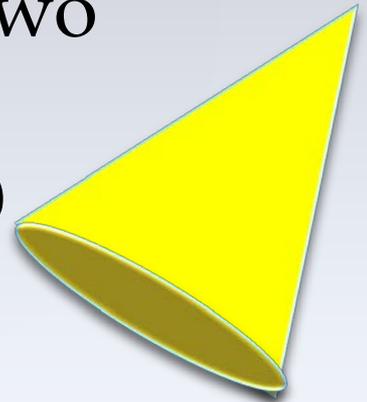
LOCAL UNIT!

# 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

**EXAMPLES OF  
YEAR ONE SLIDES:**

**Your Unit Leadership**

# New Braunfels Retired Teachers Association



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

# McKinney Area School Retirees Association 2016-2017



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



Don Newsom,  
Historian

# Mesquite Association of Retired School Employees Committee Chairmen 2016-2017



Left: Sharon Roy, Retirement Education  
Right: Sandra Eckstein, TRIA Foundation



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



Left: Rita Lynch, Informative &  
Protective Services  
Middle: Alane Malone, Scholarship  
Right: Glenda Heil, Scholarship



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



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



Carol Cooley,  
Member  
Benefits

# District 10 Committee Leadership 2016-2017



**Karen Malinowsky**  
Foundation



**Gwen Craig**  
Info/protective



**VaLois Hounsel**  
Comm Volunteers



**Tonna Duke**  
Legislative



**Sandy Carlisle**  
Tech



**Jo Long**  
Local Unit Support



**Lee Nicholas**  
Member Benefits



**Richard Stoddard**  
Retirement Ed



**Barbara Underwood**  
Health Care



**Lawynn Rogers**  
Local Unit Support



**Suzy Taylor**  
Finance

# **EXAMPLES OF YEAR TWO SLIDES:**

## **Activities or Achievements**

# 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

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

# FRISCO AREA RSP



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Isbell Children's Choir came from the elementary school that was named to honor member Eloise Isbell and her husband

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

# FRISCO AREA RSP BUILDING RELATIONSHIPS WITH LEGISLATORS



Rep. Justin Holland visits a FARSP meeting



Honoring legislators at District 10 Fall Convention



In July, 2017, 1<sup>st</sup> VP Pat Macias at a Texans4Public Education Rally with Retired FARSP members, active teachers, and school board members



# Merry Christmas 2016, FARSP!!!

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



Grandbabies came  
To help with set-up!



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

# Awesome Artistic Effects using PowerPoint!!!





Because there is always a concern about having parental permission for using pictures of children, our 2<sup>nd</sup> VP Marcy Cann has asked that avoid or we only show children from the back. Another fun way to use pictures would be like this, which uses artistic effects to blur facial recognition.



# **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**

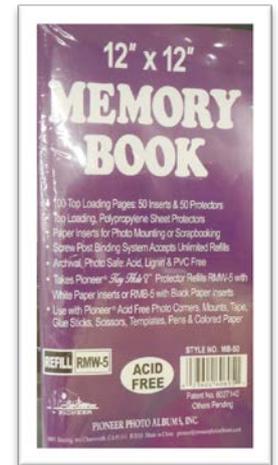
# PRESERVATION TIPS

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.



Item 302999  
Model 30063

Sakura® 0.25 mm 6 Piece Pigma Micron Pen Set

★★★★★ (0 reviews)

- 0.25 mm tip
- Black, red, blue, green, brown, purple
- Suitable for acid free environments, archival, and pH neutral



Scotch Magic Office Tape with Refillable Dispenser

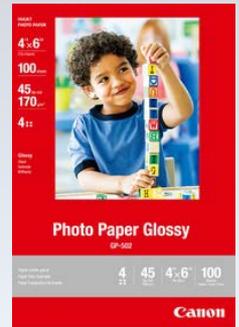
★★★★★ (391)

- Write on it with pen, pencil or marker
- Classic matte finish
- Photo safe tape



# 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, Target, Hobby Lobby, and Walmart.

Companies specializing in archival products include:

University Products: [www.universityproducts.com](http://www.universityproducts.com)

Light Impressions: [www.lightimpressionsdirect.com](http://www.lightimpressionsdirect.com)

Gaylord Brothers: [www.gaylord.com](http://www.gaylord.com)

Hollinger Metal Edge, Inc.:  
[www.hollingermetaledge.com](http://www.hollingermetaledge.com)

# RESOURCES

## PRESERVATION INFORMATION

- ❖ U.S. National Archives and Records Administration  
[www.archives.gov/preservation](http://www.archives.gov/preservation)
- ❖ Harry Ransom Center, The University of Texas at Austin  
[www.hrc.utexas.edu/conservation/resources](http://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! Enjoy your legacy with your members!
- ❖ 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 to show before each meeting
- ❖ District 10 – Allen REA makes scrapbooks using Shutterfly to preserve space
- ❖ Your State TRTA Historian, Sandy Carlisle, is creating a “Wall Gallery” in the TRTA Austin office, displaying TRTA memorabilia. The overall goal of this wall gallery is to preserve TRTA’s valuable history, pictures, significant items, and honor the dedication of those who came before us.

# Shutterfly!

## An alternative to the traditional Scrapbook

(FYI, the Shutterfly website has  
many training videos)