

Annual Meeting of the International Federation of Film Archives held at the Museum of Modern Art in New York City on Wednesday, July 26th at twelve o'clock noon.

Following three days of informal meetings held by the Directors of the International Federation of Film Archives, matters of general policy were readied for official consideration of the body.

In addition to these informal meetings among the Directors, a general unofficial meeting was held on Tuesday, July 25th at the Museum of Modern Art at 11 A.M., followed by a luncheon given by Nelson A. Rockefeller, President of the Museum of Modern Art after which the meeting reconvened at 2:30 P.M., adjourning at 4 P.M. A list of those present follows:

Miss Olwen Vaughan	England, National Film Library
Mr. Frank Hensel	Germany, Reichsfilmarchiv
Mr. Henri Langlois	France, Cinematheque Francaise
Mr. Alberto Garabelli	Italy, Italian Library of Information
Mr. Tamon Mayeda	Japan, Director of Japan Institute, representing Kokusai Bunka Shinkokai (Society for International Cultural Relations)
Mr. Shigeyoshi Sakabo	Japan, Japan Institute
Mr. Conrado Traverso	Argentina, Consul General
Mr. Armando Vidal	Brazil, Commissioner General to the N.Y. World's Fair
Mr. Anibal Jara	Chile, Consul General
Count Hugo Hamilton	Sweden, Assistant Commissioner General to the World's Fair
Mr. Vistor Nef	Switzerland, Commissioner General to the World's Fair

Mr. Horace Poleman	Library of Congress, Washington
Miss Irene Wright	State Dept., Division of Cultural Relations, Washington
Mr. H. c. Stockholm	Denmark, Assistant Commissioner General to the World's Fair
Mr. Allen Haden	Secretary of U.S. Embassy in Buenos Aires
Mrs. Margaret Summers	Secretary of the Joint Committee on the National Interchange of Films
Mrs. Frances Flynn Paine	- Hostess for Latin American Countries, Nat'l. Advisory Committees of the N.Y. World's Fair.
Mr. John E. Abbott) Miss Iris Barry) Mr. Douglas L. Baxter)	United States, Museum of Modern Art, Film Library

1. The official meeting was opened with the following Directors present: John E. Abbott of the Museum of Modern Art Film Library in the Chair; Frank Hensel of the Reichsfilmarchiv; Henri Langlois of the Cinematheque Francaise, and Miss Olwen Vaughan of the National Film Library of England.

A resolution offered by Miss Olwen Vaughan and seconded by Henri Langlois was unanimously adopted.

RESOLVED: That the Agreement for the International Federation of Film Archives promulgated last July in Paris shall be continued as the permanent Agreement, subject to amendments to be made by action of the Board of Directors.

2. On motion made by Frank Hensel and seconded by Henri Langlois, the following resolution was unanimously adopted.

RESOLVED: That due to extraordinary circumstances, applications for membership will be considered during the next twelve months. Upon receipt of the actual application in writing a copy shall be sent to each member and their vote shall be returned by mail to the Central Office in Paris. If the application is approved by the members, the full years dues of 12,000 French francs shall become payable at once.

3. A motion was made by Henri Langlois and seconded by John E. Abbott and unanimously adopted.

RESOLVED: That due to unforeseen circumstances, the financial affairs of the International Federation of Film Archives have not been brought to a conclusion for the year 1938-1939, and that Miss Olwen Vaughan, the present Treasurer, be specifically allowed to continue in office for the year 1939-1940.

A general financial statement was submitted by Miss Vaughan, Treasurer. The report was approved in principle, subject to a complete financial report to be made as of September 30th and further subject to certain items to be reimbursed by the members. Miss Vaughan was instructed to prepare and submit to each member a copy of this annual report for their approval at her earliest convenience following September 30th, 1939.

4. After discussion, it was deemed necessary to further define two clauses in the original Agreement in order that the basic purpose of the International Federation of Film Archives be made more clear. A motion was made by Henri Langlois and seconded by Frank Hensel, which was unanimously carried.

RESOLVED: That the following clause be added to Paragraph Second and shall become a part of the Agreement: "That is to say, those organizations that are interested in the history and aesthetics of the cinema."

5. Following discussion, a motion was made by Miss Olwen Vaughan and seconded by Frank Hensel, which was unanimously carried.

RESOLVED: That Paragraph Tenth of the original Agreement pertaining to the officers of the International Federation of Film Archives shall be amended to include the office of Chairman of the Board.

6. Mr. Abbott submitted the results of previous discussions as a memorandum, entitled -- GENERAL POLICY, including fourteen points: -

1. The International Federation of Film Archives shall own no films, photographs, books, scenarios, etc. or any physical assets except those necessary for its current operation.

2. The International Federation of Film Archives shall exist for the purpose of acting as an agent for its members and to establish and maintain sources of information in all non-member countries.

3. The annual dues paid by each member organization shall be considered the fee for the maintenance of the general operating overhead.

4. The cost to the International Federation of Film Archives for rendering any specifically requested service to a member, shall be billed that member on the 30th of each month.

5. Each member must pay the bill for services rendered monthly by the International Federation of

Film Archives within 60 days or services for this member shall be suspended.

6. A capital account shall be established out of which the money expended for services shall be paid. When the bill has been rendered and paid by the member, this money is returned to the capital account. No expense for services shall be made for any member in excess of the amount to its credit in the capital account. Each member shall carry in the capital account such a sum as they deem necessary to meet their service requirements. The account of each member country shall be separately kept.

7. If information of any kind is desired by a member, he shall take the following steps:

a. If it pertains to a country which is a member of the International Federation of Film Archives, he shall write directly to the member organization.

b. If the desired result cannot be supplied by the member organization, the request shall be forwarded to the International Federation of Film Archives by that member and the International Federation shall obtain this information at the expense of the requesting member.

c. If the information desired is to be obtained in a country not a member of the International Federation, the request shall be sent direct to the International Federation.

8. The International Federation of Film Archives shall render any information service requested by a non-member on its first application. In the reply it shall be stated that the International Federation of Film Archives was pleased to do this but if they wish to again request the services of the International Federation of Film Archives, it will be necessary that they become a member.

The above however, shall be subject to the discretion of the Executive Secretary.

9. The Executive Secretary shall send a copy of each request for information and the answer to every member.

10. Any request from an organization, either commercial or non-commercial, within member country should be made through the member representing that country.

11. Any member supplying a film to any other member may stipulate certain conditions covering the way in which the film shall be used, and the member receiving the film shall be responsible for abiding by these conditions.

12. Minutes of all meetings between members of the International Federation of Film Archives shall be kept. The original shall be filed in the Central office and copies sent to all members.

13. Each member shall supply to the Central office and to every other member a complete list of the films at present in its archive.

14. Each member shall prepare on January first, April first, July first and October first a report on the general activities of their organization. This report should cover:

- a. The work being carried on.
- b. The work planned for the future.
- c. Report on films newly acquired
- d. Report on any film production during the period which may be of interest to other members.
- e. Report on any books, magazine, articles or other publications which may be of interest to the other members.
- f. Report on any film exchanges made during the period covered.
- g. This report shall be issued in French.

Mr. Abbott moved its adoption by the Board of Directors. This was seconded by Miss Olwen Vaughan and unanimously adopted by the Board of Directors.

7. Mr. Frank Hensel, representative of the Reichsfilmarchiv extended a most cordial invitation to the International Federation of Film Archives to convene in Berlin, Germany, next summer at a date to be set by mutual agreement.

After discussion among the Board the following resolution was proposed and unanimously adopted by the Board of Directors.

RESOLVED: That the Second Annual Congress of the International Federation of Film Archives

shall convene during the summer of 1940 in Berlin, Germany, at a date to be mutually agreed upon.

8. It was moved by Mr. Abbott and seconded by Mr. Frank Hensel and unanimously adopted.

RESOLVED: That the Annual dues of the International Federation of Film Archives shall be continued for the coming year at the rate of 12,000 French Francs. This payment shall cover the period October 1, 1939 through September 30th, 1940. This payment shall be made to Miss Olwen Vaughan, Treasurer of the International Federation of Film Archives on or before September 15th, 1939.

9. After discussion it was proposed by Mr. Abbott, seconded by Mr. Langlois and unanimously adopted that 4,000 Francs per month shall be made available by the Treasurer for the operation of the Central Bureau in Paris and that the Treasurer was empowered to raise the salaries of the Executive Secretary and the stenographer to a total of 3,000 Francs per month. If, however, the Treasurer deems it necessary to take such action it will be obligatory that the Treasurer notify the Board of Directors requesting their specific approval for such action. The Treasurer however, shall not be held responsible for any interim payments made to the staff of the International Federation of Film Archives.

10. A motion was made by Mr. Abbott, seconded by Mr. Hensel and unanimously adopted.

RESOLVED: That the Treasurer submit as of October 1st a tentative budget for operation during the fiscal year 1939-1940.

11. Upon motion unanimously adopted, it was RESOLVED: That the International Federation of Film Archives express its deep appreciation to the Museum of Modern Art Film Library for acting as host to the first Annual Congress; to Mr. Nelson Rockefeller for the luncheon tendered to the general meeting on Tuesday, July 25th; and to Mr. John Hay Whitney for his reception for the International Federation of Film Archives held at the Terrace Club, New York World's Fair on Wednesday, July 26th.

12. It was proposed and adopted that a letter be sent to each delegate attending the general meeting of the first Annual Congress thanking him for his attendance.

13. The affairs of the Congress having been completed, the Chair stated that it was in order for the nomination and election of officers for the period October 1st, 1939 to September 30th, 1940. The following were nominated:

Frank Hensel - President
Olwen Vaughan - Vice-President & Treasurer
Henri Langlois - Secretary
John E. Abbott - Chairman of the Board

Frank Hensel)
Olwen Vaughan) Directors
Henri Langlois)
John E. Abbott)

Upon motion duly made and seconded, the above were unanimously elected to the offices indicated.

* * * *

There being no further business the meeting was adjourned.

Frank Hensel
H daughly