

**New England Archivists Quarterly Board Meeting
October 14, 2005
Sheraton Hotel, Burlington, Vermont
1 pm – 5 pm**

During the October 14, 2005 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the May 25, 2005 minutes.
- Voted to accept the June 29, 2005 minutes with emendations.
- Voted that the requirement to update the annotated index of minutes be removed from the Secretary's job description.
- Voted that the Board revoke policy establishing institutional memberships for vendors on June 2000.
- Voted that NEA provide vendors with names, institutional affiliation, postal address, phone and email if available of conference attendees in electronic format for one-time use only.
- Voted that NEA sell mailing labels in electronic format.
- Voted that Susan Earle be appointed Reviews Editor for a term to run from January 2006 to January 2009.
- Voted that the Membership Committee has a minimum of 5 members.
- Voted that Maria Hudspeth be appointed to the Membership Committee.
- Voted that the deadline for the Hale Award be changed for one year.

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AGENDA

- 1:00 pm Call to order
Introductions including new student rep. Leigh Fought
- Acknowledge reports requiring no action
Web committee (Appendix A)
Membership Secretary (Appendix B)
President's Report (Appendix C)
Print Coordinator's report (Appendix D)
- 1:15 pm Secretary's report (Appendix E)
Accept minutes of May 25, 2005, meeting
Accept minutes of June 29, 2005, meeting
Annual meeting minutes?
Decide issue of indexing minutes on the web site and perhaps change
Secretary's job description (see President's report)
- 1:30 Fall 2005 Local Arrangements Report
Fall 2005 Program Committee Report
- 1:45 Outreach Committee (Appendix F)
Archives week, November 6-12
Purchase promotional materials
Develop mailing
- 2:00 Spring 2006 Local Arrangements Report (Appendix G)
Spring 2006 Program Committee Report (Appendix H)
- 2:20 Vice President's Report (Appendix I)
Location of Fall 2006 meeting
- 2:30 Education Committee (Appendix J)
- 2:40 Development Coordinator (Appendix K)
Decide four questions
- 2:50 Public Relations Committee (Appendix L)
Need board liaison
- 3:00 Newsletter (Appendix M)

Appoint Susan Earle as Reviews Editor

- 3:10 Membership Committee (Appendix N)/Listserv moderator (Appendix O)
Revise job committee job descriptions to make them uniform (see
President's report)
Vote on Marisa Hudspeth as Membership Committee member
Membership directory on web site – progress report
New initiatives to attract more members?
Should members be required to stay on the NEAannounce list? (see
President's report)
- 3:30 Immediate Past President's Report (Appendix P)
PP: Branding Committee
Nominating Committee
- 4:00 Treasurer's report (Appendix Q)
Final report on Spring 2005 meeting expenses
Current financial status
Travel reimbursement for committee chairs and student rep.? (see
President's report)
Discuss and adopt budget for 2006
- 4:30 Policy and Procedures Officer Job Description
- 4:45 Haas Committee
- 4:55 Hale Committee (Appendix R)
Move deadline to February 1?
- 5:00 New Business
Next meeting Tuesday, January 17, 10 am – 2 pm
Burns Library, Boston College; snow date Thursday, January 19

Anticipated absences: Karen Spicher, Brenda Lawson; David Horn may be late; Jonathan
Penyack may join us by telephone if necessary

10/14/05

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In attendance: Paul Carnahan (presiding), Al Bartovics, Chris Burns, Mary Caldera, Leigh Fought, Lois Hamill, David Horn, Tom Hyry, Mary Ide, Jeff Marshall, Meg Moughan, Nora Murphy, Rodney Gorme Obien, Susan von Salis, Anne Sauer, Mark Savolis, Kelcy Shepherd, Elizabeth Slomba, Laura Katz Smith, Jane Ward

Excused: Tara Hurt, Tracy Messer, Brenda Lawson, Jonathan Penyack, Karen Spicher, Diana Yount

Call to order and introductions; Acknowledge reports requiring no action

Paul Carnahan called the meeting to order at 1:05 pm. Leigh Fought, the new student representative, was introduced.

Paul then acknowledged receipt of reports needing no action: Web Committee (Appendix A); Membership Secretary (Appendix B); President (Appendix C); and Print Coordinator (Appendix D). There was one correction to the President's report: Maggie Gonsalves, not Lois Hamill, pulled together the information on past workshops. The membership information in the Membership Secretary's report will be discussed later at the meeting.

Secretary

Nora Murphy moved to accept the May 25, 2005 minutes. Mary Ide seconded. No discussion. All members voted in favor. Mary moved to accept the June 29, 2005 minutes with emendations. Nora seconded. No discussion. All members voted in favor.

The Secretary's report (Appendix E) was acknowledged. There was a brief discussion of the minutes regarding the Board conference call regarding the awarding of the Distinguished Service Award and the decision to award the DSA once a year at the spring meeting. There would not be a DSA at the Fall 2005 conference but will be offered at the spring conference.

The Annual Business meeting minutes are approved by the membership at the annual business meeting. A summary of the minutes taken at the annual business appear in the Newsletter in October each year.

There was a discussion about the indexing of the minutes and the use of the Google search feature on the NEA website to search the minutes. Also discussed was how much time it took the Secretary to index the minutes, the structure of the index to the minutes, and the possibility that only a couple years of minutes might be available on the website instead of all the minutes in the future. *Mary Ide moved that the requirement to update the annotated index of minutes be removed from the Secretary's job description. Tom Hyry seconded. No discussion. All members voted in favor.*

Fall 2005 Local Arrangements and Program Committees

Chris Burns mentioned the members of the Local Arrangements committee, the registration mailing in August and the additional mailing to Vermont Gallery Alliance and Vermont League of Local Historical Societies members, and the additional postage costs. There was a suggestion that standard forms/templates, maybe in electronic form, be created for local arrangements business. He then said that parking at the Sheraton is free and discussed where to park at UVM and parking permits for Friday events. The textiles workshop was cancelled and there was a discussion of the numbers of attendees at the other workshops.

At the time that Chris gave his report on Friday afternoon, there were 120 regular registrants, 7 students, and 8 late registrants. The conference may or may not break even; the budget was based on 125 registrants, but the vendor income is lower than expected. There was a discussion about the contingency fee and whether it was used, buying conference insurance, and UVM contract and fees. The University of Vermont libraries have assisted in keeping the costs down with donations of costs for equipment, supplies and speaker fees.

Jeff Marshall discussed the program. Two of the speakers declined the honorarium; four sessions speakers and the lunch speaker did receive honoraria. Chris Beam has dropped out from the Academic Student Papers sessions and the session has a new chair. For the Managing Digital Assets session, there is no speaker on DigiTool so there would be only two software presentations. The technology sessions, Archivists Toolkits and Managing Digital Assets, have the highest enrollments; the book discussion has the lowest enrollment. The rooms are set for audio-visual equipment. The discussion groups have a ranging enrollment and vary in size from 8 registered for Government Archives to 22 Academic Archives. Information from coordinators on how the discussion sections go will be collected.

Outreach

Mary Caldera referred to the Outreach Committee report (Appendix F) and mentioned that they are looking for input from the Board on how to do better publicity and activities regarding Archives week. She mentioned developing posters for Archives Week and asked for ideas on promotional items other than bookmarks. Since they have budgeted for these other items, the committee does not need to ask for Board permission regarding the production of the items. Ideas and messages for the poster were discussed. Mary also mentioned they have one Archives Week proclamation from a governor and discussed sending information to governors on promoting Archives Week; they have sent information to COSA (Coordinators of State Archives). There is a schedule of Archives on the Road events on the website. The new graphic identity could be another way to promote Archives Week. Mary Ide mentioned her initiative for Archives Week that each State Archives feature a story about a very rare/special item in their collection; the stories could be coordinated through the PR coordinators and may be posted on the web site. There was a general discussion about archives in the news, notably the article in the Boston Globe on Bridget Carr and the Boston Symphony Orchestra Archives, the audience that Outreach is targeting and what to do next year for Archives Week.

April Hagins is heading up the brochure development funded through the MHRAB grant. They are planning on having something by December

Spring 2006 Program Committee

Laura Katz Smith discussed the work of the program committee and the general theme of archivists learning from each other (Appendix G). The sessions are participatory and will have ample time for mediated discussions. The speaker at the Friday reception will be Thomas O'Connor. Allen Weinstein declined the invitation to speak as he has other commitments. The suggestion was floated that Thomas O'Connor could be booked as a lunch speaker. David Horn may get a Celtic music group to play at the reception. There was a discussion of inviting the Massachusetts Secretary of State to speak, about Friday receptions and encouraging attendance with a draw to get people to the reception, and possibly a bigger Saturday reception. The sessions may be longer because of their participatory nature; the attendees discussed the merits of longer versus regular length of sessions. Laura was reminded to set aside time in the schedule for the annual meeting and what the elements of the business meeting were. There was a discussion about fostering discussions, which need more planning and good discussion leaders, getting pre-meeting readings up on the website, and including a book discussion, possibly Jeanette Bastian's book or other suggestions. Attendees also discussed whether speakers who were members of the Local Arrangements or the Program committees were permitted, why members of those committees were not permitted as speakers, and whether the rule had merits or needed to be clarified. Laura also asked the Board for opinions for a catchphrase for the meeting; attendees reviewed the suggestions and discussed preferences. Attendees were encouraged to send advice and feedback to Laura, who is looking for recommendations for session speakers.

Spring 2006 Local Arrangements Committee

The Board reviewed David Horn's report (Appendix H). Paul will remind him about the honoraria policy. It was mentioned that the Friday reception costs were a bit high. There was a discussion about the costs, the need to include money for a security guard and whether there were facility and audio-visual charges. NEA may need to start paying for conference insurance. It was noted that there does not need to be a fancy reception and that if there is a cash bar, it needs to be noted in the registration materials.

Vice-President

Nora presented her report (Appendix I) and her idea for the Fall 2006 meeting. She proposed having a few half-day mini-meetings on a similar topic, such as Archival Advocacy. The mini-meetings would have a limited registration of 30-50 people. There would be a general session in morning, poster sessions on what's working now, time for networking, and an afternoon session on future directions on the topic of the meeting. The Spring 2007 conference would be a traditional meeting. Attendees discussed the regional meetings, how they could be coordinated through a central program committee, and how a committee would handle some local arrangements and manage a central registration. Small conferences would allow use of smaller venues and costs would be contained through not providing lunch for participants, although coffee and snacks would

be provided. Nora viewed these meetings a half-day opportunity for people to sit down and talk. The meetings would be held different days. She wanted the sense of the Board before going ahead with the idea. Attendees discussed the pros and cons of this type of meeting, whether this type of meeting can work, logistics for planning and holding a few small meetings, the work for the Treasurer, need for central registration and general advertising and when to hold the fall Board meeting and Education workshops. It was thought that the difficult part of this type of meeting would be the programming and likely numbers and that the topic would need universal appeal. Nora discussed preferences for venues and hope of finding a topic of universal appeal that would get meeting attendees to talk. The Board encouraged Nora to plan this type of session.

Education

There was a discussion of the Education Committee report (Appendix J) and the proposed workshops to be offered at the Spring 2006 meeting: SAA workshop on DACS, Caring for historical records (offered in conjunction with NEMA), Identifying and Handling Photographs, and Architectural Records.

Development Coordinator

Jane Ward presented her reports and list of actions to be taken (Appendix K).

She began the discussion regarding institutional membership and vendors; currently they receive an institutional membership with their vendor fees. Jane proposed to revoke this policy. It was suggested that NEA offer a vendor membership with a set package of benefits such as a discount on tables and a guaranteed attendance at two meetings. *Lois Hamill moved that the Board revoke policy establishing institutional memberships for vendors on June 2000.* Anne Sauer seconded. The Board discussed what type of membership a vendor could have; they can join as individuals or the companies join as institutions. *All members voted in favor.*

Then Jane turned to the issue of what do vendors get for their fees. Attendees discussed vendor access to member contact information, contact information lists in meeting registration packets, vendor usage of contact information, one-time use restriction on contact information given to vendors, and the need for clear policy for contact information release. *Mark Savolis moved that NEA provide vendors with names, instructional affiliation, and postal address of conference attendees in electronic format for one-time use only.* Nora seconded. Local Arrangements create the contact lists for the registration packets and attendees discussed further what type of contact information to include and how to handle complaints. Tom offered a friendly amendment: vendors with names, institutional affiliation, postal address, phone and email if available. Mark accepted. The motion now read: *that NEA provide vendors with names, institutional affiliation, postal address, phone and email if available of conference attendees in electronic format for one-time use only.* *All members voted in favor.* There was a discussion of a privacy policy for contact information; Membership did a disclaimer for contact information but not a policy. Anne offered to draft a privacy policy.

Next, Jane asked if NEA wanted to continue to sell mailing labels to vendors. There was a discussion of vendors who buy sets and preference for electronic labels. Rodney Gorme Obien said that it takes several hours to print labels and that he would prefer producing electronic labels. Jane said that she would research what other organizations charge for their labels. The Board had no objection to selling labels. *Mary moved that NEA sell mailing labels in electronic format.* Anne seconded. Brief discussion took place regarding selling labels. *All members voted in favor.* The discussion regarding changing costs for labels was tabled.

Public Relations Coordinators

Attendees reviewed their report (Appendix L). Paul said that there is no liaison to the PR Coordinators since they are coordinators.

Newsletter

Meg Moughan presented her report (Appendix M) and announced the release of the October issue. The committee asks for a Reviews Editor replacement for Meg since she is leaving the area for another position. *Tom moved that Susan Earle be appointed Reviews Editor for a term to run from January 2006 to January 2009.* Nora seconded. *All members voted in favor.* Meg then discussed how both Michael Folstrom and Sheila Spaulding were appointed to the committee at same time and they offered to serve in rotation as Senior Editor for one year. The Board agreed to this proposal.

Membership Committee

The Membership Committee report is Appendix N and the Listservs Moderator report Appendix O.

Kelcy Shepherd started the discussion of response to the Membership Committee mailing on membership directory. They received a larger than expected response with address changes and so forth.

Then she gave an update regarding the membership directory. The committee has met with Skybuilders, who can put in the functionality requested. They will be continuing to work with Skybuilders on developing directory and plan to have a demo at the January meeting. The Board will need to decide whether the web database should be the official database but Kelcy needs to research the issue more before the committee's opinion. Paul inquired if the directory would have conference registration ability; there was brief discussion about conference registration online and how to handle the money. Kelcy will be looking into the functionality of the directory and present on it further at the January meeting.

Next, Kelcy said that she would like expand membership of committee. Attendees discussed the membership rules in committee charge and membership in other committees. *Elizabeth Slomba moved that the Membership Committee has a minimum of 5 members.* Mark seconded. No discussion. *All members voted in favor.* *Mary moved that Maria Hudspeth be appointed to the Membership Committee.* Nora seconded. No discussion. *All members voted in favor.*

The Board discussed the NEAannounce list, history of the listservs and why people were opting out of the list. It was suggested that there might be confusion over the purpose of the list. Members of the NEAboard list includes board members and committee chairs. The Yahoo groups set-up does not allow for preventing people from opting out of listservs. The listserv discussion was tabled until the move to Skybuilders listserv management since the listserv functionality may differ with Skybuilders.

There was a brief discussion about the declining membership numbers, their impact on the budget, and the receipt of more income through memberships than expected in the past year.

Immediate Past President

Mary referred to her report (Appendix P). There were no nominations for the Archival Advocacy Award and notices about the award are in the newsletter. The Nominating Committee devised a revised candidate question.

The Branding Committee has samples of branding proposals at the Fall 2005 conference for membership review. The samples will be available shortly on the website as well as a survey to collect the membership's opinions. The committee narrowed the choices down to three options; they were delayed for a short time due to commitments for the graphic designer. The committee will be discussing cost impact on NEA committees due to adopting a new graphic identity; costs are unknown at this point due to difference in costs for reproducing the graphic in color or grayscale. Paul will make an announcement at the conference; the announcement will also be posted through the listserv. The report of the committee will appear in the October newsletter. The committee hopes to approve one image before the January meeting and have ready for use in the spring. There was a brief discussion of graphic identity roll-out. It was suggested that there be an electronic format of NEA stationery in a word template for people to use.

Treasurer

Lois discussed her report (Appendix Q). The Annual Report is due to the Massachusetts Secretary of State by November 1. Jean Berry is taking care of the Clerk of Corporation filing. The Federal tax return completed on time in the spring. Lois mentioned the Spring 2005 conference budget and noted the overall profit and workshop income.

Lois reviewed the balance sheet and current NEA income. There was a discussion of income from membership and fluctuations in income. She discussed how income was accounted for by Liz Andrews in the past and what Lois is doing now. Attendees discussed future income, vendor income, committee budget numbers, profit and loss budget vs. actual report, budget lines, and registration fees-meetings budget line and actual income. She noted that membership income came in over what was budgeted. She added that costs for the Fall 2005 conference already paid for.

Next, she described the proposed 2006 budget and went over the numbers. If all requests, funded, there could be a deficit. The Board discussed the numbers, income possibilities,

label sales, and the need to revise numbers due to the changed Fall 2006 meeting structure. There was a lengthy discussion about the membership numbers, why the numbers might be declining and membership income. It was suggested that Membership develop a plan for recruitment. There was discussion about meeting income impacting the budget, what is reasonable vendor income, and various ways to come up with meeting income. The Board reviewed the Education budget and likely income and costs; since the structure of the fall meeting may change and Education is proposing additional workshops, it was suggested that the committee revise the budget numbers for income.

Then Lois presented on NEA expenses. There was a discussion of Education, Board and the Spring 2006 conference expenses, need for upgrade for QuickBooks and bulk mail costs. There was a brief discussion of the travel reimbursement issue, impact on budget and who is required to attend meetings and a suggestion that the discussion of the reimbursement of the student representative be taken to email.

The Board discussed a variety of issues concerning the budget and individual budget lines and agreed to continue to work on the budget, in consideration that some additional information was needed for some parts of the budget. The Board agreed to discuss and vote on the budget at the January meeting.

New business

The next quarterly Board meeting will take place on Tuesday, January 17, from 10 am to 2 pm at the Burns Library, Boston College. The snow date is Thursday, January 19.

Hale Award

Anne mentioned the change deadline request that appeared in her report (Appendix R). *Nora moved that the deadline for the Hale Award be changed for one year.* Tom seconded. No discussion. *All members voted in favor.*

Policy and Procedures Officer

There was a brief discussion of the position and the Secretary's opinion. *Mary moved that the Policy and Procedures Officer position be adopted for a one year trial, November 2005 through October 2006.* Anne seconded. No discussion. *Four members voted in favor, three against, with one abstention.* Paul said that he would research to see if the vote carried. Subsequent research shows that the NEA bylaws state that "All decisions shall be made by majority of those board members present." Since the measure received only four votes and a majority of those present would be five or more, the motion failed.

Adjournment

Mary moved that the Board meeting adjourn. Nora seconded. No discussion. *All members voted in favor.*

The meeting adjourned at 5:20 pm

Respectfully submitted,
Elizabeth Slomba, Secretary