

New Hampshire Archives Group

Executive Board

Minutes

10 September 2003

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

Minutes of the 16 July 2003 meeting were approved as submitted.

The **treasurer's report** was accepted. Suggestion made by Elizabeth that a discussion be held at a future meeting regarding the reasons for a saving account in addition to the checking account.

Workshop: The date for the upcoming workshop will be Thursday, 6 November. Barbara Miles has procured the Transportation Safety Administration (TSA) conference room on Technology Drive in Manchester (really Londonderry) at no charge for that date. The charge for participants will be \$10.00 to cover morning refreshments and box lunch. Discussion was held regarding final format and participants. Elizabeth will make final arrangements and prepare the flyer.

Meetings Sites: Betsy presented a form for creating a database of potential meeting sites, listing the necessary information (cost, parking, lunch options, etc) Board members and others will contribute the required information on possible future sites. Barbara Miles indicated that Steve Barber of The Balsams in northern NH might be interested in hosting a meeting.

Mailing: The following materials need to be in Elizabeth's office by 29 September for inclusion in a packet mailing:

Current issue of *Inventory*;
New Brochure;
Membership solicitation letter;
Membership renewal form (2003-2004);
Flyer and Registration for 6 Nov. workshop;
Betsy's meeting site data sheet.

Non-profit Status: Further discussion about the option of becoming a 501c organization. There appear to be State fees of \$150, and federal fees of about \$400. The Executive Board will pull all the information together and make a formal presentation to the membership at the annual meeting in May, 2004. The following assignments were made:

- Craig – draft Articles of Agreement
- Ed – find out about IRS fees
- Everybody – think about possible pro bono lawyers to do the paper work – report back to Elizabeth.

Brochure: Barbara Miles presented the mock-up of the three panel brochure she has been working on. Group reviewed content and made suggestions and corrections. Discussion about using a professional graphic artist to do final layout. Barbara will follow up with Wayne Gallup at NHHS.

NHLREP: Anne presented a summary of this activity. She has been involved in writing the final report to the funding agency. There were 188 registrants and 54 preservation assessments done from that group. We have a copy of the mailing list generated from this project. Future programming by NHAG might focus on reaching out to the NHLREP participants who are not members already. Many Town Clerks were involved in this project. Identifying the group from which the best draw was made might help us in our efforts.

Membership: At a future meeting, discuss ways of expanding our membership. Right now, need to clean up our mailing list and collect dues for this fiscal year. Renewals will be taken care of in the mailing at the end of September.

Archives' Week: Observed in New England Nov 2-8th. Our workshop will fall during that week – suggestion made to do a news release announcing the workshop, and a general article about the existence of NHAG, and its tenth anniversary. Send to all the papers in NH, small and large. Elizabeth will do the press release. Discussion about purchasing 20 posters from the Vermont Alliance and distribute free to random archives who participated in NHLREP and are not yet members of NHAG. Several board members volunteered to donate towards reducing the cost of \$100. Paul Bergeron is also putting together a poster regarding election history in NH. Discussion about distributing the NEA bookmarks which have an archival photo from NH was also discussed.

Newsletter: Betsy asked for input on ideas for articles for this current newsletter – and future ones.

Meeting adjourned around 12 noon.

Next Executive Board meeting: 9:30 am
Wednesday, 19 November 2003
State Archives Building, Concord

Respectfully submitted,

Craig F. Evans
Secretary/Treasurer