

**DVAG Planning Committee Meeting Minutes**  
**American Catholic Historical Society**  
**June 6, 2007**

**Present:** Ellen Morfei, Joan Lowe, Scott DeHaven, Lee Arnold, Matthew Lyons, Robert Sieczkiewicz, Beth Lander, Deborah DelCollo

**Absent:** Joanne Seitter

Ellen Morfei called the meeting to order at 2:10 pm.

New Officers

Lee Arnold and Matthew Lyons were approved in their positions via e-mail.

Newsletter

Joan reported on behalf of Joanne that the "Archival Arranger" had been posted to the listserv, but that members were having problems opening it through the link. Joan said that the problem involved the use of an ASCII file rather than an HTML file that is the format needed in order for the newsletter to be accessed.

It was also suggested that more introductory language be given to the members in the listserv when the URL for the newsletter is circulated so members can better understand how the site is structured.

Joan will work through the existing structure to puzzle through the snafus that have occurred so that the next release of the "Archival Arranger" will be more successful.

Treasurers Report

Scott transferred the treasurer files to Lee a few weeks ago.

Lee has made no transactions since assuming the post of treasurer.

The balance as of April 25, 2007 was \$3,900.35. Income as of that date was \$87.12, with no expenses reported, for an ending balance on June 6, 2007 of \$3,987.47.

Scott has been removed as a signatory to the account at Philadelphia Federal Credit Union. Lee's name was added, and Robert remains as signatory.

### Vice Chair's Report

Dates for fall meetings have been established. DVAG will meet in October at PACSCL, located at Haverford College, and will meet at the Athenaeum in Philadelphia in November. Details regarding these two meetings will be published in the "Archival Arranger."

Robert also reported that DVAG has participated in an annual capital expenditures survey from the census bureau.

### Web Coordinator

The website was recently updated with new officer listings.

Joan is looking for a complete set of past "Arrangers" to create an online archive of our newsletter. Joan stated that the newsletters will be mounted as PDFs and will ask Joanne to provide her with newly created PDF files of recent back issues.

There are dead links or links for which access is denied on our web page. On the recommendation of the committee, these will be verified, and, if not functional or if inaccessible, will be removed from the page.

Joan reported that there is no way to count traffic to our site and no way to monitor traffic between our site and the links made available on it other than through anecdotal reports.

### Membership

Debbie reported that there are currently 188 members of DVAG with 70 members in arrears on dues. A global reminder had been sent out via the listserv as a reminder to those who hadn't paid their dues.

### Advocacy

Robert reported that a letter had been drafted in support of the continuation of federal funding for the National Historical Publications and Records Commission (NHPRC). No responses had been received from DVAG members regarding their own experiences as recipients of NHPRC funding.

### Listserv Management

Ellen reported that Margaret Jerrido will be resigning her position as listserv owner upon her retirement from Temple University. Phil D'Andrea, also of Temple University, has offered to take over as owner, and is now co-owner along with Margaret. Ellen will confirm with Phil his intention to assume sole ownership.

## Mentoring

Robert reiterated the committee's support of a DVAG mentoring program, as long as it doesn't overlap with the program sponsored by the Society of American Archivists (SAA). Robert has received information regarding SAA's program and will draft a proposal which will be reviewed by the PC before it is sent to those teaching in archival programs in the Delaware Valley.

## New Business

None.

## Old Business

Haverford College has expressed interest in hosting an SAA IT workshop.

Robert discussed the possibility of mounting an electronic version of the DVAG membership directory. Some PC members expressed concerns regarding the privacy of those members who use their home address to receive professional mailings.

Discussion also ensued regarding the need to issue a directory each year, and whether there were enough changes in membership information to issue a new directory on an annual basis. It was agreed that the directory should remain an annual publication because of its value as a perk of membership. It was also agreed that the directory will continued to be published in hard copy.

An envelope stuffing dinner will be held at the Mercer Museum at the end of August.

Meeting adjourned at 2:45 pm.

Respectfully submitted by Beth Lander