

WSA EXECUTIVE REPORT TO CONGRESS 2014

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1. The original tape recordings of Bapak's talks - those which today remain available to the future, arrived in Canberra on 28th May 2014.

The recordings had been with Memnon in Brussels being remastered to current preservation standard, courtesy of funding by MSF.

The next stage of this project is to check each tape visually, then prepare it for permanent storage in accordance with normal archival practice. As each tape is checked, all the usual archival documentation will be done to record any available historical or technical information needed to ensure we retain a clear verifiable link between the original recording and the digital derivative

During the conversion from analogue to digital technical metadata was compiled documenting the process and this metadata will be linked to the above information

Information from each tape reel or tape case will be checked against the metadata to ensure the original tape remains linked to the derivative file so that it's possible in future to verify the authenticity of that digital file over time

Over time recordings have been lost for various reasons and therefore what remains is not *everything* that was originally recorded when Bapak gave a talk. We are fortunate that so many people from the very beginning of Subud made the effort to record and look after what we are still able to preserve today

Preservation is about many things, not just environmental conditions or buildings. It requires an intellectual understanding of how archives are managed, of the historical context needed to retain authenticity as well as the parameters of handling each type of media. Today this includes an understanding of the management of digital files.

It's essential that what has been done over time in terms of collection, preservation and access is clearly documented with the original recordings, so that we can always prove with complete integrity that, what we say is a Bapak talk is in fact an untampered derivative of that talk

To do a project like this in a normal archival environment is relatively easy, taking into account all the technical and managerial issues involved. Once those are known, understood and 'managed' the process itself is relatively simple to carry out, given the right equipment and expertise

Its not as straightforward and its certainly not easy to do a project like this in our organisation where all kinds of things seems to get dragged into the decision making process. This requires the retention of an inner commedienne at all times or, the ability to fly high above it all at all times neither being successfully attained most of the time.

Regardless the above the project remained about two things:

1. The physical, technical, normal, preservation practice to preserve the talks in a normal, professional, material way as is our responsibility so to do and;
2. The possibility to re-engage inwardly in a different way to deepen our respect for the content those physical items contained

One of the things I experienced when I first started working in our archives a few light years ago was that no matter what I was doing as I worked in a normal way, I was led back as I worked, led back to and reminded of Bapak's talks - even when the work I was doing wasn't on or about the talks themselves.

What I also experienced was that I was never allowed to stop at the talks, I was taken further back to the One who decreed the gift of the latihan for mankind at this time - Almighty God

I saw that the kejiwaan, the latihan, the Grace and Power of God flowed through and was evident in all our archives because the kejiwaan, the latihan, the Grace and Power of God flowed first of all through Bapak and then through the historical development of Subud - just as it flows through us even with our limitations and shortcomings as the latihan works in us

This evidence exists in our archives not only in the talks but in the archives generally which combined, reveal and provide the reality, clearly visible of the working of the Grace of God for our benefit and the benefit of mankind

This is the gift of the archives to Subud in a way, as is their capacity when ultimately managed well, to provide proof and evidence of what God has given.

The two photos attached are of some of the original recordings when they arrived in Canberra and Maxwell (executive Chair) and myself in the climate controlled room the tapes are currently housed in as they were being transferred to the shelving units ready for inspection

Amalijah Thompson
WSA Archivist
June 2014

2. Brief history on structure/framework archives

A summary of the process - some of the wording below is taken from newsletters or documents of the period.

1959 – What might be called the first unofficial *international committee* for Subud was located in New York. One of their first declared intentions was to establish an archive as a resource for the future. They began to do this however, in typical Subud fashion the minute they did, some moved to other countries and we never discovered what happened to the documents they started to collect.

1967 – 'It was decided at Tokyo congress, with the permission of Bapak, to prepare Subud Archives for present and future generations' – *article by Richard Engels, SWN, 1967*. Richard Engels was put in charge of this and asked to take the necessary steps. Countries of ISC were asked to collect historical documents as follows:

- 1. Tapes: These were already being collected by Subud UK in preparation for a World Tape Archive in England.** They noted that many tapes hadn't reached London. The person responsible for the ISCC Tape Sub-Committee was Isobel Isaacs. (ISCC was the original name of ISC). Maxum Stafford was also involved at some stage.
- 2. Films:** Subud Hamburg was to look after these as the ISCC Films Sub-Committee.
- 3. Photographs and slides:** These were to be looked after in Wolfsburg as the ISCC Slides and Photos Sub-Committee
- 4. History of Subud:** All written and printed words of Bapak, publications, letters and documents, showing the history of Subud were to be sent to Richard Engels in Germany.

1975 – 'Congress recognised the importance of duplication for security and the value of archives to aid the work of ISC and other Subud bodies'. A chair of 'the International archives' was created, Mary Thompson in England. At that time *the* international archive for Subud was in Kenfield Hall, England.

NOTE: Before we had 'international archives', we had a body called *Communications, Publications and Archives*. Rashid Arthur was one of the chairs of this body according to reports of the period.

While the archives were in England, film and photographs were sent from Germany and by 1977 the tapes that had originally been intended for the World Tape Archive in England had been transferred to Faisal Sillem in Belgium. Before the Tape Preservation Unit was established under the international archives framework while Mary Thompson was the Chair of the International Archives, Faisal worked as one of the ISC Tape Units that existed in various countries, collecting, duplicating and distributing the talks

1976 – Bapak wrote a letter to ISC giving instructions on their function which letter included a paragraph about archives – **“to arrange for the preservation of archives and historical material relating to the development of the Spiritual Brotherhood of Subud”**

1977 - Letter from Bapak (Sharif) in answer to Mary’s question saying yes, copy the most important material from the archives in England and Belgium to an additional three locations. The archive in Indonesia didn’t exist at that time nor was mentioned in Bapak’s letter.

It had already been decided at the congress in 1975 in fact that it was important to duplicate some things for security so it was possible Mary was not at that congress

We are missing the ISC records from 1975 to 1979. They had been for a long time in Hamburg Subud House, all clearly organized and marked

1978 – Tin trunks containing duplicated archives and duplicated talks were being prepared to send to Lewis Arquette, USA; Aisha Parker, Sydney; Eijiro Mochida, Japan.

1979 – I could find no mention of archives at this congress.

1983 - Faisal Sillem had been appointed as the Chair of the International archives and Bapak advised that the tapes preservation unit (TPU) should be moved to England and to amalgamate it with the archive there. However, this did not eventuate.

Harlinah Longcroft got involved in the archives collecting for the history project. When she started to write the history she couldn’t find sufficient information in the existing documents, including in Indonesia where she was living, to be able to compile an accurate history. It’s not known what happened to items Richard Engels had collected in Germany or what was collected at that time. As an aside normally archives wouldn’t separate tapes, films, photographs, documents in the way we had done so as to ensure complete historical context for the future

1987 – Bapak passed away which stimulated establishment of the archive in Indonesia.

1988 - *The International archive fundraising team (IAFT)* was formed and in March 1988 Daniela was commissioned to go to Indonesia to work for IAFT/ISC. IAFT raised around US\$500,000.00 including salaries, equipment and supplies. What they raised also went to sustain the other archives. IAFT was in operation for approximately 3 years which enabled the archive in Indonesia to be established

1989-1993 Saodah Higashi became Chair of the International Archives when ISC was in Japan. Saodah was in fact the last *Chair* of the International Archives. One of the problems that had occurred previously was the cutting off of the top and bottom range of dynamic sound of Bapak’s voice which ISC tried to address during that period and was why recently the Memnon project was so beneficial in restoring the full dynamic range of that sound via the capacity of developing technologies

During this period, Lorenzo Music, who was the head of IAFT, wanted to transfer the original recordings of talks to the USA to have them processed commercially and, properly stored in climate controlled facilities which Varindra Vittachi as WSA Chair supported.

IAFT then suddenly resigned and everything stopped. Part of the problem was a conflict with ISC who were concerned with how much money IAFT was raising feeling it was taking money away from ISC. From the documents available there was conflict surrounding the archives generally at that time even though it was possible to establish the archive in Indonesia.

From 1983 to 1989 the various activities under the umbrella of the international archives were:

- History of Subud – Harlinah Longcroft

- Faisal Sillem - TPU
- Robin Drewett - the ISC Tape Unit
- The transcription and translation unit – Indonesia

The backup locations (archive centres) were never mentioned, including the archive in England which, by then had disappeared perhaps into a basement in Lewis or had been partly lost in transit as one story tells.

In the USA, Australia and Japan only the tin trunks of duplicated material existed and countries were financially responsible for this material, as well as its care

1989 world congress resolutions included that ISC shall appoint an archives Sub-Committee called Subud Archives International (SAI), with a Chairman to coordinate the work of:

- YSBD – archive in Indonesia (YSBD became YMS)
- Transcription and translation unit which worked with the archive in Indonesia
- TPU – Belgium – tape preservation and multiplication
- ISC Tape Unit – UK – *distribution of sound, video* (may also have held some film)
- History of Subud – assembly of source material and writing the history of Subud

In the second part of the resolutions of the congress the ‘Five International Archive Centres’ were mentioned in relation to holding duplicates of various archives yet, they weren’t under the management umbrella of ISC or, the sub-committee being established.

1993 congress changed the framework again and everything was merged into ISC Media Services including all the various ‘units’ below. SAI (Subud Archives International) was now included:

- SAI – Australia, Japan, USA, UK, Indonesia
- TPU - which was under the umbrella of the archives but retained the TPU name
- Video talks archive – Robin Drewitt
- Film and video archive (not video talks as above). These were transferred to Harris Smart in Melbourne during this period for the purpose of having them copied for safety
- ISC Tape Unit UK – sales and distribution
- History of Subud
- Copyright and Trademarks
- Web and Publication guidelines
- Ibu Rahayu talks

(SPI were off to the side as private publishers with no link to the WSA as such)

Archives no longer had a dedicated chair

1993 – 2001 - Lester Sutherland was the ISC Media Services Coordinator. During this period Daniela returned to the USA from Indonesia c1992 and was at that time called the technical advisor to the international archives. She was unable to find work in Los Angeles where the archive of backup material was. She moved to Phoenix and another coordinator was appointed in Los Angeles.

From approximately 1993 to 1995, security microfilm copies of the contents of the archive in Indonesia were lodged for safety in the USA, Australia and Japan and audio cassette backup copies of Bapak’s talks were also distributed during that period. A set of microfiche had also been made of a selection of Bapak’s letters with names and addresses removed, much like the selection of letters which had been part of the original helper’s guides. These sets of microfiche were sent to the USA, Australia and Japan

Circa 2000 due to problems with the archive in the Subud House in Los Angeles any remaining material was transferred to Phoenix under Daniela’s interim care. It isn’t known when Daniela was appointed as the Subud USA archivist and began to take care of Subud USA’s archive

1997 – Resolutions relating to Archives were:

1. It is resolved that the WSA undertake a project to:

a) Make security copies of archival film about Bapak (of his early visits to Coombe Springs, Holland, Wolfsburg and other places in Europe) and

b) Copy this archival film on to video.

2. It is resolved that WSA undertake a project to make a subject index to Bapak's index. (This project had already been started by Faisal Sillem)

3. It is agreed that WSA should be responsible for the international archives

Regarding the Transcription Unit Congress approves that the Indonesian Transcription Unit has to report to Subud Archives International

1998 – Amalijah Thompson took over as coordinator from Harlinah Longcroft of the archive in Australia and in 1999 moved the archive into new premises

1999-2001 – In 1999 Amalijah Thompson became responsible for all aspects of the international archives at Lester's request - it was too much to deal with everything under media services which included copyright, publishing, trademarks as well as archives. Amalijah was Lester's assistant media services person for this short period. The archive units under her umbrella were:

- The **video talks archive** held by Robin. This was separate to the sales and distribution aspects of video talks which he later transferred to SPI.
- **Tape Preservation Unit** - Belgium
- The **film and video archive** – Harris Smart. In 2001 the film and video archive was transferred to the archive in Canberra. When it was received, the national film and sound archive cleaned, spooled and transferred the film into proper archival containers at a very low fee then it was transferred to a film cold store.
- The **'five international archive centres'** – USA, Australia, Indonesia, Japan, Britain
- There was also a project which didn't succeed at the time to set up a computer database via a team of computer experts, historian and archives

As per the 1997 congress resolutions the Transcriptions unit was supposed to report to SAI.

In 1999 Amalijah proposed a slightly revised model for the organisational structure because of clear issues in the 'international archives framework'.

It involved an umbrella body called **SICS – Subud International Communication Services**, with divisions under that umbrella related to:

- **Archival preservation and functions** – all normal archive activities and functions including transcriptions and first English translations
- **Publishing** – of talks, books and their distribution including SPI, ISC Tape and video unit, History of Subud etc
- **Copyright and trademarks** – maintaining copyright, trademarks and protections including guidelines to web etc re anything published in name of Subud
- **Information services** – general public interface, institutional interface, member access to information

Each section or division would have its own manager or person responsible and each division would comprise various working groups carrying out the work needed. Sharif and Lester supported it however, Amalijah wasn't able to continue in the role and it didn't get to the 2001 world congress for consideration.

Circa 2000 Farlan Williams became the new coordinator for the archive in Indonesia replacing Latif des Tombe.

2001 - World Congress separated the archives and the rest of ISC Media Services into two areas each with a different coordinator, one for archives and one for 'media'.

2002 - Reinier Sillem was appointed as the archive coordinator during the BIG gathering in England and did a good job supervising the removal of the archive from the Manchester Subud house into a storage facility from necessity however, his studies made it difficult for him to actively perform the function of coordinator

During this period the transcriptions and translations units were transferred to SPI as well as the distribution aspects of the talks

2005 - Amalijah Thompson appointed in October following the congress. No direction or action had emerged for the archives at this congress.

Note: From the time I took the role on until world congress 2010 one of the biggest problems I faced was confusion about the role itself. This happened over and over and over and it was clear something wasn't working. The ISC Chair felt the role was more appropriately that of WSA Archivist and this was then that term first developed. The other issue was fragmentation and disconnection of things that had once been connected to the archives but which were now being managed by a range of people without any cohesive connection at least that was how it seemed at the time. For example:

- Trademarks and copyright were dealt with by Maya assisted by Matthew Weiss
- Translations were dealt with by Armand who developed a translation manual with a lot of reference to the archives which I, as the archive coordinator knew nothing about and which was published with incorrect or out of date facts about the archives
- SPI was dealing with transcriptions and first English translations disconnected from the archives yet, these are part of the archival record and are traditionally part of the work of archives
- Matthew Weiss was dealing with websites
- Roger van der Matten was dealing with the electronic office

It was unclear who was responsible for the publication of Bapak's talks on the Subud Library where errors in translations were found creating confusion about what Bapak had said

There was no visible 'coordination' of all these activities and from my own point of view it was hard to grasp what was happening even when it directly related to my function

In a way this whole period became a battle to retain the light that existed in the archives and their right place within Subud on a straight and accurate path. *Very often* it felt that the light was very close to being extinguished. Initially I had tried to implement the same kind of role Lester had as a 'coordinator' and I tried to 'coordinate' the archives as had been done before, but found over and over it felt like flogging a dead horse.

There was nothing to coordinate in reality – what was needed was to bring the archives into a more cohesive, up to date, more simple way of management, more professionally focused and possibly away from the transience of the WSA.

At one point in time I felt there were two roles, a liaison person to the WSA who was part of 'the executive' and a WSA Archivist, paid, professional appointment that managed the overall archival needs of the WSA in critical areas, supported by 'trustees' who would ensure the resources were available and long term 'protection' and facilitation. **At the time in the situation that existed** and under a newly designed staged development of the archives we thought this may create the needed transition

2006 – The archive in Canberra moved from rented premises into a storage facility to focus on developing a permanent facility

2007 – The future was very unclear generally

2008 – Circa 2008 SPI contacted the executive with an offer to take over the archives. This presented a great temptation for me personally given the problems that existed during a period of transition within the multi-faceted focus of the WSA

SPI's rationale was more or less the same as mine at the time that, for the archives to function properly they needed to be a *proper archive body*, run professionally and protected from the transient functions of the WSA and its office bearers who, no matter how well meaning they may be, have considerably varying capacity, usually little knowledge about managing archives and very little time to apply to the in-depth preservation decisions needed from time to time. After a great deal of consideration it was decided by the executive that it wasn't a good idea to transfer the archives to SPI

Archives also clearly needed stable funding and, a dedicated permanent fund that members could donate to *continually* as they felt to, to build up the resources needed for necessary long term planning.

2006-2009 – Archive Report to WSC with recommendations for a slightly revised framework for archives, which was approved in principle by the WSC in 2009 but did not go to congress and may not have been the right solution. It was recommended to have a council comprising of representatives from MSF, SPI and the WSA supporting a WSA Archivist for 3 years initially to get the most critical work done. At that time there was no archivist in Britain, Daniela had been busy with her own work and had by her own words not a lot of time available for the archives, Faisal had passed away and Robin Drewitt wanted to be free of the video talks archive etc

The recommendations were basically

- To change the framework and name of the archives to WSA Archives
- To consolidate archive units to cover the needed transitions from the former TPU and the video archive
- To resolve issues relating to and therefore strengthen the security backup system
- To bring up to date policy, procedures, protocols, finding aids/lists/databases and guidelines as well as develop the needed archive website so that members could see directly the aim of the archives, what they contained and more easily access what they needed
- That the WSA Archivist would be supported by a group of trustees or a council perhaps who would ensure resources were available one of which would deal with liaison with the WSA
- The archive body itself would comprise the archivists working in each WSA Archive as they were available plus co-opted expertise as needed from time to time
- The WSA Archives and the archive body would operate under a simple charter from the WSA to ensure permanence in facilities and funding necessary to develop long term valid preservation planning to avoid 'crisis spending'
- The change from a 'coordinator' who had no knowledge of the archives in the depth needed nor of archival practice to a WSA Archivist supported by a group of trustees or similar providing the needed link to the WSA was designed to eliminate long standing issues with the role
- That a permanent fund was needed to ensure the long term stability and effective management of the archive rather than ad hoc annual very uncertain budgets which add to the 'cost' of running archives
- Original sound recordings in Belgium should not be discarded as per the request to do so but professionally assessed prior to world congress, as to the feasibility of re-mastering to current preservation standards and the cost.
- All recommendations in the report including all preservation priorities for several years ahead were cost and submitted as part of the budget process

The consolidation of the former TPU and the video talks archive into the archives in Indonesia and Australia (Ibu's talks to Indonesia, Bapak's talks to Australia) was on the basis that those two archives were already archives of the WSA and the clear responsibility of the WSA; the relevant expertise was available; they were close geographically so the concept of a twin WSA archive sharing responsibility for the early historical records of the WSA and the talks made sense because the records were already in those two locations or in case of the talks soon would be

The recommendations did not preclude development of other archives - WSA Archives or country archives

It simply dealt with the current urgent needs where it made sense to amalgamate and consolidate, while at the same time creating a framework that would make simpler and more easily doable the overall management of the archives along professional lines as archivists and resources were available

2010 – Congress resolutions

Excerpt from 'Minutes of 13th Subud World Congress'

10. WSA ARCHIVES

10.1 Congress resolves WSA takes responsibility to provide the funds needed for the maintenance and preservation – to the latest archival standards – of the WSA Archives; USA, Spain (32-0-0)

10.2 Congress approves the following recommendations. Mexico, Britain (32-0-0):

“WSA shall appoint a WSA Archivist and shall establish a “Panel” (Working Group) who shall work as a team to ensure the maintenance, preservation and accessibility of current and future WSA Archives;

The panel shall consist of approximately five persons who together shall have appropriate skills, expertise and experience needed;

The WSA Archivist shall be a person who has proven professional experience and competence in archives;

The panel including the WSA Archivist shall work together in a collaborative and harmonious manner for the furtherance of the aims of this resolution;”

10.3 Congress resolves that the material created by and related to Bapak, the WSA and its Affiliates be preserved for all coming generations as far into the future as Almighty God permits. Australia, Spain (32-0-0)

2010 – Amalijah Thompson continued as WSA Archive Coordinator

2010 – WSC Meeting in Great Malvern, UK

Excerpt from minutes of WSC Meeting, August 2010

6.1 ARCHIVE STRUCTURE: Amalijah Thompson, WSA Archives Coordinator, is continuing to review and assess options regarding the framework and infrastructure for the archives. Three working models were presented for consideration. See Archives Power Point, attachment 9.

6.2 ORIGINAL BAPAK RECORDINGS: Following world congress and the resolution supporting funding of the WSA Archives, the original sound recordings of Bapak’s talks were transferred to a professional facility for assessment of their condition. An interim report with options was provided to the WSC meeting which indicated that the recordings are in relatively good condition. The second stage of this process, which involves digitally sampling a percentage of the recordings, will begin shortly. This will determine more clearly the overall costs needed to re-master the recordings to the higher technological standards available today.

6.5 FUNDING: A dedicated, permanent archive fund is needed to provide stable funding, possibly to be held by MSF. This fund would be managed by the archive team in liaison with the WSA and MSF (if the latter holds this fund on behalf of the WSA).

2011 - Amalijah Thompson resigned as WSA Archive Coordinator

WSC Meeting in Rungan Sari, Kalimantan agreed to proceed with the Memnon project to remaster the original sound recordings of Bapak’s talks and MSF offered to fund the project with Amalijah Thompson acting as MSF’s archive consultant working directly with Memnon to supervise the re-mastering process.

Armand Bisson appointed WSA Archive Coordinator

2012 – Amalijah Thompson appointed by executive as WSA Archivist under 2 year contract to end of 2014

2013 – WSC Meeting in Poio, Spain,

Excerpt from WSC meeting minutes, June 2013

Digitisation/re-mastering of the talks had reached the end of the first stage and MSF was thanked sincerely for its work and the WSA declared its intention 'to restore the US\$172,000 provided by MSF from its assets in relation to the digitalisation process.

2014 – MSF/Memnon project completed and original tapes transferred to Canberra for final stage of the work needed

Amalijah Thompson
June 2014

3. World Subud Association Archives **Background to Renewed Effort to Preserve Bapak's Talks**

(Update on report provided to the WSA in **May 2009**.)

Introduction

The purpose of archives is amongst other responsibilities, the task of maintaining the authenticity, and guaranteeing the integrity, of the material in their care. This material needs protection from damage, intentional or unintentional alteration, corruption or distortion. It requires management by objective, up to date, relevant policies. The role of archives is to preserve history, not alter it.

Preservation is the totality of the things needed to ensure the permanent accessibility – forever – of an archival document (sound recording, video, film, letter, photograph or other format) with the maximum integrity.

Preservation is not a discrete process, it's a never-ending management task and how well a recording or film or piece of paper survives in the long term - if it survives at all – will be determined by the quality and rigour and 'attentiveness' of that process, under successive management regimes into the indefinite future.

Nothing has ever BEEN preserved – at best, it is BEING preserved.

There is another common misunderstanding

Interpretation is subjective as is memory and these elements are essential to try to maintain as good a record as possible of the evolution of humanity and, in our case, of the giving of an extraordinary gift.

It's our obligation to preserve and pass on that gift with full integrity and authenticity and this requires both an inner and an outer action and commitment which is not easy to achieve.

We all know that archives have an outer benefit in providing useful information for many purposes but we may sometimes forget that they provide also an inner benefit – a reminder of the magnitude of the gift we've received and evidence of how the latihan works in us in our daily lives as well as a measure of our own development against the integrity of the original receiving.

Sometimes this means a substantial and renewed effort if we are not to lose significant resources or suffer a loss we may regret.

In an organisation with little in the way of physical infrastructure and material strength this is neither easy nor convenient especially during a period of significant global changes together with fast changing technologies which are motivated not for long term access or preservation of information, but for material gain.

This has and is placing many archival collections around the world increasingly at risk, especially all audio visual archives and we are vulnerable to this risk.

We are fortunate that we at least have collected some material and that there have been many admirable efforts over time to provide us with a stepping stone for the next stages.

We are also fortunate that today we are armed with all the substantial knowledge and expertise available in the professional archival world globally together with the resources arising from our own latihan to enable us to manage and sustain our archival resources in a new way into the future.

Context

The context for which images and sounds are designed is relevant to their appreciation but is difficult to maintain for audio visual materials especially.

Copying and migration is needed but copying is not a value-neutral act.

A Series of technical judgments and physical acts determine the quality and nature of the resulting copy and it is easy to distort, lose and manipulate history through the judgments made and the choice and quality of the work performed.

Documenting the processes involved and the choices made in copying from generation to generation is essential in preserving the integrity of the work.

The internal physics and chemistry of audiovisual carriers make many of them vulnerable to inappropriate temperature and humidity, the effects of atmospheric pollution, mould and various types of decay and distortion which can affect their physical integrity and the quality of the image and sound information they contain.

This is why archives store their collections in stable, low temperature, low humidity environments which minimise degradation, maximise shelf life *and buy time*.

Even in a well housed collection, regular monitoring is essential. Audiovisual materials in particular do not look after themselves over the long term; they need deliberate action to ensure their survival.

The principles of decay, obsolescence and migration are fraught with dilemma. The mismatch between the viable life of the carrier and the commercial life of technology is often considerable.

In practice the process of migration entails some degree of loss or distortion of the image or sound information and a change in the viewing or listening experience. Decision making is of necessity sometimes based on knowledge predictions that are not always confirmed by subsequent experience.

Archives in the world have responded to the overall challenges in a variety of ways. By storing and managing collection in benign environments they have lengthened carrier life and delayed the need for migration. By developing ways of keeping obsolete technology and skills functional they have 'bought time' for continued carrier accessibility and longer migration programmes.

By taking conservative approaches they have allowed time for the accumulation of knowledge through practical experience, and this leading to beneficial changes in strategy.

Creating access copies in current digital formats while maintaining preservation originals and masters in older formats, along with the skills and technology to permit access, is part of the current equation and requirements for audio visual archives.

It has also become clear that successive generations of software and hardware may subtly or even dramatically change the audio-visual content as we perceive it.

In the case of such a significant gift to mankind of Bapak's talks, its imperative and essential that we do the best we can to preserve the original materials for as long as possible.

The history of archiving has proved the need to approach all technological predictions with scepticism, the only sure guide being accumulated experience.

There is NO ultimate format; something evolves into something else, sometimes slowly sometimes quickly.

Preservation in the digital realm if the term preservation ever really becomes synonymous with digital records ends our association with human readable records – the form in which almost all documents have been created from the dawn of recorded history up to the 20th century.

Film, cylinder and disk mechanical recordings are relatively stable carriers whose integrity can be monitored independently of any playback technology.

The integrity of audio and video recordings on magnetic tape and computer files, which are not human readable can be monitored only by relevant technology. Their retrieval, and the knowledge of their continued existence, depends upon the maintenance of increasingly complex technologies

During migration the content is segregated from its physical context and meaning. There is no longer a physical aspect to be experienced and to that extent the sensory and aesthetic experience disappears.

In the case of a digital record, it is no longer possible to distinguish an 'original' or 'derivative' copy.

Storage environments – temperature, humidity, light, air pollutants, animals and insects, physical security need to be such as will maximise the life of the carriers being stored, not act as an aid to their degradation.

Practices and techniques that slow down deterioration and potential handling damage are far better and cheaper than any recovery process.

Conserving an original carrier and protecting its integrity means that no information is lost and all future options for preservation and access are kept open. Many archives have regretted premature destruction of originals after making copies which proved to be inferior in quality and longevity.

Content migration and reformatting is useful and necessary for access purposes and when it is no longer possible to stabilise a carrier. It must be approached with caution as a preservation strategy because it often involves the loss of information and the closing off of future options and may open up unpredictable risks when the copying technology used becomes obsolete.

Any new preservation copy that is made should be an exact replica of the original. The content should not be altered or modified in any way.

No archive is an island. They are *interdependent*. They rely on each other and on their international associations for services, advice and moral support. Even large institutions find the need to network and to share facilities and expertise. No one can afford to be an island. Archives grow via a cross current of ideas and learning. Isolated archives have a tendency to make decisions based on parochial and narrow parameters which can lead to destruction and loss of collections, as well as their context and authenticity.

Extract from document by Ray Edmonston leading audio visual archivist in Australia c 2008

Given its pivotal importance in the history of humankind, one might expect that the task of preserving the world's audiovisual memory would have a commensurately large profile and resource base. Yet nothing could be further from the truth. Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has.

2005-2009

A full report on the status and needs of the WSA Archives was given to the WSA in May 2009. The report was compiled as a result of in depth and intensive research into current professional archival practice globally across all formats – sound, video, film, paper and digital archives as well as current professional practice in terms of collecting and organising archives and provision of safe access. It was naturally influenced by the realities experienced working for many years within our archive system, as a coordinator of one of our archives, involvement in ISC Media Services and, as the overall WSA Archive Coordinator from 2005. Added to this was the experience and networks available arising from working professionally in a variety of archives outside Subud.

Recommendations were that the WSA had to clearly have its own archives managed under an 'archives of the WSA' framework and that *WSA Archives* was therefore a more relevant current terminology to use

The WSC decision to enable the original tape recordings of Bapak's talks to be removed from the storage basement in Eindhoven, Belgium and professionally assessed so that a comprehensive report on their condition and options would be available for world congress was impeded and not actioned when it was needed before congress.

2010-2014

Original sound recordings of Bapak's talks transferred to Memnon in Brussels for assessment. Pilot project carried out to determine the value of re-mastering the talks to current archival standard and the cost so to do

Via some trials and tribulations in May 2014 the original tapes were transferred to Canberra to complete the final work on their preparation for permanent storage and to complete documentation and ensure clear context and links between the new digital files and the original recordings. Documentation will include relevant references to earlier work so there is a clear track of what the WSA has done over time.

Amalijah Thompson
June 2014

4. Kalimantan Investment Corporation Liquidation Trust

Background

- Originally the Kalimantan Investment Corporation (KIC) was formed for oversight and fundraising functions for the Kalimantan Gold Corporation Limited (KGC).
- In the second half of 2010 the KIC Board of Directors decided to dissolve the company, with all of its shares in KGC to be distributed to the KIC shareholders or beneficiaries. Some KIC shareholders could not be found.
- Raynard von Hahn investigated the structure we should use. He recommended that the KIC Liquidation Trustee (Doris Meyer) should transfer the unallocated KGC shares to WSA who would then transfer these shares to the Liquidation Trustee coincident with the establishment of the Liquidation Trust. Raynard took into account the advice received from the lawyers in the British Virgin Islands (BVI) who had helped incorporate KIC; from lawyers in Canada where KGC is listed on the stock exchange; and from lawyers in the USA (where the WSA is registered). Earl Metheny, the WSA Lawyer in Washington DC, drafted the Liquidation Trust deed and the resolution now before you.
- So the advice suggested the establishment of a Liquidation Trust Agreement, whereby the remaining KGC shares have been transferred into a Liquidation Trust Account.
- The structure, once established will exist for a limited period (2 years) to look after the interests of the unlocated KIC shareholders or their beneficiaries who have not received the KGC shares in exchange for their KIC shares when KIC was liquidated.
- This structure ensures that conflict of interest does not arise with MSF (as MSF is the eventual beneficiary of the unallocated shares). At the beginning of 2011, there was significant urgency as the KIC liquidation trustee wanted to transfer the unallocated shares immediately.
- The Liquidation Trustee will be advised by a Liquidation Trust Committee during the two year life of the Liquidation during which time every effort will be made to track down the unlocated KIC shareholders and transfer their allocated shares as and when they have been found. When the Liquidation Trust is eventually dissolved, a length of time during which the unlocated shareholders could still claim their share of the KGC shares can be set so that conflict of interest does not arise. The unlocated shares have already been reduced from 7,855,998 in August 2010 to 709,936 shares. A share certificate in the name of WSA has been used for this latter amount.
- The Resolutions that have been tabled for Board of Directors review establish the Liquidation Trust, appoint Evan Padilla as trustee and Fredrick Branchflower and Rosetta Narvaez as the members of the advisory Liquidation Trust Agreement and authorise Luke Pensoney, as WSA Chair, to transfer KGC shares to the Liquidation Trust.
- Husein Patel in Toronto, as the assistant to the Liquidation Trustee, will be responsible for “tracking down” as many of these “missing” shareholders as possible, so they can receive their shares. A list of the shareholders exists, with names, tax identification numbers, last known addresses and their respective interest in the KIC.

MF Nov 2011

5. Honoraria compendium

Note from Harlinah Longcroft on Subud Honoraria

Bapak appointed me the ISC Liaison Officer at Wisma Subud, and one of my jobs was to pay the members of the International Secretariat, the Translation Unit, the Tape Unit, and pay for the maintenance of the sound equipment etc. too. Bapak decided on the amount that each person would be paid, but ISC actually paid them, so that if they wanted to argue about the amount etc., they had to argue with ISC and not with Bapak! So I was in the hot seat, and would go and ask for Bapak's advice when I got out of my depth! I then informed ISC what Bapak wanted "if ISC agreed", which, of course, they always did.

These duties brought me into fairly frequent contact with Bapak, who explained what he wanted done and why. He always said that working for Subud should be, as far as possible, "kerja bakti" - that is voluntary work. However, if people really needed the money, then they should be paid according to their need, but not more than the going rate for employees of a charity. In Indonesia, people who worked for a charity were usually paid at a rate of one third what they would get for the same work for a commercial company.

Bapak told me that people had to be paid if they needed the money so that working for Subud was open to everyone, and did not exclude those with low incomes or no income at all. He also said we should employ those who needed work, so for instance, when Batara Alamsjah died, Bapak said that his widow (who was Dutch) needed an income and that the International Sekretariat should employ her in whatever capacity she could best help them, and ISC should pay her. Similarly, when Pak Mousa died, Bapak said that his American widow should receive a pension from ISC, because she needed the money. She had a dependent retarded daughter.

Bapak was very aware of need. Roseanna Sawrey-Cookson, he said, should receive a little more than the members of the Sekretariat because she was a foreigner, and therefore had to buy foreigner's food!

So, if someone did not need money because they had an adequate income already, then they were not paid for whatever they did, but if their other income was not enough for their ordinary life needs, then Subud paid them what was needed to bring their income up to a good basic standard of living.

For the enterprises it was different. Bapak told us at BSB, that the highest paid - the directors and so on - should receive less than the equivalent market rates, while the lowest paid - the messenger boys and clerks etc., should receive more than the market rates. However the lowest paid should also be given training where possible, so that they could climb up the ladder of employment. So the messenger boys with only primary school education, were, in time, trained to be clerks, and the people who started as clerks might be sent on to banking school etc.

This system had its drawbacks. One needed to be very committed to Subud to work in one of the big enterprises because you had to forego a lot of income with no real financial security for the future. Peter Lentge received a salary which just paid for the cost of his family medical insurance in Germany! He was only able to work for BSB because he had quite a substantial private income. I, myself, had an additional problem in that I was never officially employed by the bank or the consulting company that employed Peter and Halim Wheelton. So I was listed as either stationery or benzine! I got paid the same as middle Indonesian management, so that there would not be staff jealousy which could lead to complaints to the Central Bank. So I was receiving about a quarter to one third what the ordinary school teachers were receiving at the International School! Furthermore I did not get the perks of the directors - so I did not get paid home leave. My Mother had to pay for all my travel expenses which really annoyed her! Of course there was no such thing as a pension fund.

I am of the opinion that we need to balance the salaries of the top people in our major enterprises between what is really acceptable to them, and what we believe an enterprise, in its early stages, can afford to pay. If we do as we did with BSB, we rule out some of those with the talent we need in order for an enterprise to succeed. There are plenty of people who are not prepared to take very large cuts to their income stream just to work for a Subud enterprise. So we have to be realistic, and I think Bapak was giving us a template to use, but in the event perhaps it would have been modified later on if the enterprises had had a longer life.

Similarly, I believe ISC and National bodies, need to be more aware of the financial situations of those who are doing Subud jobs. Bapak's advice about paying those who serve Subud was also given to the national committee of Subud Indonesia. There were one or two people who did small jobs, like selling books on Sundays outside the latihan hall, for whom Bapak said the national committee should pay a small wage because they were trying to live on tiny incomes.

Harlinah Longcroft
3rd March 2012

Osanna Vaughn's comments about honoraria

As far as I remember, the position of ISC chairman (now WSA executive chair) was set up as a salaried position by Bapak, who considered that the person taking on the job may well have to give up whatever else they were doing in their life at the time. I believe hearing him confirm this either at the Toronto or Anugraha world congresses. I cannot, however, say if every ISC chair took a salary or not. It is interesting to note that, following ISC's term in Toronto, the location of the executive committee was very much tied to an international project: UK/Anugraha, Australia/Darling Harbour, Japan/Purnama, and that the ISC chairman (pretty much on Bapak's directive as far I remember) was always heading the project team. Consequently, it's hard to say now where the ISC chair's salary was coming from (the project or the WSA member countries – though, of course, the projects were primarily being financed by Subud members so, either way, the salaries would come from the members). This had, in turn, very much tied the location of World Congress to the location of the international project and, consequently, ISC. In Japan's case, however, the Purnama project never really got off the ground and Rozak agreed that World Congress should go to Colombia, where Amanecer – initially a national project – had become an international one.

Varindra was WSA chairman (though WSA under this name did not exist till 1989) continuously up until the 1993 World Congress in Colombia. He did not receive any honorarium. When Muchtar became WSA chair, Harun Murray was ISC chair, and paid a decent salary. By then, with the creation of SDIA, MSF and SICA as separate entities, where the WSA chair is also an ex-officio director or trustee, the job of WSA chair was becoming much more complex. Muchtar became so involved in the work, travelling all over, supporting projects and helping design Subud houses, that his own business suffered and Harun decided to give him half his salary. However, I'm pretty sure that, after a while, at one council meeting or another, Harun encouraged the council to give Muchtar an honorarium in his own right, and they agreed. When Sharif became chair I have a memory of his telling congress that he would not take that honorarium, but that he would need an assistant and would use the honorarium towards a salary for one. This ended up being Rosanne Le Roi.

When I took over as ISC treasurer in 2001, Laurencio became ISC chair and took an honorarium, and Leonard van Willenswaard was the accountant and got one as well. Simon Guerrand offered to pay for a secretary for Laurencio, but he said he didn't need one, but preferred if I, as treasurer (as well as a whole lot of other stuff) get the money. Simon agreed and donated \$500 a month specifically for this. When our team took over, WSA was in debt – with, primarily, unpaid invoices to the IHS. Daniel agreed not to take the honorarium. We managed to get

most of the debt paid off with the World Congress surplus, and, over our term, gradually built up a reserve of \$70,000.

When I became chairlady, I didn't think, despite the improved situation, that the WSA finances could be burdened with an honorarium for me; though, in all honesty, I could have used the money. The job does demand constant attention, especially considering how the internet has changed the whole scene. Garrett, who was executive chair, had said from the word go that he would not be able to work full time and would not take a salary, but asked that Maya (as his deputy) and Julia (as the secretary*) do most of the 'practical' work in exchange for honorariums. Samuel as treasurer did not get one; Leonard van Willensward, as on-going accountant, did. It should probably be noted that during this period the reserve increased to about half a million dollars.

The situation for this new period is that, again, the executive chair (Maxwell Fraval) is not taking a salary, initially asking it to be split between Maya, Julia and, later, Silvana, according to the amount of time each was putting in. I understand that, now that Julia is stepping down, Silvana will take on more work and that her honorarium would be increased somewhat, but that, overall, the executive team expenses will decrease.

Regarding Luke, he probably didn't have much of an idea beforehand of how much work the WSA chair position entails; but I'm not at all surprised that he immediately realized he could use an honorarium and that he asked for it. When asked by the Zone Reps for my thoughts on this, I gave them the info regarding the previous WSA chairs, as I've written it above.

As far as I am aware, no other international functions have received/are receiving honorariums.

Regarding the Zone Reps, even during my WSA chair term, I insisted on the importance of the Zone countries, and the committee councillors, specifically, in supporting the Zone Reps. I and Oliver Haitzmann already did this when Michael Sold was Zone Rep, Sharif was chair, and we were CCs for Germany and Austria. I'm pretty sure it says in the constitution that the Zone Councils are members of the World Subud Council, NORMALLY speaking through their Zone Rep. This meant that, when Michael Sold was unable to attend the WSC meeting in Mina Clavero, I was able to step in for him. I was also able to do this because, having worked closely with him, I was well-informed. As his health continued to be precarious, I actually took over the bulk of his work (obviously very much in communication with him) up until the 2001 World Congress, which he was also unable to attend. I was never, officially, Zone Rep though, as I continued to be CC for Germany. This kind of good collaboration (which very much depends on the Zone Rep's character and how much of a team player he/she is) is, I believe, ideal. It distributes the work load, helps ensure broader awareness among the countries, and 'unburdens' the Zone Rep.

To close, I know that good accounts were kept since 2001, so copies should be available. We already published them in SWN back then and sent quarterly copies to the countries, so there was no secret about who was getting an honorarium (i.e. transparency has already existed for over 10 years). Regarding the years prior to 2001, I guess accounts are somewhere, but I don't know where you could dig them up.

* The WSA Secretary position seems to have evolved somewhat. Back when Garrett was WSA Secretary, it was about ensuring the agenda of the WSC meeting/World Congress be prepared, keeping and distributing the minutes of those meetings, and dealing with legal requirements, etc. I think like a 'company secretary'. Julia seems to have absorbed that task as well as being executive secretary, carrying out many of the tasks we normally associate with the word 'secretary'.

Osanna Vaughn
16-3-12

REMUNERATIONS WITHIN WSA.

A paper for reflection and discussion, hopefully showing the situation from different stand points to open a positive discussion.

Over the last months discussion has arisen concerning 'remunerations' within Subud, by the council but also within certain countries.

As our association grows and interaction with the outside world evolves, we do need, more and more, a professionally run organization, whilst at the same time not wishing to lose the spontaneous aspect of Subud which allows space for growth and for the grace to flow in...

Continuity is one aspect that has often been envisioned and whilst staggering mandates such as zones reps etc...has been seen as an option, experience shows and most past council members confirm this, that each World Council, bonds together in a particular way and seems to have a 4 year purpose together, which staggering, would not take into consideration.

The WSA Executive Team (formerly called ISC) for the first time has two people continuing from the previous term. Because these people are full or part time paid employees, they are aware of the work that was done by the previous term, can share this on a daily basis and thus play an important role in helping the new team avoid re-inventing the wheel or spending time on issues already looked at, simply by sharing their knowledge and experience. As the virtual office and on-line access to numerous documents become available, the presence of overlapping terms might be questioned, but it still remains that personal contact and exchanges of information will never be fully replaced by computers. The WSA Executive (ISC) has always had a remuneration attached to it. The current amount paid to the WSA Executive is similar if slightly more than in the past and in fact covers the work of 5 people (including the accountant). The Executive team is chosen by the WSA Executive chair and ultimately could be one or any number of people as they see fit, so long as it stays financially within the budget. In this term the WSA Executive Chair has chosen not to receive an honorarium but for this to be available to members of his team.

"Why does this aspect of Subud warrant payment when so many in Subud are not paid and still working a lot?" is a valid question.

Before questioning how much money Subud should or could invest in remuneration for personnel at different levels, maybe we can try and at least see why at this point it is so, on the understanding also that this is not exclusive of the International organization, as both Subud Britain, Subud Indonesia and Subud USA for example, have employed personnel at the executive and/or secretarial level.

One might consider that the Executive has a legal responsibility in making sure that the Subud World Association is run correctly, financially, ethically and with due diligence where necessary. The responsibility which goes further than a moral one, of making sure that all aspects of our patrimony are protected and that our image is not harmed, it is also the responsibility to ensure that Subud is truly run democratically thus making sure that processes are followed with due diligence. Maybe these aspects need to be carried out in a professional manner and in a regular job fashion because, there are things that MUST be done as opposed to only need to be or should be done, and when it comes to voluntary work one can only accept the time that any given volunteer can dedicate to the job. . (* attach overall job description which shows what the executive does as a whole, if really necessary break it down per person)

The concern should be as to what the Executive does as a whole as opposed to each individual member of the executive, as it works as a team, the only non-overlapping job being the accountancy/bookkeeping.

This is in no way to belittle the voluntary roles or people's commitments and on a purely material level, Subud would no doubt run far more efficiently with many more full time staff at every level. Criticism of many aspects of Subud, which are in fact run voluntarily, is quite a common thing and one wonders what is expected?

If a zone representative, especially from certain zones, wishes to do the job 'properly' as well as their role as WSA director, it is a lot of work, but....should it be paid or not ? This also is a current question.

The zones and thus the zone reps were in fact established exclusively for practical and financial reasons. All the WSA members could not communicate at a distance and meet every year all together. So, the first role of the zone reps is to make sure that the member countries of their zone know what is happening and what the issues are on the international level and that the opinions and decisions of the countries are brought to and respected by the Executive via the council. The zone reps are not a voice of authority as such, they are the voice of a group of WSA member countries. Any WSA member country wishing to come to a Subud World Council meeting can do so, with no need for explanation, as the council meeting is in reality, simply a compact version of a WSA meeting/congress. If all countries and WSA as an organization had enough money to finance meetings every year between all WSA members, this would possible be the ideal democratic situation where as Bapak said "The truth is my replacement will be Subud Congress..." 10 SRG 1 Ibu Rahayu's talk in Semarang 2010.

When someone is paid, there goes with it a sense of obligation to do a job, a good point one would assume, but it also holds dangers....for example possibly the lack of balance between a zone representative working fulltime, and the committees of the member countries. If countries do not respond and react, then what is the purpose of a representative, the danger could be that through lack of 'input' there be a sense of having to give one's own opinion if nothing else....

Historically the zone reps have either been active and involved or relatively disengaged....thus if necessary a zone rep has been 'bypassed' and countries have been dealt with directly. The Executive were obliged to do this if a zone rep did not function and if the Executive wanted to assist the democratic process. In the same way the executive can bypass a zone rep if that person were trying to push their own personal ideas as opposed to the countries' views. It should be emphasised that this has not occurred during this term where the Zone Reps have been fully engaged and have "lifted the game" in terms of their participation, communication and oversight.

With the payment of a fee goes 'accountability' and so again the danger can be the 'need' to perform. The executive needs to perform certain functions and duties. The zone reps need to communicate and network. (This of course does not take into consideration the WSA director role)

So, on the one hand institutionalizing remunerations could be dangerous, as traditionally most roles in Subud are roles that people wish to take on for a time due to a strong receiving to do so, not because they are looking for a job. On the other hand members could say, "but is it right that these roles can only be taken on by people who are 'retired' or financially self-sufficient, or with life styles that allow them to spend all their spare time doing these jobs ?"

There are questions to be considered and maybe tested, like "does such and such a structure (related to remunerations) create for Subud the organization that it wants and needs". Possibly too many paid positions could take away 'responsibility' from the individual members and member countries, the idea that "oh well xxx are paid to do the job so let them do it" and thus the need and sense of participation at the member level could disappear.

The Executive (as its name indicates) has to carry out the decisions made by the WSA at World Congress and the WSC in between, it establishes the process and finds the people to implement the policies established by the

WSA, that is its legal obligation and responsibility, maybe this is why it is seen as a position that needs to be on a regular fulltime commitment by a group of people.

So the question still arises as to whether any individual at the WSA Director level or at the chairman level should receive a remuneration or not? We wonder whether this remuneration be symbolic or substantial (i.e. related to financial need and sacrifice). This brings to question how do people decide to take on a role, what are their needs and expectations, what does the job imply time wise and financially etc... It also brings the reflection that each member country needs to look at and answer, as in how do the countries participate in these roles and how can they support them? What type of organization do we want ? How do the countries see the role of the WSA chair, of the executive team, of the zone reps ? Do the job descriptions that are given in the handbook and on the Subud Way, correspond to what the country members of the WSA want ?

These are complex issues that need to be looked at and dealt with. They should be dealt with though, from a space of freedom to feel what is needed and right as opposed to any current situation.

The current situations can only be dealt with in a way that on the one hand does not establish a precedent and on the other does not create disharmony within the current Council.

Honorarium as defined on the Web:

- a fee paid for a nominally free service
wordnetweb.princeton.edu/perl/webwn
- Monetary payment given to a person for which fees are not traditionally required.
www.fin.gov.nt.ca/FAMWeb/1800/pdfs/1818honorarium.pdf
- An honorarium is an ex gratia payment made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required.
en.wikipedia.org/wiki/Honorarium
- Compensation for services that do not have a predetermined value
en.wiktionary.org/wiki/honorarium
- payment of a daily attendance allowance to MPs, which was made prior to the institution of salaries
www.nzhistory.net.nz/politics/history-of-parliament/useful-terms
- A payment or fee rendered in recognition of professional services.
www.canadacouncil.ca/help/lj127228791697343750.hhtm
- honoraria - The stipends paid to project personnel for their professional services.
beta.ohiohumanities.org/
- Honorarium payments--An honorarium is a payment or an award granted to an individual in recognition of a special service or distinguished achievement for which custom or propriety forbids any fixed business price (e.g., hourly rate) to be set (University of California).
<http://manuals.ucdavis.edu/PPM/380/380-76.htm>
- Honorariums are, by definition, gifts to an individual. Gifts, which include tips, flowers, and other items for personal use or of a personal nature, can be purchased or reimbursed only from unrestricted gift funds (of the University of North Texas).
policy.unt.edu/policydesc/gifts-and-honorariums-2-1-13