

**Minutes**  
**Board Meeting**  
**New Hampshire Archives Group**  
**14 July 2004**

Present: Betsy Hamlin-Morin, Elizabeth Slomba, Barbara Rimkunas, Ed Rowan, Barbara Miles, Craig Evans

Excused: Anne Ostendarp

Meeting called to order at 9:30am at the State Archive Office. An appropriate celebration of Bastille Day was observed.

**Secretary/Treasurer:** The Secretary presented minutes of the 14 March 04 meeting, which were accepted. Treasurer's report was presented and accepted. Note was made once again of the finance charge we incur each month with our checking account. Craig will mail thank you to Stacy and Crotched Mountain for hosting the workshop.

**Post-mortem on 18 May Workshop:** Craig produced a summary of the financials and the participants in the 18 May workshop. It has been suggested that Anne repeat the workshop in the seacoast area, with possibly Strawberry Banke as the host site. Overall, the response to this workshop was very good – nice collection of individuals, including almost half of the participants were non-members. The facilities were excellent, and the meal terrific.

**Fall meeting:** Gregor Trinkaus-Randall is available at no charge to do his workshop on archive security. Current idea is to have him present in the morning, with an afternoon roundtable emphasizing the practical applications for the smaller institution. The date of Wednesday, November 10<sup>th</sup> was chosen, with the potential location of our previous workshop: Transportation Security Administration Building at the Manchester Airport. Elizabeth will finalize the workshop with the presenter, and Barbara Miles will confirm with TSA.

**Spring Meeting (2005):** Looked at a variety of suggestions; the group seems to be leaning toward a topic of "arrangement and description" given possibly by Jamie Roth from JFK Library. Ideas for Fall 2005 seemed to focus around looking at the use of other computer databases, besides PastPerfect. Suggestion that we take the May workshop to the Balsams – or at least, duplicate the workshop there to reach out to the North Country.

**Membership:** Craig gave update on status of current membership renewal. His skills at shaming produced two immediate renewals at the meeting! There are 24 members who have yet to renew. Discussion regarding having a membership card - Craig will work up a rough draft for the next meetings. Expense involved would be about \$30, and we would have more membership cards than we could use in ten years.

Discussion regarding our **brochure**: Board looked at the mock up and made several changes. Barbara will pursue determining cost for printing. Our **website** is still not up and running – need someone to translate it into HTML language. Discussion about having the website hosted by one of the broader based NH hosts which might facilitate it being linked to a larger audience of sites. No action taken.

**Old Business:** The By-laws were discussed. No action taken.

**New Business: Mailings** -The announcement for the fall workshop will be mailed out by Craig by 10 September. Craig will include reminder about membership renewal in the appropriate envelopes. The Newsletter, with a reminder about the workshop will go out by 10 October. Elizabeth will list the workshop with the listserves and newsgroups that she has used before. Any additional groups or individuals you want to receive the 9/10 mailing, please advise Craig in writing.

**NEA In Maine:** NEA will hold their fall conference at the University of New England in Biddeford on Friday and Saturday, 15<sup>th</sup> and 16<sup>th</sup> of October. Cost is \$40 for two days.

**SAA in Boston:** will be in Boston for their Annual Conference August 5 – 9<sup>th</sup>.

**Next Meeting: Wednesday, 22 September 2004**

9:30 am

State Archives, Fruit Street, Concord

Adjourned: Approximately 11:00 am