

DVAG Planning Committee Meeting Minutes
Place: Independence National Historical Park
Date: March 29, 2006

Present: Scott DeHaven, Leslie Hunt, Margaret Jerrido, Joan Lowe, Ellen Morfei, Robert Siczekiewicz, Joanne Seitter, Evan Towle

Scott DeHaven called the meeting to order at approximately 1:45 pm.

Minutes from the September 21, 2005 meeting were approved as amended.

Reports

Membership coordinator's report: Robert reported that there are still 95 members who need to renew for 2006. He sent out a mass e-mail renewal notice and received several responses. He will follow up with individual e-mails to non-renewers in April. Robert reported that we have welcomed 6 new members. He is recommending that the 2006 **DVAG Membership Directory** be mailed out by the end of the summer; he felt it was mailed out too late in 2005.

Treasurer's report: Leslie distributed copies of the Treasurer's Report. As the new Treasurer, Leslie reported that the old account needs to be closed and a new one opened. She suggested:

- DVAG look into getting a P.O. Box. Suggested locations: Broad & Sansom Streets, Suburban Station (which has longer lobby hours) and the old Wanamaker building was mentioned. The fee is ca \$50.00/yr. She will check availability.
- A new bank located closer to Center City. She is looking at Commerce Bank.

Leslie also reported that new signature cards will be needed; Nancy Taylor and Beth Bensman to be removed. The PC discussed and agreed that the following officers should be on the signature card:

- Chair
- Vice Chair
- Treasurer

Vice-chair's report: The Fall meeting will be held in West Chester and the Spring meeting will be held in Swarthmore late April or early May. Commencement dates will be checked. Ellen stated that the last two invitations were sent out via email only. There was a brief discussion regarding those members who may not have email access (there are 8). Robert stated that there were a few and that hard copies of the invitation would be mailed to them. Other suggested sites

- Library Company
- Philadelphia Jewish Center; Donald Davis and Eric Greenberg were members for 2005 but neither have renewed for 2006

Refer to revised By-laws handed out. Review and pay particular attention to the highlighted areas and bring to the next meeting for approval. Some points that were discussed:

- the upper limit for committee members is 11; 8 officers and 3 at large members; there was a recommendation to take limits off of appointees
- the leadership will continue to be known as the Planning Committee
- Ellen will send an e-copy of the by By-laws to the PC and each member can make changes using the tracking system; she will provide brief instructions on how to make changes

Newsletter editor's report: The next newsletter is scheduled for May/June mailing; deadline is end of April. Ideas for the top 10 column would be much appreciated.

Website Coordinator report: Updates will be done at least twice a month.

Old Business:

Workshop: DVAG and SAA will co-sponsor an EAD workshop to be held at Temple University Libraries on May 11 and 12, 2006. Scott has been coordinating this effort with Margaret Jerrido at Temple and Veronica Parrish at SAA.

Advocacy process review: PC agreed that the advocacy protocol drafted, and approved via email in 2005 needs no modification and should be considered DVAG policy.
The Policy:

- Establishes a standing advocacy committee comprised of 3-4 PC members (currently Ellen, Robert, Leslie and Scott). Additional DVAG members may be added ad hoc at the discretion of the committee.
- The committee receives proposals for advocacy action from the DVAG membership. It recommends a course of action to the PC.
- The PC has 7 business days to approve the recommended course of action by a majority vote. If no vote is taken within 7 business days, the course of action will be considered approved.
- Actions approved by the PC are carried-out by the advocacy committee. Follow-up actions will be undertaken as needed by Advocacy in consultation with the PC.

The advocacy committee made up of Ellen, Robert, Leslie and Scott (with assistance from DVAG member Charles Greifenstein) drafted a letter to the College of Physicians. A final letter was sent to Arthur K. Asbury, M.D., President and Acting CEO, College of Physicians; no response to date. Scott will consult with Charles Greifenstein on the best method to proceed.

By-laws: Ellen only had a PDF file, however Scott provide a converted file; the revised version includes a shorten term for the Chair and Vice-Chair; the Web Coordinator as an officer and the duties will be added; the members at large status will be redefined

Virtual repository tours: It was felt that smaller repositories be given the opportunity to mount a tour, via a power point presentation, of their repository on the DVAG website. Some members felt that these smaller places may not have the capability of producing such a presentation. Ellen, Joanne and Joan serve on an Ad Hoc committee to look into how DVAG can help promote the smaller repositories.

DVAG Archives: The DVAG archives are located in the Urban Archives, Temple University Libraries. Officers should be made aware of what needs to be maintained. Each PC member should bring a short list of your ideas to next meeting. Since officers may not be aware of what records need to be retained, each PC member was asked to provide a list of records they create and maintain for the next meeting. Evan will provide Margaret with latest decisions of

voted upon issues done via email. In future, decisions of the PC made via email will be read into the minutes of the next meeting.

The DVAG site visits list needs to be updated. Ellen will provide us with the list she has.

New Business:

Web Site: The main criteria for posting announcements to the web site is that the posting needs to be specific to the DVAG group and related archival issues. Other items can be placed on the DVAG announcements page; Joan suggested that the PC look at the announcements on the website. Those wanting to post items can contact the Web coordinator, if there is a question or concern. It was agreed that the Website would include a link to the listserv archives.

It was requested that the URL for DVAG be included on the bottom of the listserv email page.

Action Regarding NHPRC funding issue: will be discussed via email.

Thanks to 2006 donors: will be discussed via email

Archives Week, 2006: will be discussed via email

Nominations: At-Large and, looking ahead, Vice Chair: Nominations will be discussed via e-mail

Thank you to outgoing Secretary, Evan Towle and Treasurer, Nancy Taylor.

The meeting was adjourned at 3 p.m.

**Respectfully submitted,
Margaret Jerrido**