

**2015 Annual Report of KORA Committees and Subcommittees,
Service, Special Interest, and Support Groups**

Name of Group: Resident Archives, subcommittee of the Communications Committee

2015 Chair: Carol Ganzel, chair since 2012. **2016 chair:** Carol Ganzel

Current mission statement:

To obtain and maintain biographical information, including a photo, of all Kendal residents and make it available to all residents and to everyone who uses the Kendal library or reads the *Kendalight*. The biographies and photos promote fellowship among residents and provide a permanent historical record.

Steps to accomplish this mission are as follows:

- ❖ Resident Archives follows up Admissions' request to incoming residents for a short biography. (If the request is immediately fulfilled no follow-up is necessary.) The subcommittee also photographs new residents.
- ❖ After receiving a written biography, the subcommittee edits it lightly for length and clarity and, using computer software, lays it out on one page with the photo, and prints it on archival paper for the library's *Who's Here* notebooks. The chair sends a digital version by e-mail to Admissions and to the *Kendalight*. She also stores it on the computer in the Channel 19 room, which is more accessible than her personal computer.
- ❖ The subcommittee issues a comprehensive *Resident Biographies* every five years and periodic supplements in between. These are compiled by reformatting the pages in *Who's Here*; printed copies are distributed to all residents and some staff.
- ❖ *Who's Here* includes living residents only. When residents die, the committee transfers their biographies to the *In Memoriam* notebooks in the library.
- ❖ The photography subcommittee provides the photos accompanying the biography.

Yes, we have **changed the mission statement** to reflect the establishment of the photography subcommittee.

Summary of activities and accomplishments

As planned, we completed early in 2015 the comprehensive collection of biographies of everyone living in Kendal December 31 2014, and we distributed them to residents with care to be sure that every person or couple received a copy. Since then we have assembled 28 more biographies of those who have entered Kendal in 2015 and have several more pending.

We continue to work with Social Services to identify residents who, although they moved directly into the Care Center, may appropriately be included in our publications.

Problems? Needs?

Because we've had many new residents in 2015, the *Kendalight* has been unable to publish their bios in a timely fashion. We are talking to Elizabeth Aldrich about ways to deal with this problem.

Some new residents do not write their biographies in a timely fashion — or at all.

Plans for 2016 and future

Procedures and activities described above will continue.

Committee members:

Vera Cooke (secretary and past chair), Carol Ganzel (chair), Thelma Morris (librarian), Harold Pesuit, Mary Simons, and Joy Walworth (copy editor).

Ex officio: Lyn Cope and Joe Luciano, photography; Bob Longsworth, KORA liaison.