

**Delaware Valley Archivists Group
Planning Committee Meeting
September 29, 2006
Chester County Historical Society**

In Attendance: Ellen Morfei, Beth Lander, Scott DeHaven, Robert Sieczkiewicz, Leslie Hunt, and Joanne Seitter

Absent: Margaret Jerrido and Joan Lowe

Meeting called to order at 1:55 pm.

The minutes of the May 2nd meeting were approved via e-mail in June.

Membership report: Robert reported that there has been no change in the number of members. The membership directory was mailed along with the *Arranger*.

Vice-chair's report: Ellen stated that the next DVAG meeting would be held on October 18th at the Library Company. The Spring 2007 meeting is scheduled for the New Jersey State Archives on April 25th. Another meeting site is needed for Spring 2007, preferably some place close to Philadelphia. Ellen will ask for volunteers to host a meeting at the October 18th gathering.

Website Coordinator's report: Joan reported by email that there was no response to an open invitation to host a virtual repository tour. She also reported that there were no requests made by the committee for changes to the DVAG website. She did note that DVAG now has first page placement on Yahoo and second page placement on Google.

Treasurer's Report: Leslie reported missing the expenses for two issues of the *Arranger*. The treasurer's report was accepted. The post office box was successfully changed, and the new DVAG address is as follows: PO Box 17162, Philadelphia, PA, 19105. Leslie is also following up on moving the bank account to Philadelphia Credit Union.

Newsletter editor's report: Joanne reported that the *Arranger* went out successfully.

Old Business:

NHPRC: 7.5 million dollars has been allocated by Congress as opposed to the 20 million initially requested. 10 million is needed as a minimum for NHPRC to continue functioning. SAA has requested a letter writing campaign to local congressional representatives seeking support for an increase in funding. Scott will submit letters on behalf of DVAG, and will post a request for additional letters on the listserv.

College of Physicians: Nothing has been heard regarding any progress on the situation with their collection.

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Nominations: One at large seat is still open, but does not have to be filled. The committee agreed that the listserv should be used to solicit nominations for vice-chair and membership coordinator for 2007.

Virtual Repository Tours: The committee agreed to continue soliciting volunteers to host a virtual repository tour until the end of the year, at which point, if no volunteers come forth, the initiative will end.

DVAG archives: The archives, consisting of about 3 linear feet, are housed at Temple's Urban Archives. There is no good finding aid for the collection. The committee discussed the possibility of seeking a student to minimally process the collection. Robert also brought up the possibility of whether the committee would consider offering a small stipend.

Workshops: 25 people attended the EAD workshop in May, which was given by two instructors. The overall experience with SAA was positive, and the SAA evaluation form was returned to them. Lessons learned from the experience include the need for someone from the host site to be on hand to handle any problems with the infrastructure that might arise; communication with the instructor(s) needs to be open and maintained; and that any special needs, such as a sign language interpreter, need to be addressed in conjunction with the host site if possible.

30 responses to the questionnaire regarding possible SAA IT workshops were received. The committee felt that the survey provided a good idea of what DVAG should offer in the future. The most often requested workshops were Delivering Databases via the Web, Use of Markup Languages, Digital Libraries and Digital Archives, and Digitization of Archival Materials. Three workshops, Introduction to Databases, Understanding Web Technologies, and Networking and Telecommunications for Archivists, received 12 votes. The Basic PC Hardware and Software workshop was least requested. The committee also agreed that it would be wise to secure host sites prior to engaging SAA in any cooperative agreement.

Archives Week

Archives Week 2006 was October 8 through October 14th. DVAG did nothing to mark Archives Week this year. The committee questioned whether or not to do something next, and, if so, in what form.

New Business:

The committee discussed the possibility of electronic transmission of both the *Arranger* and the membership directory. Joanne was going to test the feasibility of turning a PageMaker document into a pdf, which prompted discussion as to whether or not most

DVAG members could receive and open a pdf. A suggestion was made to add a link to the DVAG website by which people could access and download pdf files directly.

Will the next "Arranger" be the last to go out in hardcopy?

It was suggested to test the feasibility of a pdf link on the DVAG website by making the current issue of the "Arranger" available on the website, sending a link to the membership, and asking them to comment on its ease of use. Joanne will create the pdf, and Joan will coordinate the necessary structure on the website.

Rob moved to adjourn at 2:50 pm.

Respectfully submitted,

Beth Lander