

MADRAS COLLEGE ARCHIVE SUPPORT GROUP
Meeting of Thursday 25th August, 2011
3.45pm in K1

Agenda

1. Welcomes and apologies
2. Scrapbook take-over by Frances and Anne
3. Drop-Box and potential electronic methods of retaining information
4. Progress on "The Madras Book"
5. ParentMail system. Before the meeting colleagues may wish to look at the system that Arlen has set up on the archive website, address and link - <http://www.madrascollegearchive.org.uk/parentmail.htm>
6. Annual Report for later this year
7. JustHost - subscription renewal
8. Admissions Registers. How to manage and communicate the c.10,000 available entries
9. Possible new members to assist with tasks. Pupil helpers
10. The "six-year rule"
11. Other items from members
12. Dates of first two meetings in 2012

LM
22nd August