

# Musetta Report – March 2015

---

## Archival Reconstruction

The reconstruction of our legal and archival documents in the Musetta filing system is complete – at least we are complete in uploading all the files I was given, which were numerous, but not complete enough to reconstruct documents valuable to our history. My thanks go out to Jeff, Kevin W. and Paul for their assistance in emailing me what they had. As it stands now, what you see is as much as we have.

All reconstructed folders in “Files” are noted as such in the “Description” box. Once you get inside each folder you may have to search around for what you need as the original file naming format I created for us is no longer being used. If you can’t find a document you need, or find a document that doesn’t belong where you think it belongs, please advise me so I can try to find it or make any necessary corrections.

## Future Filing of Legal and Archival Documents

I was surprised recently to find out that not everyone on the board keeps an archival file of their own of board documents. When I took over as secretary several years back I was handed a CD with all the secretary’s files since we re-started the Chorus. I assumed that’s what we did and thought it was a logical and necessary practice (it’s also the way we ran the business of the Chorus at Lehigh Valley). I continued that tradition and was able to hand the files over when I left the position. Apparently this is no longer common practice? I find that troubling from the standpoint of seamless transitions when a new person takes on a vacated position.

One board member told me that he didn’t keep copies because he thought the documents were being put on Musetta, which we’ve discovered wasn’t the case. Lesson learned! It is unlikely that the Musetta server will crash and we’ll be without our documents – Jim Haungs, our webmaster, backs up all of the Choruses’ data on a regular basis. However, nothing prevents someone with a grudge of some kind against the Chorus who also has Musetta administrative access from deleting everything or, as we’ve experienced with the reconstruction, causing havoc by not doing his job. This recent situation has created blanks in our history that may have been permanently lost.

*It is my recommendation that all board officers and committee chairs keep their own electronic files to pass onto the next person who takes over the position. If members-at-large would do the same we would have a backup in the future should another catastrophe like this one occurs.*

## Change to “Board of Directors” Group

It was brought to my attention that Adam was not listed in the Board of Directors group in Musetta, meaning that any emails sent via Musetta to the board did not get to Adam, unless the sender cc’d him. This has been corrected and the group shows a total of eight members.

Submitted respectfully by Terry Drew Karanen, 23 March 2015.