

MASTER OPERATING MANUAL

July 2020

Photographic Society of America

Historical Research Committee

Purpose: The Historical Research Committee preserves, researches, compiles, and provides documentation of the history of the Society as needed. The work to date has been a valuable resource of information for the Society, but much work remains to update the information, as well as document current data.

Appendix A: Background of the Historical Research Committee (page 5)

Appendix B: Historical Research Committee Chairpersons (page 6)

Reporting Relationship: The Committee reports to the PSA President

Structure: The Historical Research Chairperson is appointed by the PSA President to serve for a term of 2 years. The Chairperson may serve more than 1 term. The Chairperson supervises assistants recruited from the membership to help with documentation.

Advisory Resource: The ROPA Chairman and ROPA Assistant Chairs, the Honors Committee Chair, the Portfolio Distinctions Chair, the Society Recognition Awards Chair, the Service Awards Chair, the Youth Showcase Chair

Responsibilities:

Chairperson: The Chairperson is responsible for submitting a committee report twice a year to the President. Previously, the Chairperson has presided at the Historical Research Annual Meeting at Conferences/Photo Festivals. Since there won't be meetings at the Festival, it may not be possible to hold an Annual Meeting and the meeting will be discontinued.

The Chairperson is responsible for collecting the information from the Chairs of the Committees and entering the information in the proper spreadsheet or document. The Chairperson distributes copies of the updated spreadsheets to HQ's, the President, and relevant spreadsheets are also e-mailed to the webmaster, the Journal Editor, and the Publications V.P. The Chairperson also searches for the answers to questions that the PSA Office receives and is unable to answer if the information isn't in the Membership Data Base. (The data base doesn't include early members who were no longer active when the data base was converted to digital).

Members and Advisors: The members and advisory chairs submit information on a timely basis to the Chairperson for inclusion in the master spreadsheets managed and maintained by the Chairperson.

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Procedures: for Spreadsheets

ROPA: Check daily for Distinction reports from ROPA Assistants. Enter the data in the ROPA Distinctions Spreadsheet, noting the name, the membership number, the date joined, country, Buy Back date if relevant, the year the award will be presented, and the approval date. At the end of the month, check records with the ROPA Director to be certain that they agree. E-mail copy of the dated spreadsheet to HQ's, PSA President, Webmaster, Journal Editor, and Publications VP.

JOURNAL INDEX: When the current month's index is received from the committee member in charge of the monthly indexing, open the Master Journal Index and copy the current month into it. Make sure that all pages were indexed and look for typos. Check the information in the Passings for accuracy. Check if date of death is recorded and update ROPA and Honors spreadsheets if not done previously. Change the date on the Index to the 1st of the month. E-mail copy of the dated spreadsheet to HQ's, PSA President, and Webmaster.

JOURNAL NEWS EDITORS SPREADSHEET: The Historical Records Chairperson uses the News Section of the Journal and updates the spreadsheet to reflect the months the editors contributed a column. Notes any changes in editors and sets up new editors if necessary. At the end of the year, a computer count of number of months each editor contributed a column is compiled. E-mail dated copy to HQ's and PSA President

YOUTH SHOWCASE SPREADSHEETS: After the Youth Showcase is complete for the year, send the three Youth Showcase Spreadsheets to the Director to update. The spreadsheets are: Showcase Judging History, PSA Youth Showcase Workers, Youth Showcase Committee Members. The Judging History Spreadsheet lists the year, location, judges, category, winners name, image title, award, medal/best of show for both digital and print entries. The workers spreadsheet lists the local worker and sponsoring organization. The committee members spreadsheet lists the names of the PSA members who organize and coordinate the international competition. When the update is received from the Youth Showcase Director, E-mail dated copies of the spreadsheets to HQ's and the PSA President.

HONORS SPREADSHEET: After receiving the advance information of Honors from the Honors Committee Chair, begin the update of entries with the names, membership number, and date of membership for any first-time honoree. Leave the date and honor blank until after the Honors have been awarded at the Festival, then enter the data for all the honorees in the spreadsheet. Each month check the Journal for date of passing of anyone with honors and record it on the spreadsheet. Also record the Progress Medal honoree and if there is a change in

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President, note the date of term ending and enter new President's name and year beginning the term of office. E-mail a copy to HQ's, PSA President, Webmaster, Journal Editor, and Publications V.P. after the honors are updated. If there have been minor changes during a month, an updated copy is e-mailed to HQ's and PSA President.

HONORS BY YEAR SPREADSHEET: A new Honors spreadsheet was begun by a former chair of the Honors Committee, which shows the number of each PSA honor given each year. It is hoped to be able to update this spreadsheet when libraries are open. We have 10 years that are missing, but 5 additional *PSA Journals* that are being donated will bring this down to just 5 missing years. The Honors Committee Chair provides the current information each year. When the spreadsheet is complete, the Honors Committee can update it each year and copy the Historical Records. A dated copy of this spreadsheet is e-mailed to HQ's and to the PSA President after the spreadsheet has been updated each year.

PORTFOLIO DISTINCTIONS SPREADSHEET: After each Portfolio Assessment is complete, the Director sends the list of successful Portfolios to the Chairman of the Historical Records Committee. The Chairman enters the maker's name, membership number, country, title of the Portfolio, the Distinction awarded, and the date into the Portfolio Distinction spreadsheet. Date and E-mail the updated Portfolio Distinction spreadsheet to HQ's, PSA President, Journal Editor, Publications VP, and PSA webmaster.

EDITORIAL AWARDS SPREADSHEET: The Editorial Awards were originally listed in the Word Document. A former Publications VP was concerned about the records and PSA's webmaster, Sharon Powell converted the Word list to Excel. Conversions sometimes lose some data, and the conversion has been checked and changed, as necessary. The Editorial Awards Director submits a list of Editorial Star Award on a quarterly basis to the *PSA Journal*. The Historical Records Chair updates the Editorial Awards Spreadsheet from the list that appears in the Journal and checks with Editorial Awards Director if there seems to be a discrepancy. The spreadsheet only lists the star awards; the points are maintained by the Editorial Awards Director and are not listed in the Historical Records spreadsheet. The spreadsheet is updated quarterly and a dated copy is e-mailed to HQ's, PSA President, and PSA webmaster.

CONFERENCE/FESTIVAL PRESENTERS SPREADSHEET: Gerald Emmerich lent his Conference Program Booklets from 1994 forward, to the Historical Records Chairperson. A spreadsheet listing the Presenter's Name, Program Title, Year, and Location of Conference was constructed from Gerry's collection. The Historical Records Committee member in charge of

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updating this Spreadsheet each year uses the current Program Booklet and updates the spreadsheet after the Conference/Festival each year and e-mails it to the Historical Records Chairperson. A dated copy is e-mailed to HQ's and the PSA President each year.

PSA HISTORICAL IMAGE COLLECTION CALENDAR SPREADSHEET: The Historical Image Collection Calendar is a new project begun in 2018. A spreadsheet was begun and is to be updated each year when the Calendar is published. The spreadsheet lists the Year, Maker, Image Title, and Location/Month of the Image. The Historical Records Chairperson currently updates it and maintains a copy of each year's calendar. A dated copy of the spreadsheet is e-mailed each year to HQ's and the PSA President. **WORD DOCUMENTS**

Procedures: for Word Documents

PSA Officers Updated

This document was derived originally from information in the old Membership Directories. It was expanded through research to a document that is now over 200 pages in length, with 52,741 words as of June 25, 2020. It is a list of PSA Officers, Charter Members, Charter Clubs, Cornerstone Members, Life Members (Paid and Honorary), Zone Directors, District Representatives, Area Representatives, Division and Chapter Officers, Special Awards, Scholarships, Membership Awards, PSA International Exhibitions, PSA Conferences/ & Regionals, Conference Committees, etc. When it became unwieldy, some information was transferred to the various Spreadsheets noted above. Research resources are the old Membership Directories, old issues of the *PSA Journal*, files found at PSA HQ's, old PSA International catalogs, and for more recent information, our website, as well as current issues of the *PSA Journal*. The procedure is to begin checking sources after the Photo Festival when awards are announced, and new officers are installed.

The History of the Photographic Society of America

This document was originally planned to be a history of the Society written in 10-year increments. It was found that organizationally, it is better to organize it around the term of office of each president. The minutes of PSA meetings are not easily accessed. Although they have been filed at PSA Headquarters, it would require spending a considerable length of time in Oklahoma City. The internet has been somewhat useful in finding information about the history of the country and the world in the early years of the Society. The Great Depression, the New

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York World Fair, and WWII had a profound influence on PSA's early history. The research for this document takes much more time than was originally assumed, but the work does continue.

SUCCESSION PLANNING

The Photographic Society of America has a Succession Planning Policy which is simply a way for an organization, society or group to plan for the orderly and successful replacement of key officers, leaders, chairs or any position in the organization deemed to be essential to function efficiently.

Information can be found at this website:

<https://psa-photo.org/index.php?psa-policies>

CALENDAR

Reports: 2 Reports per year.

1. In the month prior to the Spring meeting of the BOD, the Committee Chairperson prepares a report and submits it to the PSA President of PSA, who provides oversight of the committee.
2. In the month prior to the Annual meeting in the fall, the Committee Chairperson prepares a report and submits it to the President of PSA, who provides oversight of the committee.

Requests: Questions about the history of the Society and requests for information happen throughout the year. The Chairperson replies in a timely manner to questions and requests

Appendix A

Historical Research Committee Background

Originally, the historical research was managed by one long-time member who was interested in the history, had personal contacts with early members of PSA, and had most of the issues of the *PSA Journal* for reference. He served as PSA Historian for many years. When he was elected to

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the BOD as Public Relations V.P., he assumed the oversight of the history which has remained with the Public Relations V.P. position until recently, when it was transferred to the PSA President. As historian, he designed and set up an Index of the PSA *Journal* and a spreadsheet that listed Honors, Distinctions, Progress Medal Recipients, and Presidents (former and current) of the Society, plus a notes section which still contains information we are unable to decipher. The basic design was good and remains in use today, with the addition of Volume and Number to the Index to make it usable in a library setting and the addition of the PSA member's number to the Honors spreadsheet. (Necessary, because it was found that some members had similar or identical names). Because of the addition of more categories of Distinctions, the Distinctions were transferred to a new spreadsheet for ROPA Distinctions. The history was stored on the former historian's old personal computer. After his death, it was found that the software was obsolete, and it was impossible to transfer the information off the old hard drive. The PSA President at the time, knew a person who was able to write a program enabling him to transfer the information to Excel so it could be read on a newer generation of computers. The *Journal* Index was jumbled and appeared unusable but after an Excel Search by Date, it was found to be a workable, although an incomplete, document.

In the last 10 years, the two original spreadsheets have had extensive updates and several relevant spreadsheets have been added. Old Membership Directories, along with *Journals* were used as resources for a large Word Document that preserves a variety of information about offices held, awards given, events, etc. ACCA Bulletins, PSA Bulletins, and Early *PSA Journals* (33 in all) have been scanned and archived on the website to make them available to anyone interested in the history of the Society. The fragile early Bulletins and Journals have been returned to Headquarters for permanent storage. Carbonite backs up the information on the Chairperson's computer to safeguard against loss. Updated records are e-mailed to Headquarters each month and backed up on PSA's Carbonite account for additional safety.

APPENDIX B

MASTER OPERATING MANUAL**July 2020****Photographic Society of America****Historical Research Committee****Historical Research Committee Chairpersons**

Tony Patti, HonPSA – 1994-2008

Peter Steeper – 2008-2010 (Transferred records from old computer to Excel)

Laura J. Davies, FPSA – 2010-2013 (PRVP ex officio)

Laura J. Davies, HonPSA 2013-present

Historical Research Committee**Committee Advisor and Resource Provider**

Gerald H. Emmerich, Jr, HonFPSA, GMPSA/B

Committee MembersBelinda Kellar – Indexes the current *PSA Journal* every month

Jan Todd, APSA – Updates the Conference/Festival Presenters Spreadsheet Annually

Kathleen Braun, HonPSA, PPSA – Updates the PSA Youth Showcase Spreadsheets Annually

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