



Smithsonian Institution Archives

## Staff Meeting Records, 1972-1983

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Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Staff Meeting Records
<b>Identifier:</b>	Record Unit 464
<b>Date:</b>	1972-1983
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Creator::</b>	National Museum of American Art. Office of the Director
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 464, National Museum of American Art. Office of the Director, Staff Meeting Records

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## Historical Note

The position of Staff Meeting Coordinator was created by director Joshua C. Taylor in 1973 to coordinate attendance and the agendas of staff meetings, a duty which had previously been carried out by the Agenda Committee. Andrea Brown served as Staff Meeting Coordinator until 1977. She was succeeded by Raylene Decator and Kristin Olive, who held the position until 1983. Margy Sharpe served as Staff Meeting Coordinator in 1983, when the position was apparently abolished.

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## Descriptive Entry

These records primarily consist of minutes of the meetings, notes, memoranda, correspondence and other data for the monthly staff meetings.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

### Subjects:

Art museums  
Museum directors  
Museums -- Administration

Museums -- Employees  
Staff meetings

Types of Materials:

Manuscripts

Names:

Brown, Andrea

Decator, Raylene

National Collection of Fine Arts (U.S.). Office of the Director

National Collection of Fine Arts (U.S.). Staff Meeting Coordinator

National Museum of American Art (U.S.). Staff Meeting Coordinator

Olive, Kristin

Sharpe, Margy

Taylor, Joshua C. (Joshua Charles), 1917-1981

## Container Listing

### Box 1

- |            |   |
|------------|---|
| Box 1 of 1 | Agenda Committee Log, 1972-1977   |
| Box 1 of 1 | General staff meetings and questionnaires, 1974-1975  |
| Box 1 of 1 | Staff art exhibition - Andi Brown, Conservation, 1974-1976                                    |
| Box 1 of 1 | Staff art exhibition, 1982  |
| Box 1 of 1 | General staff meetings, 1983  |
| Box 1 of 1 | List of past speakers and subject ideas for future meetings, 1978-1982                        |
| Box 1 of 1 | Staff exhibition information, letters to and from speakers, general staff meetings, 1980-1982 |
| Box 1 of 1 | Correspondence with speakers, 1977-1980   |