

DVAG Planning Committee Meeting Minutes

Place: Free Library of Philadelphia

Date: May 10, 2005

Present: Beth Bensman, Scott DeHaven, Leslie Hunt, Evan Towle, JJ Ahern (tardy), Robert Sieczkiewicz, Ellen Morfei, Joan Lowe, Joanne Seitter, Nancy Taylor

Scott DeHaven called the meeting to order at approximately 1:30 pm.

Minutes from the March 10, 2004 meeting were approved as amended.

Membership coordinator's report: Robert reported that there are currently 171 members. There had been 160 as of the last Planning Committee meeting. Twenty-one former members have yet to renew. Robert will work on the Membership Directory over the summer.

Newsletter editor's report: The newsletter was printed in time for the May 10 meeting, and Planning Committee members were asked to prepare it for distribution at the general meeting in order to save postage costs. The next deadline is August 5, 2005.

Treasurer's report: The Treasurer's report was distributed, accurate as of May 9, 2005. The costs of the newsletter had not yet been included. So far this year, DVAG has received \$230 in contributions accompanying dues. The website will now be billed quarterly rather than annually. Accounting for the costs of the newsletter, DVAG's current balance is near \$3,000.

Vice-chair's report: The Fall DVAG meeting will take place at the Sisters of the Blessed Sacrament in Bensalem, Pa on September 21, 2005. The Committee agreed that we should advertise as soon as possible for this event as it will require some planning for members to attend. The Vice-Chair will check for a conflict with any religious holidays.

Ellen suggested a non-standard meeting on the topic of advocacy to be held in November or December, in the afternoon, with panelists drawn from the DVAG membership. Leslie suggested that HSP host the event. Leslie and Ellen are looking into dates.

Website report: The website is under reconstruction. Joan will create some sample look-and-feel pages for the Committee to evaluate. She is also going to renew the hosting and the domain.

Old Business:

2005 Archives Week: Eileen Sklar will work on the Archives Week Committee with Beth and Leslie. The event will take place in the second week of October.

Recognition of Past Officers: Scott will look into options for tokens of our appreciation. These will go to past officers who made significant contributions to DVAG.

Additional special meetings: Scott suggested a Saturday meeting at the Chester County Historical Society in West Chester. A discussion followed about other possibilities including

meetings with other local groups such as ARMA, PACSCL, VRA-P, or history and genealogical groups. Some Committee members felt joint meetings might prove too complicated. [JJ arrived] The Committee discussed additional panels on archival topics, special programming or tours for college and graduate students, and the possibility of a Friday afternoon meeting.

Workshops: MARAC is thinking about holding workshops outside of the traditional Thursday before a conference. Scott contacted the MARAC chair to express DVAG's interest in co-sponsoring/assisting MARAC with workshops in the DVAG area. Scott will explore possibility of grant funds to underwrite workshops generally. Potential funders include PHMC, PHC, and the Philadelphia Foundation. We could also host a workshop with DVAG funds, depending on cost.

A discussion followed on topics the Committee would like to see covered. These included disaster preparedness and copyright.

Graduate student outreach: JJ suggested a “So you want to be an archivist” walking tour of Center City repositories. DVAG could also offer help with resume building and professional development. Some Committee members felt that energy would be better-spent offering help to undergraduate students who may not yet know about the field of archives. Some members felt that the Planning Committee is overextended at present and may want to readdress this idea in the future.

This led to a discussion of new member recognition and the idea to introduce new members individually at meetings. The Committee agreed to begin the practice.

Advocacy: The Committee agreed that DVAG should have some role in advocacy, but we need to establish guidelines for our responses. Scott suggested forming a Committee on Advocacy to establish guidelines and to respond to situations as they arise. Scott will chair the Committee. Ellen, Robert and Leslie also agreed to serve on the Advocacy Committee. Robert will work on a draft of the guidelines. The Planning Committee also felt that whoever brings a situation to the attention of the Advocacy Committee be invited to sit on the Advocacy Committee while that situation is being addressed.

By-laws: Beth suggested adding another at-large member to the Planning Committee, as the web coordinator position is officially an at-large position though it carries considerable responsibilities. Scott will check with Alison about what needs to happen if we change the by-laws to this effect.

New Business:

DVAG Archives: The DVAG Archives are on deposit at the Urban Archives. The Committee agreed that someone should work on processing them. They may not be appropriate for the archives class that routinely processes collections there due to the frequent accessions of new material to the collection.

Solicitation of contributions: The Committee agreed that the solicitation of contributions from renewing members could continue. Prospective members should not be asked for

contributions. However, multiple year memberships are still being considered up to three years, but no refunds should be provided. Multiple-year memberships may make planning difficult and reporting difficult for the treasurer.

The meeting was adjourned at approximately 3pm.

**Respectfully submitted,
Evan Towle**