

**DVAG Planning Committee Meeting Minutes**  
**Place: Sisters of the Blessed Sacrament, Bristol, Pa.**  
**Date: September 21, 2005**

**Present:** Beth Bensman, Scott DeHaven, Leslie Hunt, Evan Towle, Robert Sieczkiewicz, Ellen Morfei, Joanne Seitter, Nancy Taylor

Absent: JJ Ahern, Joan Lowe

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

Minutes from the May 10, 2005 meeting were approved as amended.

**Membership coordinator's report:** Robert reported that there are currently 181 members, up slightly from the May meeting's 171 member. Nineteen of DVAG's 2004 members have not renewed their memberships for 2005. Those former members will be contacted via mail. The 2005 Membership Directory is in production, and Robert will use the same vendor used for past editions.

**Treasurer's report:** Nancy distributed copies of the Treasurer's Report, however it does not represent costs of the two most recent editions of the Arranger. It also does not represent the fifty copies of the *Directory of Repositories* sold in bulk to the Bates Center at a cost of \$10 each. That sum has not yet been paid. Nancy reports that we can anticipate additional expenditures for the year, but not much additional income. The balance as of September 21, 2005 is \$3,308.82

Margaret Jerrido has only a handful of copies of the *Directory of Repositories* remaining for general sale.

**Vice-chair's report:** The spring meeting will be held on Wednesday, March 29, 2006 at the Library and Archives of the Independence National Historical Park. Karen Stevens is the contact there.

The Archives and Special Collections on Women in Medicine and Homeopathy at the Drexel University College of Medicine will sponsor a fall program on their recent digital initiatives. While paper on the same project will be presented at the Fall MARAC meeting, the fall program will allow more staff member to speak on their work. The date is not yet set. Ellen will ask if they would like to open the meeting to guests outside the DVAG membership.

Scott has not yet looked into a meeting at West Chester. Some Committee members felt that Spring would be a good time.

**Newsletter editor's report:** The newsletter was sent out last week. While there were a couple of mistakes, it was mostly intact, having been rescued from a crashed computer. Scott did receive some responses to the question about workshops posed in the Arranger. The deadline for the next edition of the newsletter will be early December, and the newsletter will go out in January.

**Website report in absentia:** Joan could not attend the Planning Committee meeting. The Committee discussed whether a link to the listserv archives should be offered on the website, as it is freely searchable through Google and would make sense as a public digital asset of the organization. There

was concern that such a link would lead to additional emails to Margaret Jerrido, listserv manager, for requests to join the listserv, which she would then need to forward to Robert for membership verification. The question will go to Margaret.

Joan would like to revisit the idea of virtual repository tours. Ellen offered to help with guidelines for that, possibly asking contributors for Power Point tours of their repositories that can be converted to web pages by the program. [Note: it works. Use “save as.”] The DVAG membership will be asked for volunteers.

Joan received compliments on the “old book” motif for the web page, so she will continue with that.

### **Old Business:**

**2005 Archives Week:** Beth wasn't able to organize Archives Week prior to now, and the Committee felt that it was late to get started for an October or November event given publicity needs. A discussion followed about putting it off until Spring or until next year. Jeff Cohen at Bryn Mawr was suggested as a possible participant in the area of Historic Preservation.

**Recognition of Past Officers:** Scott visited Spike's Trophies and will investigate having a paperweight made to recognize the exceptional contribution of a past DVAG officer. The Committee agreed that this should be presented at a DVAG meeting if possible.

**Additional special meetings:** The special Women in Medicine meeting will happen this Fall. The question of graduate student outreach was tabled until JJ can participate in the discussion.

**Workshops:** SAA would be very open to the idea of having DVAG act as a local host for an SAA workshop or workshop series. Margaret Jerrido offered the use of a lab at Temple should something like an EAD workshop or “IT for archivists” require one. DVAG's role would be to coordinate between the site and SAA, and possibly sponsor refreshments/lunch. DVAG may also consider offer a member discount for non-SAA members who'd like to participate.

A discussion followed regarding MARAC's ad hoc Committee on Educational Opportunities.

*Scott left meeting to gather DVAG members at the train station.*

**Advocacy:** Robert distributed copies of the “proposed process for DVAG advocacy action.” The Planning Committee suggested revisions for a second draft. Among these, that the three-person advocacy committee must come to consensus on an action before proposing it to the Planning Committee, and that the Planning Committee approve the action by a vote of 7, with the default vote being approval in cases where a member does not respond. Additionally, the Committee requested seven business days to approve or amend the action.

**By-laws:** Ellen will draft revisions to the by-laws that would change the Vice-Chair/Chair Elect term years to 1-1-1 rather than 2-2-1 as it currently stands. She will also draft a revision that established the webmaster position as a regular committee position. At the moment, the webmaster is an at-large member. This would result in a third true at-large committee member.

**DVAG Archives:** Will be discussed at the next meeting.

**Multi-year memberships:** The Committee agreed that for budgeting purposes and for simplicity, DVAG members should only pay yearly for memberships. This allows for DVAG to maintain more accurate contact information on members as well and allows DVAG to send out ballots along with dues notices, both of which might be returned together.

**New Business:**

**Hurricane Katrina:** The Committee discussed various options for support. Nancy is going to look into what funds already exist that might appreciate a contribution.

The meeting was adjourned at approximately 3pm.

**Respectfully submitted,  
Evan Towle**