



TEXAS RETIRED TEACHERS ASSOCIATION

TRTA: The Voice For All Public Education Retirees

HISTORIAN RESOURCE GUIDE 2022-2024

All documents in this guide are available online at
www.trta.org/memberresources

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Historians

Suggested Activities

The TRTA State Historian:

1. Keep district historians updated and connected via emails and online meetings.
2. Encourage district historians to connect and share information with their local chapters.
3. Ask for two slides from each local chapter through the district historian (leadership team and activities) for the convention slideshow.
4. Compile highlights each year for the TRTA convention program, with the help of staff.

The TRTA District Historian:

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

The TRTA Local Chapter Historian:

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

Tips for the Good Historian

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

- Keep a calendar of events – communicate with the officers and committee chairs!
- Plan ahead and be prepared
- Keep a log of information with accurate dates, names, and descriptions of events and have someone proofread
- It is your job to capture the accomplishments and activities of your local chapter: meeting programs, outings, volunteering in the community, scholarships, book project, recognition, etc.
- Include as many members and activities as possible
- Print or save and label photos promptly
- Enlist the help of others in your group
- Encourage others to share pictures with you
 - Please tell them to send them full size

Decide on the type(s) of record you will keep for the use of your own local chapter. What will it be?

- A traditional scrapbook or photo album
- A digital display or collection of photo images using Shutterfly or Google Photos
- Newsletters
- Other social media such as Facebook
- Scrapbook created online and printed using Shutterfly, Snapfish, or similar services at CVS, Walgreens, Target, Walmart, etc.
- Video/movie formats using software programs such as Appleimovie, Corel VideoStudio, or many others
- Spreadsheet
- Written narrative

General Tips for Taking Good Pictures

Become known as a great photographer! You can do it! You don't have to have a fancy camera these days because many cell phone cameras take great quality pictures. You just need to know how to make the pictures interesting and eye-catching. You can take free classes at community colleges and at several stores or can look up photography tips on YouTube! It is also helpful to brush up on your computer skills and photo editing tools.

- First get permission to use photos from members, presenters and groups appearing in the photo.
 - Have a statement in directory
 - Have a statement on agenda
 - Post statement on screen before meeting
 - Announce at beginning of meeting
 - Have opt-out forms available
- Get close to your subjects! Make it personal! You can also crop later.
- Include candid pictures – catch those fun moments!
- Use natural light when you can.
- Take multiple pictures – get people's eyes open!
- Avoid harsh shadows.
- Don't let people stand up against walls; make them step out a few steps.
- Sharpen your artist's eye.
- Watch out for the backgrounds that ruin pictures (that you sometimes don't see under pressure and that can't be cropped out): A flag pole growing out of someone's head, a square red exit sign, an ugly trash can, a huge restroom sign, a door behind two people and not the others.
- Don't be afraid to use your TEACHER VOICE and move/arrange people to make a nice arrangement for a photo. You will be proud of it and they will appreciate it and want to put it on their social media. Trust me.
- Be sure to get into some of the pictures yourself. You can have another member take it or use a self-timer.
- When photographing large groups, try using different levels if possible (standing and sitting, using stairs).
- Try giving them something to do or to laugh at.
- Children's Book Project photos: **NO** Children's faces.
 - Take backs of heads, or
 - Have them put the book in front of their face

Guidelines and Tips for 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 chapter historians from around the state. It is shown at the TRTA State Convention to members during the House of Delegates and on a digital frame at the Historian exhibit, now be held during the even-numbered years (2022, 2024, etc.).

How to Prepare your Slides:

- Contribute to the State Memory Book for TRTA Convention in even-numbered years
- Create two PowerPoint slides, google slides, saved or scanned pages in jpeg format, or if necessary, print paper pages.
 - One of officers and chairs
 - One of events
- LOCAL HISTORIANS send/share them with your DISTRICT HISTORIAN (not the TRTA state office or State Historian)
- LOCAL HISTORIAN deadline for submission to DISTRICT HISTORIAN is January 15th of a year we have convention
- DISTRICT HISTORIANS send/share slides with STATE HISTORIAN by January 30 of a year we have convention
- Use landscape (horizontal) layout
- Use pictures of members participating and having fun at events and activities. Use one or more pictures per slide
- Write your Local Chapters name at the top of BOTH slides, using a font size of 28 or higher
- Briefly caption or label your pictures with 22 or higher font
- Do not show children's faces
- You may use pictures you have collected over two years
- If you must submit a printed page, do not send a large scrapbook page
- Glue pictures and captions on an 8 ½ X 11 card stock, using landscape (horizontal) layout, caption font size 22 or higher and title of local chapter on both pages 28 or higher.
- Submit no more than two pages
- Mail pages in a 9" X 12" envelope to your DISTRICT HISTORIAN with "DO NOT BEND" NOTED
- Printed pages will be included in the State Memory Book Slideshow as submitted (no edits are possible)
- Printed pages should be scanned by the DISTRICT HISTORIAN and submitted electronically to the STATE HISTORIAN

Who can help you?

- State Historian
- TRTA Local or District technology contacts
- Active teachers, relatives, and students
- YouTube tutorials – how to use PowerPoint and how to make collages on PowerPoint
- Internet searches for free tutorials

Collecting Anniversary/History Information

TRTA did not keep records of when local chapters were formed. Local chapters need to look through president, membership, secretary, treasurer, and historian records and scrapbooks to see what they can find out. Also ask the district historian to search the district secretary records. If you have a hometown newspaper you can check for articles with them.

For those that cannot find their foundation date, it is suggested they form a committee to explore, and research. When they have exhausted all avenues, they should come to a conclusion of a best guess-estimate and have it recognized, accepted and documented in their minutes.

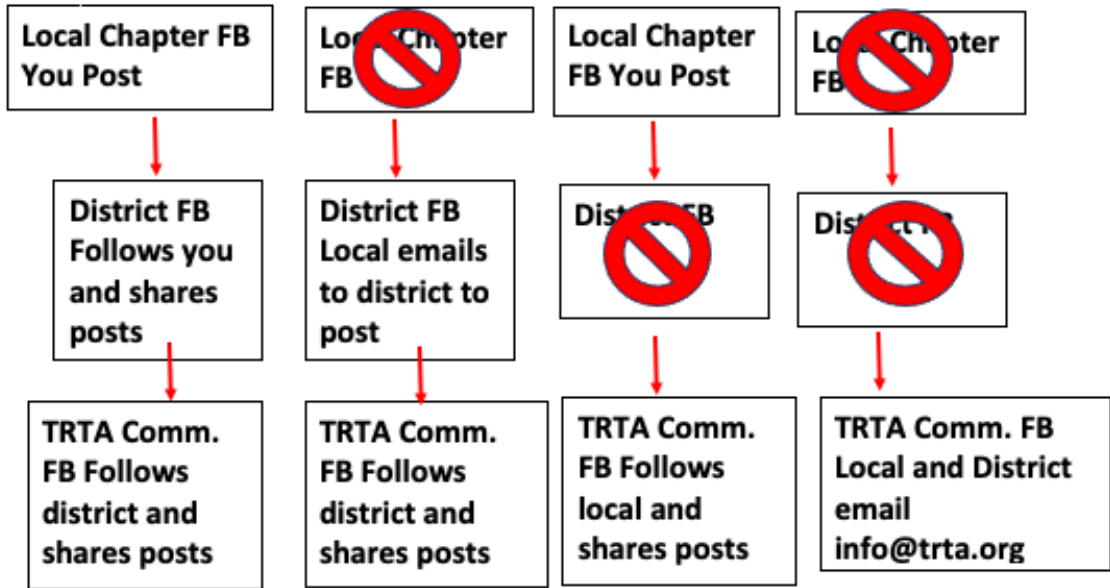
Local Chapter Histories

The state is collecting written histories of your local chapter. Some information we would like is:

- **Any history before joining TRTA?**
- **When were you founded?**
- **How many original members?**
 - **Who?**
- **Who installed the officers?**
 - **Who was the first President/Officers?**
- **Did your local help with any state conventions?**
 - **When and where?**
- **Has your local had any state officers?**
 - **Who, what position and when?**
- **Any E. L. Gaylean recipients?**
 - **Who and when?**
- **Any other significant events or people?**

Work with your District and Local Chapters Technology Contacts to get photos on FB.

How to Publicize



Notes: For the poster
 You must have liked and be following all the FB pages as yourself and as your local, district, or state FB page.
 Means you don't have that page.

TRTA FB
 You email
 info@trta.org

TRTA Twitter
 You email
 info@trta.org

TRTA App
 You email
 info@trta.org

District Forum on App
 You Post

When you email be sure to include: (required)
 Where you want the information posted, then

- Local Chapter Name
- District
- Event
- Names of pertinent people and their titles
- Captions to go with specific pictures

Archival Information: Options and 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.
- 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

- **Use a photo sharing website such as Shutterfly or Google Photos**
- 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.