

New Hampshire Archives Group

Executive Board

Minutes

16 July 2003

Meeting began shortly after 9:30 am at the State Archives in Concord.

Old Business: Discussion continued about whether or not to incorporate. A sub-committee of Betsy Hamlin-Morin and Barbara Miles was appointed to explore the issue further. The primary concern focuses around annual expenses, and the issue of 501-C fees versus State Incorporation fees.

Task Forces: Meeting locations: Betsy Hamlin Morin and Barbara Rimkunas have agreed to establish a list of meetings locations which we might use for upcoming workshops/meetings (May and November). The primary concerns are:

- convenience to membership;
- parking availability;
- coffee and food availability;
- meeting room rental.

Betsy and Barbara will also look at setting dates for at least a year in advance for our two membership meetings.

Membership: Anne Ostendarp and Barbara Miles will work on ideas and methodologies for expanding our membership base. Some of the ideas discussed:

- How to network more effectively with Historical Society;
- Pre-planning of meetings;
- How to focus energy and topics;
- What other groups are out there;
- Using the Archives Listserve more effectively;
- Should we be working more with Town Clerks.

Barbara Miles will develop a new three fold brochure from the original one designed recently by Lianne Hanson.

Web Page: Elizabeth Slomba will be working on making the translation necessary for our current web page to be viewed by all. The address for our web-page:

www.izaak.unh.edu/nhag

Fall Workshop/Meeting: The date is set for Wednesday, 5 November 2003. Location to be determined. After considerable discussion, decision was made to broaden the topic from the original idea to include an overview on Collections Management and Tools for Cataloging, with a focus on smaller institutions. Within that discussion, electronic catalogs will be discussed, instead of focusing solely on PastPerfect Software.

Secretary /Treasurer: >Lianne's Minutes from May Annual meeting distributed;
>Treasurer's report distributed;
>Both Craig and Betsy distributed lists for updating Executive Board Member's information, to be distributed by e-mail by Craig;
> Information to go into database for The Association of Historical Societies of New Hampshire discussed: Craig will get an e-mail address for the organization; we will take out a membership in New England Archivists. Barbara Miles will pull together revised brochure. Current one will be sent for now.

Next Meeting: Wednesday, 10 September
9:30 am
State Archives, S. Fruit Street, Concord

Meeting adjourned at approximately 11:30am.