

## **DVAG Planning Committee Meeting Minutes**

**Place: Swarthmore College Peace Collection & Friends Historical Library**

**Date: May 2, 2006**

**Present:** Scott DeHaven, Leslie Hunt, Margaret Jerrido, Joan Lowe, Ellen Morfei, Joanne Seitter

**Absent:** Robert Sieczkiewicz, Beth Lander

Scott DeHaven called the meeting to order at approximately 1:00 pm.

Minutes from the March 29, 2005 meeting were approved as amended.

**Membership coordinator's report:** Robert sent in his report.

Scott pointed out that membership had increased by 19 since last meeting. Margaret noted that she had received the 2005 purge list and would be removing names from the listserv.

**Newsletter editor's report:** Joanne -

The deadline for the next *Archival Arranger* issue is May 12 which is scheduled to be out the first week in June. It was recommended that the ACE exhibit, about the San Francisco Earthquake, go into the newsletter.

**Treasurer's report:** Leslie provided a report and discussed the following -

- Margaret will send leftover copies of the Directory to Leslie.
- The website fee is about \$30. per quarter.
- Breakdown of meeting refreshment line is: \$380.00 for 4 snacks at the EAD workshop held at Temple on May 11 & 12 and \$38.49 for the Drexel Digital meeting.

**Vice-chair's report:** Ellen -

- September meeting will be at the Chester County Historical Society and Archives on Friday September 29, 2006
- Library Company on October 18<sup>th</sup>, 2006
- NJ State Archives on April 25, 2007
- Temple was offered as a back-up if needed
- Other possible places: Soroptimist International or the City Archives
- After discussion, it was agreed that there should be no more than 2 Center City locations per year

**Website Coordinator's report:** Joan -

The coordinator asked for any changes/additions/corrections, from the committee members, so that she can update the website.

### **Old Business:**

- Post office - Leslie  
Continued investigation into a post office box yielded that a larger box would be \$48.00 every 6 months. Also, since Center city holds the bulk of the membership and it would probably be more convenient if the box was located in this area. The 9<sup>th</sup> & Market Street location was strongly suggested since it has Saturday and longer daily hours. The consensus of the PC was to have Leslie more forward with obtaining a box.
- Bank Account - Leslie  
Again, a Bank account needs to be in a central location and the Philadelphia Credit Union was suggested. They would provide a 1.02 interest and the locations are throughout the city: 16<sup>th</sup> & Arch, 12<sup>th</sup> & Chestnut, Germantown, and on the Temple campus; there are no fees; however we will have to pay for checks. It was also discussed that there needs to be a written policy on how to change names on the signature card for future reference.

- Advocacy – Scott  
Letters, to Congress regarding NHPRC funding, are waiting on Scott’s desk to be faxed. There has been no response from the College of Physicians and it was recommended that a modified letter be sent to the new director. After discussion about approval of advocacy actions it was decided to replace existing reference to a particular number of affirmative votes with “a 2/3rds majority of the planning Committee.”
- Bylaw Changes – Ellen  
Changes were discussed in detail and will be reflected in the final copy.
- Nominations – Scott  
Beth Lander agreed to serve at-large. One more at-large Planning Committee seat is available.
- Virtual repository tours – Ellen, Joan and Joanne  
Jan Alexander, at Widener, expressed an interested in being the first. Ellen provided handouts of a sample virtual tour which the PC looked over. The virtual tour will not be open to the full membership until after the trial run with Widener and the “kinks” are worked out. It was discussed that all virtual tours should go through Joan. During this discussion, there was some server space concerns and it was decided that the archives of the Archival Arranger will be downloaded to CD’s and sent to Margaret to be added to the DVAG archives files located in the Urban Archives at Temple University Libraries.
- Archives Week – Scott  
Scott asked PC members to send him any ideas/suggestion by June 1<sup>st</sup>.
- DVAG records – Scott  
Provide a list to Scott about what you do that relates to archives and send the list via email.
- EAD Workshop  
The EAD Workshop is scheduled for May 11 and 12 at Temple University and there are 25 attendees. DVAG received 2 discounts and 1 free seat

**New Business:**

- SAA’s IT for Archivists Workshop series: there was discussion on who may want to host these workshops and if so let Scott know. Other thoughts were: what would the cost be to DVAG? What kind of discount would be offered? What kind of promotion would be needed? There would be some cost for refreshments.
- Ellen provided information about the progress of MARAC’s effort to provide educational opportunities beyond the usual Spring and Fall meeting workshops. At this point, there’s no opportunity for DVAG collaboration.