

**Delaware Valley Archivists Group  
Planning Committee Meeting  
December 14, 2006 at CIGNA**

**In Attendance:** Ellen Morfei, Scott DeHaven, Joanne Seitter, and Joan Lowe

**Absent:** Beth Lander, Robert Sieczkiewicz, Margaret Jerrido\*, and Leslie Hunt\*

Meeting called to order at 5:45 pm.

The minutes of the September 29 meeting were approved via e-mail in November and are posted on <http://dvarchivists.org>.

Membership report: Robert reported by email that current membership is 171, a slight increase since September. He also indicated that distribution of membership renewal notices will be coordinated with the next *Archival Arranger* mailing in January. Email reminder notices will be posted to DVAG-L.

Newsletter Editor's report: Joanne has called for final submissions for the *Archival Arranger*, to be distributed to members in January, via a DVAG-L posting. Ellen agreed to supply the "From the Chair" piece.

Vice-chair's report: Ellen stated the next DVAG repository meeting is scheduled for 25 April 2007 at the New Jersey State Archives in Trenton. She has also arranged for another meeting, at the American Catholic Historical Society in Center City Philadelphia on 6 June 2007. Finally, she's working on finalizing a program with local conservator Susan Duhl. A winter date at the Historical Society of Pennsylvania is anticipated.

Website Coordinator's report: Joan reported that she posted new membership forms (new membership and membership renewal) provided by Robert.

Acting Treasurer's report: Scott reported receiving the Treasurer's records, and P.O. box key, from Leslie in November. She provided a report dated 15 November showing a balance in all accounts of \$3,126. Scott asked whether Joanne or other PC members had outstanding requests for reimbursement, and noted that he would be submitting expenses related to the upcoming ballot mailing. There were no other outstanding reimbursements. Scott will resume the task, started by Leslie, of moving DVAG's accounts to Philadelphia Federal Credit Union.

**Old Business:**

Electronic distribution of the *Archival Arranger*: Joanne described problems related to the planned electronic publication and distribution of the *Arranger*. After discussion of possible

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\* Both Leslie and Margaret resigned from the Planning Committee in advance of this meeting.

solutions, Joanne agreed to try the fixes and report back. It is anticipated that the Arranger will be published as a PDF file and posted on <http://dvarchivists.org>. There will be no visible URL, but one will be provided to current DVAG members via email. Joanne will take care of sending paper copies to the small number of members who haven't provided an email address to the Membership Coordinator.

Virtual repository tours: Joan reported that Don Davis, American Friends Service Committee, has agreed to work with her on the first virtual tour. Although Don hasn't yet indicated a tour focus (overview or focused look), Joan believed the tour would likely be completed in January.

Workshops: Scott reported an exchange of emails with SAA's education coordinator, but otherwise had no progress to report. He reported that the two or three most requested workshops will be planned for 2007, and that negotiations with SAA and possible local sites will commence in January. Recall that the survey of DVAG members yielded these results: (4 workshops most requested) Delivering Databases via the Web, Use of Markup Languages, Digital Libraries and Digital Archives, and Digitization of Archival Materials. (3 workshops each receiving 12 votes) Introduction to Databases, Understanding Web Technologies, and Networking and Telecommunications for Archivists. The Basic PC Hardware and Software workshop was least requested.

NHPRC: Scott submitted letters (by fax) to the region's 6 U.S. Senators. A nice telephone call was received in response from a staffer in Sen. Arlen Specter's office. At this point there's nothing else to do but wait for a result from Washington.

DVAG archives: Scott reported no progress seeking assistance from Temple's Urban Archives, where the records are kept. Ellen agreed to investigate possibility of DVAG member working to produce a finding aid, through the Arranger and DVAG-L.

Bank accounts: Scott will pick-up where Leslie left-off and move DVAG's checking and savings accounts to Philadelphia Federal Credit Union.

### **New Business:**

Resignations: Treasurer Leslie Hunt and Secretary Margaret Jerrido tendered their resignations in November and December, respectively. Scott has expressed the PC's thanks to Leslie for her service, and will do the same for Margaret. The PC agreed that Scott, who is stepping-down as Chair on 1 January, will serve as Acting Treasurer until a replacement is found. Filling these vacancies, and the open At-Large seat, will be further discussed once the results of the upcoming elections are known in late January.

Election of Vice-Chair and Membership Coordinator: Ballots for these elections will be mailed to current DVAG members soon. Scott

will make reminder postings to DVAG-L. To be counted, ballots must be postmarked by 19 January.

The meeting was adjourned at 6:50 pm.

Respectfully submitted,  
Scott DeHaven