

**New England Archivists Quarterly Board Meeting  
Monday, June 19, 2006  
Northeast Document Conservation Center, Andover, Mass.  
11:00 am – 3:00 pm**

During the June 19, 2006 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the March 10, 2006 minutes.
- Voted to set the Fall 2006 Conference registration fee at \$45 for members, \$75 for non-members, \$22.50 for students and \$15 late fee.
- Voted to appoint Laura Morris to the Ad Hoc Committee on NEA Policy.
- Voted to establish a Membership Retention and Recruitment Task Force and to appoint Debbie Richards and Lianne Keary co-chairs.

New England Archivists  
Quarterly Board Meeting  
19 June 2006  
NEDCC

### Agenda

- 11:00 AM Call to Order & Introductions
- Approve Minutes of 10 March 2006 Board Meeting
- 11:10 Accept Reports
- Education Committee (Appendix A)
  - Listserves Coordinator (Appendix B)
  - Membership Secretary (Appendix C)
  - Newsletter Committee (Appendix D)
  - Print Coordinator (Appendix E)
  - Spring 2006 Meeting Local Arrangements Committee (Appendix F)
  - Spring 2006 Meeting Program Committee (Appendix G)
  - Web Committee (Appendix H)
- 11:20 Secretary's Report (Appendix I)
- 11:25 Fall 2006 Meeting
- Program Committee (Appendix J)
  - Local Arrangements Committee (Appendix K)
- 11:40 Development Coordinator (Appendix L)
- Katrina Donations
- Treasurer's Report (Appendix M)
- 11:50 Outreach Committee (Appendix N)
- 11:05 College & University Conference Steering Committee (Appendix O)
- 12:30 PM Break for Lunch
- 1:15 Spring 2007 Meeting
- 1:25 Vice President (Appendix P)
- 1:35 Immediate Past President (Appendix Q)

1:45 Ad Hoc Committee on NEA Policy

2:00 Membership Committee Report (Appendix R)

New Business

[Public Relations Coordinators (Appendix S)]

3:00 PM Adjourn

Next meeting: 20 October 2006, UNH, NH

**New England Archivists Quarterly Board Meeting**  
**Monday, June 19, 2006**  
**Northeast Document Conservation Center, Andover, Mass.**  
**11:00 am – 3:00 pm**

**In attendance:** Nora Murphy (presiding), Karen Adler Abramson, Chris Burns, Mary Caldera, Paul Carnahan, April Hagins, Brenda Lawson, Rodney Gorme Obien, Jaimie Quaglino, Susan von Salis, Mark Savolis, Felicia Share, Elizabeth Slomba, Jane Ward

**Excused:** Donna Longo DiMichele, Lois Hamill, Tara Hurt, Tracy Messer, Paige Roberts, Bill Ross, Jonathan Penyack, Kelcy Shepherd, Sheila Spalding, Diana Yount

**Call to Order, Introductions and Approve Minutes**

Nora Murphy called the meeting to order at 11:00. Attendees introduced themselves.

*Paul Carnahan moved to accept the March 10, 2006 minutes. Brenda Lawson seconded. No discussion. All members voted in favor.*

**Acknowledge reports needing no action**

Nora acknowledged the reports needing no action: Education Committee (Appendix A), Listserv Coordinator (Appendix B), Membership Secretary (Appendix C), Newsletter Committee (Appendix D), Print Coordinator (Appendix E), Spring 2006 Local Arrangements Committee (Appendix F), Spring 2006 Program Committee (Appendix G), and Web Committee (Appendix H).

She noted that Education would be soon replacing a departed committee member and that the Newsletter Committee would be coming to the Board in October with a proposal to redesign the newsletter. There was a brief discussion about filling the Web Coordinator position once Jonathan Penyack's term is over. It was decided that the Web Committee should vet candidates for the position since they know best the requirements of the position and who would be qualified. There was additional discussion about how Jonathan became Web Coordinator, changes in the committee, the job description and qualifications for the position and requesting volunteers. Nora said she would get back to the committee about finding a replacement.

**Secretary**

Elizabeth Slomba briefly discussed the Board votes between the Board quarterly meetings (Appendix I).

**Fall 2006 Program and Local Arrangements Committees**

Nora presented the Fall 2006 Program Committee report (Appendix J). There was a general discussion about the program, the number of speakers and where additional speakers would be needed.

Elizabeth discussed the Fall 2006 Local Arrangements report and budget (Appendix K). There was discussion about the line for food costs for the Board meeting, whether vendor

income had been accounted for in the final budget line, and the likely attendance numbers and past attendance numbers for conferences in Durham, New Hampshire. The proposed conference cost was \$8500 but if vendor income of \$2000 was included, then the conference cost would be \$6500 instead. There was a brief discussion about walk-ins, affects on budget, and whether a projected attendance of 175 would be possible. Attendees discussed the registration costs and the problems with pricing conferences too low. If there were 175 attendees, the cost per person would be \$37.14; if there were 150 attendees, the cost \$43.33.

There was a proposal to not include vendors at this conference since the original conference budget did not account for vendor income. There was a wide-ranging discussion about vendors and attendance, locating vendors where conference attendees would visit them, the difficulty of placing vendors in meeting space, vendor expectations, and how to get attendees to visit vendors through signage and location. After the discussion about the pros and cons of vendors at conferences, it was agreed that vendors would be at the conference. Jane Ward mentioned that she already had a check from a vendor for the UNH meeting.

There was another proposal to create a standard registration fee for each conference. There was a discussion about how NEA could develop a standard conference fee that would cover for both expensive and cheap conferences. The current conference fee is based on the costs for the conference. There was a further discussion of the pros and cons of a standard conference fee, concerns about covering costs for conferences held at hotels, and whether students had to be NEA members in order to take advantage of the student conference fee.

*Brenda moved to set the Fall 2006 Conference registration fee at \$45. Paul seconded. There a brief discussion about whether or not to allow New Hampshire Archives Group members to register for the fall conference at NEA member rates. Brenda accepted a proposed friendly amendment for fees for non-members, students and late fees. The motion now read: moved to set the Fall 2006 Conference registration fee at \$45 for members, \$75 for non-members, \$22.50 for students and \$15 late fee. All members voted in favor.*

There was a brief discussion about renewing coffee and tea service during the morning coffee break, a new name for one of the conference hotels, and the Board food costs.

## **Development, Katrina Donations, Treasurer**

### **Development**

Jane presented her report (Appendix L). She mentioned that she had raised \$3900 at the Spring meeting, which leaves \$2600 to be raised for the fall meeting. She hopes to raise \$3000 for the Fall meeting and has one check in hand already. There was a brief discussion about the proposed ad exchange between the Academy of Certified Archivists and NEA; Jane will check with the Newsletter Committee.

## Katrina Donations

Brenda announced that NEA members had given \$1535 to the SSA-SAA Emergency Disaster Assistance Grant Fund. The NEA donation challenge has been met so NEA will be sending the challenge donation to SAA.

## Treasurer

Nora referred to Lois' report (Appendix M). There was a brief discussion about accounting for vendor income and when the income appears in the budget statements. Attention turned to committees and their budgets. It appeared that the Newsletter Committee is close to spending out their budget and there was a discussion of whether the postage budget for the Newsletter Committee is the same budget for actually mailing out the newsletter. Attendees discussed whether the budget for the Newsletter Committee was cut during the budget discussion in January, what the committee asked for postage in their budget, what the postage budget lines looked like, and whether the accounting software confused the budget lines. The questions about the budget lines and the accounting software will be sent to Lois. There was a brief discussion about the Outreach Committee's budget and that the budget year is from January to December.

## **Outreach Committee**

Mary Caldera briefly touched on her report (Appendix N). She mentioned that she is hoping to hear more from national organizations about activities for Archives Week (November 5-11 this year).

April Hagins updated the board concerning the Massachusetts Memories project, funded through the Massachusetts Historical Records Advisory Board (MHRAB). As part of this project, Outreach created a basic informative brochure with contact information which is meant to be distributed at events aimed at teachers. These events are similar to Archives on the Road programs. April handed out draft versions of the brochure and described the creation of the brochure, choice of the sepia color, and the discussions about look and content. She commented on the vendor list in the brochure; it was suggested that the vendor names be listed in alphabetical to avoid the appearance of favoritism. April mentioned the reasons for two links to the NEA website because of Outreach's plans to add more information to the website. She also recounted the history of the Massachusetts Memories project and expectation of more funding in the future. NEA had committed to staffing pilot project events and expressed interest in staffing future events if possible. April explained how the collaboration between Massachusetts Memories and Outreach worked. Outreach was considering using the brochure at other NEA events, for public relations purposes. They were thinking of putting a PDF version of the brochure on the NEA website. Money from the Massachusetts Memories grant was expected to be used for printing copies of the brochures for Memories events, but there was not enough money for printing brochures for NEA purposes. There was a discussion about the Outreach budget and where money could be found for printing brochures and posters for Archives Week. The staff overseeing the grant will send a formal thank-you to NEA. Mary asked if the Board wanted the Outreach Committee to print more copies than the committee originally planned on (they had discussed a run of about 250 for Outreach events) and whether other NEA members might wish to hand out copies of the brochures.

There was a discussion concerning whether or not brochures printed off the NEA website would be detrimental to the appearance of the brochure. It was suggested that the Outreach Committee discuss costs with the Print Coordinator. And there was a brief discussion about costs, budget, how many to print, how to figure out the numbers needed and when to send out a notice about the posting of the brochure on the website.

Nora thanked April on behalf of the Board for all her work on the brochure and with the Massachusetts Memories project.

### **College and University Steering Committee**

Elizabeth presented the report (Appendix O). There was a general discussion about the report, proposed conference structures, ideas about topics, location, funding and potential co-sponsorships, and about issues regarding programming for college and university archivists. Attendees discussed a suggestion that the proposed conference be held before a regular NEA conference or that the conference be held as a regular NEA conference. Concerns were expressed that a separate conference could compete with the regular NEA meetings and hurt attendance at the regular meetings and that holding a conference concerning issues for one section of the membership could splinter NEA. There was more discussion about the conference structure, possible affects on attendance at NEA meetings, the possibility of a NEA meeting with a special theme and whether NEA had special theme programming before. Potential conflicts with other conferences and the need to hold the annual business meeting at the spring meeting were mentioned. The I-CHORA meeting to be held at the Massachusetts Historical Association in September 2007 was brought up. If a college and university archivists meeting were to be held, it could held at the Fall 2007 meeting and the Board would make an effort to explain the reason to the membership regarding the special theme. It was mentioned that it would be difficult to recruit program and local arrangements committees for three conferences in the same year. Discussion then turned to the possibilities of hosting small local events around the time of the Fall 2007 conference. There was a brief discussion about the difficulty Nora found when she was planning multi-location small conferences for Fall 2006. Attendees reviewed the issues surrounding holding a conference directed at college and university archivists in fall 2007 and the affects on conference planning for 2007 and 2008. There was further discussion about holding stand-alone workshop and events in fall 2007, whether a formal structure and plan for small events would be needed, developing a program committee to oversee the coordination of events, what events can be planned for Fall 2007, and partnering with small state-based groups and other organizations, such as NEMA. It was suggested that Chris Burns appoint a program chair for the local events in fall 2007; Chris sketched out for ideas for proceeding, such as whether the program committee would be based on functions or locations. He would talk with Elizabeth about program and local arrangements committees for the formal conference and to Jaimie Quaglino about education workshops for Fall 2007 events.

### **President**

Nora reported on difficulties in finding a location for the Spring 2007 meeting. Potential locations fell through because of costs, local construction and lack of a place for lunch. She added that she hadn't ruled out hotels yet; attendees discussed going back to Lowell.

There was a brief discussion about hotel conferences being more expensive. But the potential extra expense was weighed against the need to find a location for the spring conference. Nora will be putting together a Spring 2007 program committee. There was additional discussion about other locations and 2007 dates.

### **Vice-President**

Chris referred to his report (Appendix P). He mentioned his recruiting for the Fall 2007 conference committees and that he had been calling for locations. He will be reconsidering locations and committee formation based on the earlier discussion about the topic for the Fall 2007 meeting.

### **Immediate Past President**

Paul earlier in the meeting handed out a report on NEA conference registration summary for conferences since 2001 (Appendix Q). He is recruiting volunteers for the 2007 Nominating Committee as well as candidates for Treasurer, Vice-President/President-Elect, and two Representatives-At-Large. He saw in the bylaws that people can serve two consecutive terms as representatives-at-large. He is also hoping to find nominees for the Distinguished Service and Archival Advocacy Awards before the spring meeting. Nora urged members to email Paul suggestions.

### **Ad Hoc Committee on NEA Policy**

Susan von Salis requested an appointment of an additional member. *Nora moved to appoint Laura Morris to the Ad Hoc Committee on NEA Policy.* Elizabeth seconded. No discussion. *All members voted in favor.*

Susan then mentioned the committee discussion about research, the work plan and what constitutes a policy. She plans to write up the policies in a format so that the policies can be on hand for board meetings in future.

### **Membership Committee**

Rodney Obien discussed Membership committee report and their April meeting (Appendix R). After lengthy discussions about membership, recruitment and retention, Membership wants to form a Membership Retention and Recruitment Taskforce to research these issues and develop strategies for retention and recruitment. There was a brief discussion about membership numbers. *Brenda moved to establish a Membership Retention and Recruitment Task Force and to appoint Debbie Richards and Lianne Keary co-chairs.* Nora seconded. There was a discussion of the charge for the committee and that the committee plans to meet through 2008. Membership at their April meeting started talking about ways to recruit and retain members, such as getting lists from other organizations and members calling non-renewing members. It was mentioned that it was hard to determine if one was still a member or not. Attendees discussed the numbers of new members versus old members, retention rates, how renewals are handled and creation of lists of non-renewing members. Membership is considering how to keep names and contact information of inactive members in the online directory; currently the Membership Secretary has that legacy information in another form. There was a brief update about the status of the membership directory. Attendees discussed further how to



handle legacy membership information, what the directory should be used for, and retention and use of legacy membership information. It was suggested that there be a survey to find why people do not renew their membership. *All members voted in favor.*

**New Business**

Nora said that Anne Sauer was still researching the privacy policy and will inform the Board when the policy has been updated and is ready for review.

Attendees discussed the Public Relations Coordinators report (Appendix S) and the creation of style-sheets for NEA materials.

**Adjournment**

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

The meeting adjourned at 2:30 pm. The next meeting will be at the University of New Hampshire, October 20, 2006, time to be announced.

Respectfully submitted,  
Elizabeth Slomba, Secretary