CONSERVATION AWARENESS: WORKING WITH MATERIALS IN YOUR COLLECTIONS

October 24, 1989
Phoenix, AZ

Speakers were invited to discuss 1) inherent vices of the materials, 2) handling of objects and 3) deterioration or "what to look for." The following three summaries are selected from the total of five presentations, which also included Wood, Metal and Ceramics.

"Keratins and Leather"
Speaker, Elizabeth Welsh, Conservator working in private practice

1) Protein materials do not like alkaline environments, humidity and heat. Antler and bone are not keratin materials but horn is keratin.

2) Bad handling, storage, insects and damaging treatments are the most dangerous for keratins and leather. In general, don't clean these materials. Keep them in neutral environs away from ammonia or detergents. Keep dry because many protein materials swell, stiffen and weaken when wet. Control relative humidity: 20% can dry and embrittle things, while 65-70% encourages the growth of mold and fungi. Spores can be inactive until a high enough humidity level is present. Dramatic changes in humidity can have irreparable effects, such as a split drum head. Watch out for photo floods and exhibit spots that create dangerous heat environments.

3) Insects to look out for are carpet beetles and clothes moths. Sulphur dioxide in the atmosphere leads to "red rot." Brass must be kept away from hide, because it leads to corrosion.

"Historic Textiles"
Speaker, Laraine Daly Jones, Conservator, Arizona Historical Society

1) Identification of textile materials by microscope is suggested. Wool shows overlapping scales, linen appears as rod-like bamboo, silk is a straight, clear rod, while cotton is a flat, twisted ribbon. Cellulose has expansion and contraction cycles with extremes of humidity, and is highly susceptible to mold and mildew. Silk fades easily, and is sometimes weighted with metallic salts. If metallic weighted, silks will split and turn into powdery residue. Be very cautious with handling, exhibiting and loaning.

2) The optimum environment for the storage of silks is 45% relative humidity, and 70°F. Pieces on exhibit should have a light level of 5 footcandles. Arizona Commission on the Arts has a weekly rental kit ($15) for monitoring light and relative humidity. Do not use incandescent light within a case because of heat. Keep pieces covered from debilitating dust and pollutants.

When cleaning textiles with a vacuum cleaner, be sure to lay a flat piece of fiberglass screen, with bound edges, between the nozzle and the textile. Vacuum textiles in the direction of the warp. Don't drag the vacuum nozzle, but pick it up and down.

Mounted textiles require a buffer of a neutral material. When conservation supply budget is limited, washed white T-shirts, cont. page 2

FROM THE CHAIR

Dear Fellow Members,

I am happy to announce and to welcome several new RC-WR appointments. Sarah Kennington, Registrar at the UCLA Museum of Cultural History, is your Southern California Representative; Suzanne Guerra, Curator in charge of the general collections at the California Department of Parks and Recreation, will represent Northern California; and Susan Roberts-Manganelli, Museum Registrar and Assistant Curator at Stanford Museum of Art, is Programs Coordinator for RC-WR at the Western Museums Conference annual meeting this fall in San Jose.

The preconference at WMC will deal with Disaster Resources and Preparedness as agreed by the membership at the last annual RC-WR meeting in Phoenix. As always, it will be open to all interested parties. If you have any concerns you would like addressed, please contact Suzanne Guerra, Susan Roberts-Manganelli, or Joe Wiley. The WMC annual meeting will focus on our Cultural Leadership.

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CONSERVATION
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surgical bandages, or quilt batting may be used. Always work in teams to minimize stress while lifting the textiles.

3) Watch for corrosion products from fasteners. Be aware of potential damage from formaldehyde in press board. Lanolin, which keeps fiber soft and supple, is removed by solvent dry cleaning.

The final presentation addressed a conservation awareness issue that affects all materials in a collection: pest control. A very successful slide presentation was accompanied by a bibliography and time for questions.

"Pest Control"

Speaker, Nancy Odegaard, Conservator, Arizona State Museum

Some insects completely metamorphose, such as moths and other stages of egg-nymph-adult, such as silverfish. Extensive slides of bugs and damage were shown, with two unusual ones in particular to watch out for: 1) firebrat, very common in Arizona, is like a cousin to silverfish and likes starches and cellulose materials, and 2) oddbeetle, very tiny and dangerous, liking proteins and cellulose materials. Rodents can be more of a problem because they will eat any packing materials, storage materials or artifacts that will serve as nesting materials.

Integrated Pest Management (IPM) involves the following procedures: Check objects and storage on a regular basis. Keep susceptible artifacts off the floor. Check your rooftops for bird nests, which are a likely source for insects. Engage in periodic monitoring, including sticky traps for collecting and analyzing insect data. Be sure to record the data, not only put out the traps. Don't leave them out too long as the carcasses are bait for other pests. Vacuum cleaners should have disposable bags. Continue monitoring an area for infestation after it has been cleaned up.

Problems with pesticides are numerous. "Vikane" has the possibility of harming metals, film emulsions and proteins. Methyl bromide has lots of problems for leathers, furs and feathers. Ethylene oxide may loosen adhesives and be off gassing for a long time. Dry cleaning removes finishes and residues. "Vapona" or "No-Pest" strips alter dyes and adhesives, and present a high human health risk. Naphthalene will corrode metals and recrystallize on specimens. Moth proofing can rub off on hands and affect texture and colors.

Freezing, in contrast, is easy, non-toxic, and effective, with no residuals. Yale libraries started testing the process of freezing books at -20°F for 48 hours in the mid-1970s. In the early 1980s, herbarias were freezing specimens at -40°F for 48 hours, at the same time museums began freezing artifacts for the first time. The Arizona State Museum implemented freezing as a standard practice in 1984. Mary Lou Florian's 1986 article widely promoted the practice. [Florian, Mary-Lou E., 1978 Biodeterioration of Museum Objects. Museum Round-up. No. 72, Fall, pp. 35-43.]

Freezing can be done immediately when a pest problem is discovered. However, the object is "just as tasty" after freezing as before freezing, so the importance of monitoring cannot be overemphasized. Fast freezing is important to overcome coldhardiness, or the ability of the insect to withstand cold. Insects replace their water with alcohols and glyceroles as temperatures drop (like antifreezing), but a quick drop in temperature cannot be accommodated. Insects are killed by a combination of dehydration and ice formation.

Place items to be frozen in plastic bags, squeezing out the air as much as possible before they are tied shut in order to reduce condensation problems. Don't freeze glass or metals, and wood and beadwork items need to be wrapped in cotton batting to absorb moisture. Watch out for painted canvases, veneers, musical instruments, composite objects and many types of adhesives.

Set aside a dry room for the freezing process. Be sure the room is away from the storage areas, has security protection and controlled access to the freezer. Avoid buying frost-free models, they have fans that carry warm air into the freezer. [For specifications see 1978 Refrigerator-Freezer Thermometers. Consumer Reports. 43(1), 30-31. Also: 1981 Freezers. Consumer Reports. 46(3), 462-464.] Lab or commercial freezers are built with dials for recording temperatures, and there are also freezer cars and walk-in freezers. A freezer chest offers greater flexibility to the user. Temperatures should be monitored with thermometers such as "indoor-outdoor thermometers" or a thermocouple that operates with a probe. Remember that the artifact must reach freezing temperatures, not only the surrounding air.

ARIZONA STATE MUSEUM
PROCEDES FOR FREEZING ETHNOGRAPHIC COLLECTIONS

Nancy Odegaard, Museum Conservator, Arizona State Museum

1. Infested object is bagged in a clear polyethylene bag (@ 3 or 4 mil). Objects or textiles are bagged individually when and where the infestation is discovered. In the Freezer Room, objects such as textiles and costumes are loosely arranged in their bags with minimal folding or compression. As much air as possible is then removed from the bag. The bag opening is securely closed with twisting and rubber bands.

FROM THE CHAIR
cont. from page 1

Speaking of annual meetings, please send me any information or ideas you wish me to bring up in Chicago for the AAM meeting. Remember -- I can only represent you if you communicate with your representative or with me.

I would like to draw your attention to the questionnaire in the last RC Newsletter (RC-AAM) on registration positions and pay scales. Please participate with your responses, we will all benefit.

Before I close, I thank our past hard-working representatives, Paulette Dunn Hemmum and Kathleen Clewell for their devotion to the betterment of RC-WR. Needless to say, we are both still giving us much time toward our success. See you May 9-13 at the Chicago American Association of Museums Annual Meeting.

Sincerely,

Faye Jonason

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## DATES AT A GLANCE!!

### 1990

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>April 16</td>
<td>Earthquake Mitigation Workshop</td>
<td>Oregon Museum of Natural History Oregon Museum of Art Eugene, Oregon</td>
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<tr>
<td>April 26</td>
<td>AAM Registrar Committee Election Deadline (Must be postmarked by April 26.)</td>
<td>Chicago Hilton &amp; Towers Chicago, Illinois</td>
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<tr>
<td>May 9-13</td>
<td>American Association of Museums Annual Meeting</td>
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<tr>
<td>June 10</td>
<td>Summer RC-WR Newsletter Deadline</td>
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## FROM YOUR EDITOR

Please let us hear from you. RC-WR originated in order to increase the communication between registrars in the western United States, and that communication works best when it works two ways.

The purpose of the Newsletter is to let you know what is developing professionally. But it is also important to keep in contact with each other on a personal basis. Have you discovered a great way to protect an object, or a new insurance wrinkle, or perhaps you’d like to share about your museum?

The Newsletter only serves half its purpose if the members do not feel free to participate. Do you have a question, do you need some help - let us know! It may be a long way in miles from southern California to southern Idaho but it is short when communications are open.

HELP YOUR NEWSLETTER HELP YOU - COMMUNICATE!

## THANK YOU

RC-WR would like to thank West Coast Keating, Inc. of Los Angeles for its generous donation.

## STIPEND REGRETS

We regret that we are unable to consider requests for travel stipends until the finance committee has formed the criteria for granting such monies. When this criteria has been determined it will be announced in the Newsletter.

## POSITIONS

**ASSOCIATE REGISTRAR:** Seattle Art Museum seeks an Associate Registrar for assistance in all aspects of the registration of an 18,000 object collection including: accessions, loans, exhibit tours, conservation, and maintenance of ARGUS computerized collection system. Successful applicant will supervise two shipping assistants and will assist the Registrar responsible for managing the 1991 move of exhibits and storage collections to the new building. Qualifications: B.A. (art history preferred); 3-5 years experience as an Assistant Registrar with at least two years collection computerization and supervisory experience. Previous experience with collections relocation highly desirable. Must demonstrate excellent organizational skills. Salary: DOE. Application form available from Receptionist (206/625-8900). Send cover letter, application form and resume to: Personnel Manager, SAM, 1400 E. Prospect, Seattle, WA 98112 by April 27, 1990.

**REGISTRAR/ADMINISTRATIVE ASSISTANT:** Full-time for upper level fine arts antique shop. Need outgoing, well-organized, versatile team player. Variety of duties include sales and customer liaison for owner. $18,000-$24,000. Send resume, including references, to: Executive Support Services, 110 Florence Ave., Mill Valley, CA 94941.

**WAREHOUSE PERSON:** Full-time for antique shop. Shipping, deliveries, assisting with auctions, shows, and display set-up. Outgoing, dependable, good driving record. Some travel included. $16,000-$24,900. Send resume, including references, to above Mill Valley address.

**ASSOCIATE REGISTRAR:** J. Paul Getty Museum full-time position. General Registrarial duties plus monitoring customs entry classifications, courier arrangements, insurance knowledge, submitting reports, and limited supervision of junior employees. Must have B.A. in art history or related field, and 2-5 years experience. Must have IBM PC proficiency, and a knowledge of languages is desirable. Position is immediately available, send resume to Director of Personnel, J. Paul Getty Museum, P.O. Fox 2112, Santa Monica, CA 90406.

## PLEASE REMEMBER

Louis Goldich has asked that all members PLEASE remember that Kathleen Clewell is the new treasurer and to PLEASE send all financial transactions to Kathy. (See officers page for Kathy's address.)
PROFESSIONAL DEVELOPMENT OPPORTUNITY

INFORMATION MANAGEMENT

Are you updating your museum collection documentation system? Are you considering computerizing your records?
The Department of Museum Studies at John F. Kennedy University in San Francisco, offers a new course which will focus on systems analysis, planning, evaluation, and implementation of information management systems for museum registrars. Course participants will analyze and evaluate a collection management system in their own institution or from a list of identified institutions.

Prerequisites:
- Professional experience in a museum registration department, or
- JFK's Documentation of Collections course.

Faculty:
- Ted Greenberg, Registrar, Fine Arts Museums of San Francisco
- Marji Welch, Registrar, Judah L. Magnes Museum
- Plus experts from the field.

Cost:
- $648 and a $15 application fee.

Days/Times:
- Tuesdays, 7:00-10:00 pm, June 26-August 28.

For more information, write or call:
Department of Museum Studies, JFK University, 1500 16th Street, San Francisco, CA 94103 (415/552-3105).

PROCEDURES FOR FREEZING cont. from page 2

2. Freezer Room temperature is recorded after viewing a thermometer on wall and the freezer interior temperature is recorded after viewing a remote thermometer mounted outside the freezer. The date and time are also recorded.

3. When the freezer is opened the interior thermometer (a high rated freezer shelf thermometer) is viewed and this temperature is recorded.

4. Bagged objects are placed in the freezer with enough room around them as possible to allow even air circulation. When possible, the freezer baskets are used (for smaller objects). Too many artifacts tend to keep the interior temperature from reaching the necessary low for an insect kill rapidly enough. The catalog number and object name are recorded on the record sheet.

5. Objects are left in the freezer at -20°F to -4°F for at least 48 hours. Florian recommends -20°C or -4°C as a minimum.

6. The temperature surrounding the insects should reach 32°F within four hours. This temperature is recorded by careful placement of 1) the indoor/outdoor thermometer probe, 2) the thermocouple probe or 3) a thermograph probe.

7. Prior to removal of the objects from the freezer, the Freezer Room temperature is recorded and the freezer interior temperature are recorded. The date and time that the object is removed is also recorded.

8. It is recommended by Florian that the object slowly thaw (brought to 32°F). This can be accomplished by 1) turning the freezer temperature control from cold to warm or 2) by placing the objects in a refrigerator for an additional day. In any case, the polyethylene bags are not opened until the object has thawed because condensation usually forms on the exterior of the bag.

9. The object is examined on tables in the Freezer Room. If there is any doubt about achieving a total kill, the freeze-thaw process is repeated. During examination, a record is made of the types of insect evidence found with the object and the degree and location of the activity. The object is then vacuumed to removed the insect frass, eggs, larvae, webbings and adults. The date of this examination/vacuuming is also recorded.

10. If possible the object is returned to storage in a polyethylene bag as freezing will kill insects but will not repel or prevent a reinestation.

SELECTED REFERENCES ON PEST CONTROL

Consumer Reports

Florian, Mary-Lou E.
1978 Biodeterioration of Museum Objects. Museum Round-up. No. 72, Fall, pp. 35-43.


Jessup, Wendy Claire


Odegaard, Nancy

Rutherford, Lorraine

Zycherman, Lyda and J. R. Schrock
REPORTS FROM OUR NINE STATES

ARIZONA

Ellen Lomonaco in Tucson has developed a consulting company titled "Arts & Artifacts." Her consulting services offer documentation, acquisition, display/exhibit advice, storage advice, as well as conservation and restoration referrals. Her address is: P.O. Box 64834, Tucson, Arizona 85740, (602/299-3637).

Ken Little at the University of Arizona reports some new experiences as a courier. After a 7 hour wait at the U.S./Mexican border, he received a shipment of paintings that were released 5 minutes before closing at 8:00 p.m! The paintings were on exhibit at the university, followed by an exhibit at The Heard Museum in March.

Plans are underway for a half-day October seminar sponsored by the RC-WR AZ in Tucson. The topic, "Innovative and Inexpensive Solutions to Collections Storage and Moving," should have wide appeal. With apologies to the film industry one suggested title for the event is "Sex, Lies, and Storage Units."

HAWAI'I

Both RC-WR representatives, Debbie Duna and Janet Ness, have been busy with preliminary plans for disaster planning workshops. These workshops will be sponsored by the Hawaii Museum Association. Debbie and Janet plan to draw on the expertise of RC-WR members as the project continues and grows throughout the state.

IDAHO

Congratulations to the RC-WR secretary Jody Hawley who is getting married on April 21, her new name will be Jody Hawley-Ochoa.

The Idaho State Historical Society computerized collections management program is scheduled to go on-line this summer.

Glenda King, Archaeology Curator, ISHS, attended the National Park Service "Conservation in Field Archaeology" March workshop in Tucson.

Dorothy Dahlgren, Museum of North Idaho, went through Map 11 this winter. Phyllis Morgen is preparing for an IMS Conservation Survey. As with everybody else in the state, most Idaho RC-WR members are currently engulfed in various activities for the 1990 Idaho Centennial. If you are traveling to Idaho this year, send for a copy of the Idaho Association of Museums brochure "Discover Idaho's Museums." (Contact RC-WR Secretary Jody Hawley-Ochoa.)

OREGON

The Oregon Museums Association is preparing for a Hands-on Earthquake Mitigation Workshop on Monday April 16, 9:00 am - 5:00 pm at the University of Oregon Museum of Natural History and the University of Oregon Museum of Art in Eugene. Ray Weldon, Assistant Professor of Geology at the University of Oregon will speak on seismic background and why people of the Northwest should be concerned. Kittu Gates, Chief Registrar, Fine Arts Museums of San Francisco will present first hand accounts of what worked, didn't work, and what she would recommend. (Contact RC-WR Representative Lawrence Fong for registration information.)

NORTHERN CALIFORNIA

Marilyn O'Keeffe is the new Senior Registrar at the Asian Art Museum of San Francisco. She begins May 18.

SOUTHERN CALIFORNIA

RC-WR Southern California is sponsoring a roundtable discussion on disaster preparedness. The purpose is to encourage participants to develop and foster in-house plans, as well as discussing the future of disaster response networking. A committee is needed to assist Joe Wilsey, Walt Disney Imagineering, in developing a Disaster Planning Organization. The roundtable will begin at 9:00 am on April 6 at the UCLA Fowler Museum of Cultural History.

(Editor's note: Since the roundtable will occur before this NEWSLETTER is published, we look forward to the report that Sarah has promised to send for the next issue.)

NEW READS

The following is a list of literature on registration topics. If you would like to receive a xerox of any of these articles, please send a self-addressed stamped envelope to Sheri Saperstein, Registrar's Office, Los Angeles County Museum of Art, 5905 Wilshire Blvd., Los Angeles, CA 90036. If there are any topics which interest you, please let me know and I will try to cover them in the next issue.

COLLECTIONS MANAGEMENT


"Preventive Conservation Training for Anthropological Museum Professionals" Barbara F. Slivac. The International Journal of Museum Management and Curatorship, Vol. 7, No. 4, December 1988, pp. 365-374. Defines the responsibilities required for "Collections care", and describes the development of a curriculum which successfully provides training for anthropological museum professionals in the "unique nature of anthropological collections; the compositional and condition of anthropological artifacts; environmental conditions within the museum; problems of storage; the use of collections in exhibits; and the documentation concerns of collections management."

COMPUTERIZATION

DEACCESSIONING


"Boom or Bust? A Cold Look at a Hot Art Market" Daniel Lazare. Art & Antiques, October 1989. Examines the many factors contributing to the current boom in art values.

MISCELLANEOUS


BY-LAWS

REGISTRARS COMMITTEE - WESTERN REGION OF THE AMERICAN ASSOCIATION OF MUSEUMS

As AMENDED November 2, 1988

ARTICLE I. NAME

This committee is affiliated with the national Registrars Committee of the American Association of Museums (RC-AAM) and shall be known as Registrars Committee - Western Region (RC-WR).

ARTICLE II. OBJECTIVES

The RC-WR shall cooperate with the RC-AAM in giving assistance to the AAM in all areas that support and promote high standards of professionalism in the education and performance of museum registrars. The RC-WR has a special concern to contact personal from all museums within the Western Region and to involve them in its activities. Committee activities shall include, but not be limited to, preparing programs and seminars of special interest to registrars for the annual meeting of the Western Museums Conference of the AAM (WMC), publishing a regional newsletter, and in general initiating or supporting local activities and projects that help to create an atmosphere among registrars, between registrars and other museum professionals, and between registrars and professionals in related service fields.

ARTICLE III. MEMBERSHIP

Section 1. Types. There shall be two types of membership: Voting and Non-Voting.

Section 2. Voting. Voting membership shall be open to those professionals desiring to support the objectives of the RC-WR and are associated with non-profit organizations who reside in the Western Region, (composed of the following states: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah,
Washington) such as Registrars, Collection Managers, Conservators, Curators, Students, Volunteers, Retirees, etc.

Voting members shall enjoy all rights and privileges except that no voting member may hold an elective office in the RC-WR who is not also an Individual Member of the RC-AAM and of the WMC.

Voting members shall receive the Newsletter, announcements from the Regional Chairperson, notices from their State Representative, task force reports, other written materials as available, are invited to attend local and regional meetings, and may participate in meetings, seminars, etc.

Section 3. Non-Voting. Non-voting Membership shall be open to professionals associated with the for-profit organization, such as shipping companies, custom brokers, insurance firms, suppliers of materials and services, etc., and for employees of non-profit organizations who live outside the Western Region and are interested in supporting and participating in the RC-WR's activities. Non-voting Members shall receive all benefits of a Voting Member, except they shall not be eligible to vote.

Section 4. Dues. Each type of member must submit annual dues in the amount of $10.00. Annual dues shall be due and payable to the Treasurer on January 1 of each calendar year and shall be considered in arrears if not paid by February 1.

The Treasurer shall invoice members for annual dues 30 days in advance of January 1. A change in the amount of dues may be proposed by the elected officers on the RC-WR and becomes effective when ratified by two-thirds of the voting members in the same manner as amendments to these by-laws prescribed in Article VI.

ARTICLE IV. OFFICERS

Section 1. Elected and Appointed.

There shall be three elected officers consisting of a Regional Chairperson, a Secretary, and a Treasurer, and three appointed officers consisting of a Newsletter Editor, Development Officer, and a Program Chairperson.

Section 2. Terms. All officers shall serve for a term of two years each, except the Program Chairperson, who shall serve for one year. No officer shall serve more than two consecutive terms in any one office. The term of elected officers shall begin at the close of the annual business meeting at which they are elected and is announced. The term of appointed officers shall begin on the date of acceptance of appointment.

Section 3. Eligibility. Only Voting Members of the RC-WR, who are also Individual Members of the RC-AAM and of the WMC, and who are not members of the RC-WR's Nomination Committee, shall be eligible for RC-WR elective office.

RC-WR appointive offices may be filled by any Voting Member.

Section 4. Nomination Committee. Candidates for the RC-WR elective offices shall be selected by a three-person Nomination Committee appointed by the current RC-WR elected officers.

The members of the Nomination Committee shall, when possible, represent different sections or institutional disciplines, and should not be from the same local area.

Section 5. Nominations. The Nomination Committee shall present a slate consisting of at least two candidates for each office and shall obtain the consent of each candidate and reasonable assurance of his/her ability to attend national and regional meetings before including his/her name.

Section 6. Write-In. The membership may add additional candidates by collecting signatures from members in support of a write-in candidate and the consent of the individual so nominated. The supporting signatures and a statement about the candidate must be received by the Nominating Committee at least 90 days before the annual business meeting.

Section 7. Ballot by Mail. Elections of officers shall be by written ballot, and shall be held every two years. Ballots will be prepared and mailed to the membership by the Nominating Committee at least 60 days before the annual business meeting of an election year. To be valid, ballots must be returned to the Nominating Committee and must be postmarked at least 30 days before the annual business meeting, unless a specific date by which they must be returned is clearly stated on the ballot. Ballots must be tallied by the Nominating Committee, which shall submit ballots and tallies to the Secretary for verification. Election to office shall be by simple majority. The results will be announced at the annual business meeting.

Section 8. Duties. The duties of the Regional Chairpersons shall be to serve on the Executive Board of the RC-AAM and the Board of Directors of the WMC, to preside at all meetings of the RC-WR, to prepare a written agenda for all meetings, to prepare an annual report for presentation at the annual business meeting, to submit an annual budget for consideration and approval at the annual business meeting, to appoint a Newsletter Editor, Development Officer, and Program Chairperson and to appoint, in consultation with the other officers, state representatives, and such other temporary chairpersons and task force personnel as may be necessary to conduct the activities of the RC-WR. In the absence of the Regional Chairperson at any regional meeting, the members shall choose a Chairperson Pro Temp to chair.

The duties of the Secretary shall be to record the minutes of all regional meetings and to provide a copy of these minutes to the Newsletter Editor. The Secretary shall also be responsible for keeping the permanent file of the important correspondence and records of the RC-WR, to maintain the results of the Member Survey including the Expertice List, and to verify the accuracy of the elections.

Duties of the Treasurer shall be to maintain the account of the RC-WR funds, to prepare a financial statement for presentation at the annual business meeting, to assist the Regional Chairperson in preparation of an annual budget, to maintain the membership list, to make the membership list available for mailing, to invoice members for annual dues, and to notify members of dues in arrears.

Necessary and ordinary expenses incurred by RC-WR officers and members in the performance of their duties shall be reimbursed as provided in the annual budget.

The duties of the Newsletter Editor shall be to prepare and distribute a regional newsletter which should include notices of the annual business meeting and other activities relevant to registrants, communications from the officers and members, reports on the decisions and activities of the WMC and of the RC-AAM, and other items of interest to registrants.

Section 9. Orderly Meetings. The procedures contained in the current edition of Robert's Rules of Order Newly Revised shall assist in establishing and maintaining the orderly procedures to be followed by the meetings governed in any case where such rules are not consistent with these by-laws or any special rules of order which the RC-WR may adopt.

ARTICLE VI. AMENDMENTS

Section 1. At Annual Meeting. These by-laws may be amended at any annual business meeting by a resolution of at least two-thirds provided that such amendments shall have been submitted in writing to the Secretary by five members in good standing no less than 90 days prior to the annual business meeting, and shall have been distributed to the membership no less than four weeks prior to the annual business meeting by the Secretary.

Section 2. By Mail. These by-laws may be amended by mail provided such amendments shall have been submitted in writing to the Secretary by five members in good standing, that the proposed amendments are mailed to the membership by the Secretary with a ballot indicating a specific date by which the ballot must be returned, and that 50% of the membership approves the amendment.
RC-WR OFFICERS:

CHAIRPERSON:
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608 State Drive, Exposition Park
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