

ADMINISTRATOR FOR PROPERTY AND ARCHIVIST

This is my last report to you as Property Administrator. My duties as archivist will continue. Throughout 2014 I continued to deal with tenants, repairs, assorted legal/financial matters for the properties without Episcopal congregations, rebuilding congregations, and congregations that had resumed participation in the Episcopal Church.

The brutal winter months in early 2014 resulted in heavy costs for heat and plowing, and for a major insurance claim related to burst heating pipes at one of the buildings. I continued to deal with construction and repair projects at five buildings, including steeple repairs, two roofing jobs, a basement waterproofing, and interior repairs covered by insurance on a building with a leaky roof. There were a number of changes of tenants requiring new use agreements. I also served as financial overseer for bank accounts at three closed congregations and as treasurer of one rebuilding congregation.

As archivist, I continued the process of transferring boxes of records and artifacts from closed buildings to the archives preliminary to processing those materials. Until the archives has more space, transfer of the remaining records is problematic. During 2014 I had the help of three volunteers from the University of Pittsburgh graduate programs in information science. They helped with processing records and in beginning a catalog of the archive book collection.

I continued to develop the diocesan archive web pages by posting the first on-line parish register (from St. Michael's, Wayne Township) covering the years 1848-1943. The archives was also able to supply requested prayer books and Bibles to parishes, redistribute some Eucharistic vestments and linens to parishes in need of these, and provide furnishings to several parishes doing refurbishment projects.

In addition, the archives responded to at least one research request a week, helping family researchers, providing certificates of sacramental events, and scholars who needed access to the collection. I also attended the joint annual meetings of the National Episcopal Historians and Archivists and the Episcopal Women's History Project in Salt Lake City and the annual meeting of the Historical Society of the Episcopal Church in Claremont, CA.

Joan R. Gundersen