

New England Archivists Quarterly Board Meeting
Friday, March 10, 2006
Irish Room, Burns Library, Boston College, Chestnut Hill, Massachusetts
12:00 noon – 4:00 pm

During the March 10, 2006 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to appoint Diana Yount to another term as Print Coordinator, to serve from Spring 2006 to Spring 2008.
- Voted to accept the January 17, 2006 minutes.
- Voted 6-1 to approve the policy on travel reimbursement as amended.
- Voted to approve travel reimbursement for the Student Representative.

Policy on Travel Reimbursement

New England Archivists seeks to involve members throughout New England and from all sectors of the archival community in its leadership positions. Recognizing that travel expenses to executive board meetings may discourage some members from seeking elective positions, NEA will reimburse elected board members from mileage over 100 miles round-trip when traveling to executive board meetings not held at the time of the semi-annual NEA meetings at the Federal rate in place at the time of the meeting. NEA will also reimburse (at the same rate as board members) Local Arrangements and Program Committee chairs to attend the executive board meeting immediately prior to the meeting they are organizing. Board members and Local Arrangements and Program Committee chairs who can seek reimbursement from their employers are encouraged to do so. NEA will not reimburse other committee chairs mileage to attend board meetings.

The Student Representative who is not reimbursed by their institution for mileage may request reimbursement of up to 75% of total mileage for each executive board meeting (including the board meeting at the semi-annual NEA meeting) at the Federal rate.

New England Archivists
Board Meeting
Tuesday, March 10, 2006, 12:00 noon – 4:00 pm
Irish Room, Burns Library
Boston College, Chestnut Hill, Massachusetts

AGENDA

- Noon Call to Order
Nominating committee report, introductions & thank yous
- 12:15 Acknowledge reports needing no action
List serv Moderator (Appendix A)
Membership Secretary (Appendix B)
Immediate Past President (Appendix C)
Print Coordinator (Appendix D)
Outreach Committee (Appendix E)
Web Committee (Appendix F)
Public Relations Committee (Appendix G)
Development Coordinator (Appendix H)
Newsletter Committee (Appendix I)
- 12:30 Secretary's Report (Appendix J)
- 12:45 Treasurer's Report (Appendix K)
Donate \$300 to National Coalition for History?
- 1:15 Spring 2006 Meeting
Program Committee (Appendix L)
Local Arrangements Committee (Appendix M)
Education Committee (Appendix N)
Hale Award (Appendix O)
- 1:30 Fall 2006 Meeting (Appendix Q, R)
- 1:45 College and University Archivists Conference
- 2:00 Policies
Travel reimbursement (distributed 2/20/06)
Speakers (distributed 2/20/06)
Privacy (distributed by Anne on (1/12/06)
Copies for speakers
- 2:30 Membership Committee (Appendix P)
Progress with online directory

3:00 Planned Giving
Open discussion of how we should approach this
Old Business
New Business
Set time and place of next meeting

4:00 Adjourn to reception, Burns Library Reading Room

3/8/2006

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Irish Room, Burns Library, Boston College, Chestnut Hill, Massachusetts

12:00 noon – 4:00 pm

In attendance: Paul Carnahan (presiding), Donna DiMichele, Lois Hamill, David Horn, Tara Hurt, Tom Hyry, Mary Ide, Brenda Lawson, Nora Murphy, Paige Roberts, Susan von Salis, Anne Sauer, Mark Savolis Felicia Share, Laura Katz Smith, Karen Spicher, Jane Ward, Diana Yount

Excused: Mary Caldera, Rodney Gorme Obien, Jonathan Penyack, Kelcy Shepherd, Sheila Spalding

Call to order, introductions and thank yous

Paul Carnahan called the meeting to order at 10:00. Attendees introduced themselves; the Board welcomed Felicia Share, the student representative.

Paul thanked the two board members cycling off the Board for their service to New England Archivists: Mary Ide, finishing her service as Immediate Past President and Anne Sauer, completing her term as a representative at large.

Acknowledge reports needing no action

Paul acknowledged the receipt of reports needing no action: Listserv Moderator (Appendix A), Membership Secretary (Appendix B), Immediate Past President (Appendix C), Print Coordinator (Appendix D), Outreach Committee (Appendix E), Web Committee (Appendix F), Public Relations Coordinators (Appendix G), Development Coordinator (Appendix H), and Newsletter Committee (Appendix I).

Paul noted that Diana Yount's term was ending. *Nora Murphy moved to appoint Diana Yount to another term as Print Coordinator, to serve from Spring 200 to Spring 2008.* Lois Hamill seconded. No discussion. *All members voted in favor.*

Secretary

Brenda Lawson moved to accept the January 17, 2006 minutes. Nora Murphy seconded. No discussion. *All members voted in favor.*

Elizabeth Slomba presented the Secretary's report (Appendix J), discussed changes in the NEA contact list and mentioned that she would soon be sending past sets of minutes to the NEA archives. She discussed the need to replace or update the secretary's laptop during the next secretary's term. After a brief discussion of how to budget for replacing the equipment, Lois said that the laptop replacement cost would be included as a line item under board capital equipment. Half of the estimated cost would be earmarked next budget cycle; then the rest of the estimated cost would be earmarked in the next budget after.

Treasurer

Lois presented her report (Appendix K). The Board discussed the donation to the Coalition for History. The Coalition for History is a coalition of historian organizations and archivist groups and is a strong advocate for and an aggressive lobbyist on behalf of these groups. Attendees discussed the Coalition's email lists, networking and communications on behalf of historian and archivist organizations and mentioned that the Coalition's email lists and other communications were an excellent way to follow news and government actions and information. The Coalition arranged for a meeting between various organizations and Allan Weinstein; Mary Ide attended this meeting on behalf of NEA. There was a brief discussion about how to subscribe to The NCH Washington Update and that the newsletter is free to anyone. Attendees discussed whether NEA should send in the contribution to the Coalition and amend the budget to reflect the contribution. The concern was expressed that the Board already voted to approve the contribution in the vote to approve the whole budget and that the Board would need to vote to not send the contribution. The Board briefly discussed the reconsideration of sending a contribution and whether it had been voted on before to send a contribution. The Coalition contribution appears in the Board part of the NEA budget. It was mentioned that NEA pays dues to SAA and sends \$250 to ARMA for the NEA share for the Haas Award and that there is a perception of less than a solid commitment to pay the Coalition. *Lois moved that NEA not contribute to the Coalition for History this year.* Mark Savolis seconded. It was mentioned that NEA advocacy should be for the New England region, not at a national level since SAA is the national archivist organization. The Board discussed how the lobbying effort from the Coalition affects New England archivists and institutions, especially in regards to past lobbying efforts on behalf of NHPRC and that the Coalition is a coalition of organizations of common interests with NEA. There was a brief mention of previous contributions and the possibility of contributing less. The Development Coordinator budget and money raised through development for the Spring meeting was brought up. *The Board voted: two in favor of the motion, five opposed; the motion failed.*

Lois mentioned the online Board vote to accept the budget and that financial information had been sent to the accountant for review. She led a discussion concerning the current 2006 balance sheet, the accounting of unearned dues, retained earnings and net income lines in the balance sheet, and the profit and loss statement. Lois noted the income of membership dues and said this is the time of year for membership dues to come in. The Board compared the profit and loss statement to the budget statement and discussed how there is more income now because there are not many bills yet. There was a brief discussion of future memberships and that currently NEA is only 16% under budget for memberships (84% of the budgeted amount for membership income has already been received).

Attendees discussed conference costs, when NEA breaks even with conferences, and likelihood of new memberships and income from registration at the Spring conference. So far, NEA is doing well in regards to membership dues and income from the Spring conference. There was a brief discussion of future financial statements.

Spring 2006 Local Arrangements and Program Committees

Laura Smith discussed her Program committee report (Appendix L) and mentioned that everything is going well and that speakers are confirmed for sessions. There was a brief discussion about turning in session reports.

David Horn mentioned the Local Arrangements report (Appendix M) and joked that there was still plenty of time for things to go seriously go wrong. He mentioned the hotel conference block, the resolution of the audio-visual equipment scare and room arrangements. The three education workshops were going well (all but two people showed up). The budget looks good and they will likely not use the contingency fund; the food costs for the Friday reception will be lower than anticipated. The number of registrants may be close to 250 people. As a result the lunch has been moved to the Yawkey Center. David said he would check if the registrar could tell if NEMA members had signed up for the cosponsored workshop; NEMA had their own registration forms for the Caring for Historical Records workshop. There was a brief discussion about the impact on the Burns library and the very great help of the Burns library students in setting up local arrangements. Attendees discussed signage for the lunch location change and suggested posting person at Cochran Commons to direct people to the right place. There was a brief discussion about the break food for the workshops, new members breakfast and Boston College staff assistance in helping registrants get to the Yawkey Center.

Education Committee

Karen Spicher discussed her updated report (Appendix N) and the updated numbers for the education workshops for the Spring meeting. The NEA workshops are within the projected budget but since the committee is paying costs for the SAA workshop, the committee is now running a deficit.

In regards to planning for the Fall 2006 conference, Education is planning on three workshops, an SAA workshop, a full day workshop and a half day workshop. The committee has received a proposal for an advanced half-day workshop on institutional repositories. The committee is also planning a half-day workshop for “training the trainers.” If the proposals and ideas fall through, the committee may schedule one of the proposed floating topics for the Fall conference. There was a discussion of breaking even for the budget. Then Karen mentioned the planning for summer workshops to be held at the University of Connecticut. An advanced photographs workshop, which would be a full day, is being organized. The committee thought to hold a second workshop at the same time, but have not settled on a topic. They may prefer to pursue four workshops for the fall conference. There was a discussion of possible SAA topics and paying for the hosting costs and the pros and cons of dropping the proposed second summer workshop. There was mention of the success of other floating workshops. There was further discussion of the promotion of education, of preferring to hold a second workshop during summer 2006 with the advanced photographs workshop, of ideas for the second workshop, and of SAA food costs impact on the Education budget.

Karen went over the planning for the summer workshops, proposed dates with a preference for a date in July, and publicity for the workshops. They are planning a simple flyer mailing in mid-April with ads in the newsletter and other advertising through email

and websites. Karen mentioned needing to work with Membership and Newsletter on getting the word out to the membership. There was a brief discussion of the newsletter mailing and how it may conflict with the publicity for the workshops. Attendees suggested that Education work with NEMA for an exhibits workshop and possibly work with New England Archivists of Religious Institutions for workshop hosting opportunities.

On a final note, Karen mentioned that her term would be ending soon and was working on a successor for the next chair for Education. She would be willing to be chair for the next year.

Nominating Committee

Mary Ide reported that the committee received 424 votes (each vote counted, not single cards) cast during the elections. The results are that Chris Burns was elected President; Elizabeth Slomba Secretary; Karen Adler Abramson Representative-at-Large. There was a discussion of the voter turn-out compared to last year. Mary recommended that next Immediate Past President plan time enough time to receive all post marked ballots before counting.

College and University Archivist Conference

Elizabeth mentioned the committee's current discussions, possible dates and location for the conference, and a marketing plan.

Hale Award

Anne Sauer announced that the award winner is Nancy Noble (Appendix O). Nancy will use the award to attend the Association of Canadian Archivists annual conference in Newfoundland. She will also write an article for the newsletter on her experiences at the conference.

Tom Hyry, as the senior Representative-at-Large, will now chair the Hale Award committee.

Haas Award

Brenda said that there was nothing to report regarding the Haas Award.

Archival Advocacy Award

Mary said that they had not received any nominations. There was a discussion of possible nominees for the award and that the Fall conference theme was archives and advocacy. Nora suggested that the Board look for potential nominees.

Distinguished Service Award

Mary showed the framed award to be given to Megan Sniffin-Marinoff.

Public Relations Coordinators

Tara Hurt reported on the Public Relations Coordinators activities (Appendix G). She mentioned that she and Tracy have been adding to the contacts lists and are happier with

the database they developed; it is now getting easier to send out information concerning NEA. For publicity of the Spring meeting, Tracy sent out media advisories on the keynote speaker, with interview possibilities and notified the Boston media markets. Tara and Tracy cannot track response to the publicity they've done or and the use of press releases; they would like to hear from members where they see information about NEA. Attendees discussed the contact lists, whom has been contacted, and the use of publicity. Tara and Tracy can send the current updated list out again to the Board. There was a discussion about the publicity for the Fall meeting. Attendees suggested identifying what publications which are getting information, putting fall publicity flyer on the website and getting dates on relevant websites. There was a brief discussion about promoting communications among everyone for posting information on the NEA website.

Membership

The Board discussed the Membership main and addendum reports (Appendix P). Membership reported on the current work on the online membership directory. Skybuilders has uploaded membership information, is working with the directory's functionality, wants to make sure the directory fulfills NEA's administration needs, and is addressing display concerns. The online directory will be delayed slightly in order to attend to these issues.

A concern over student conferences rate and whether students attending conferences on this rate are becoming NEA members after graduation was raised. Simmons College subsidizes students attending conferences. There was a brief discussion of why NEA does not have student membership rates. Attendees mentioned that in previous years an NEA member used to go and talk to Simmons students on the benefits of joining NEA. The Board discussed the advantages for students to join, how to get students to join as young professionals, and the ways to get information on NEA to students and the communications possibilities. It was suggested that the Public Relations Coordinators develop a communications plan for reaching students. Attendees mentioned the various archival and library education programs, who should be included in the plan and the suggestion that NEA send a letter to students who register at conferences to encourage membership. This last suggestion would require communication between Membership and registrars for the conferences. It was suggested that perhaps the Immediate Past President send a letter to student registrants from the Spring meeting. Paige Roberts said that she would relay this discussion to Membership and that she would be happy to speak to classes. Nora mentioned that she would be speaking to two classes at Simmons in the future.

Fall 2006 Local Arrangements and Program Committees

Elizabeth presented her report for local arrangements (Appendix Q). She mentioned the conference hotel blocks have been set up at the New England Center and Hotel New Hampshire. The workshops and Board meeting will be held at Dimond Library on October 20; the conference on October 21 will be held in Murkland Hall. She mentioned the planning for the Friday and Saturday receptions. It was suggested that the draft budget be amended to increase the estimated vendor income and that more budget numbers were needed before the June meeting. There was a general discussion of needing

a comprehensive budget from Local Arrangements six months before the meeting to be held, needing more advanced planning for conferences and comparing past planning and future planning.

Donna Longo DiMichele discussed the Program committee report (Appendix R). She mentioned the keynote and plenary speakers, Kathleen Roe and Kathleen Williams. Kathleen Roe will discuss advocacy at all levels; Kathleen Williams will talk about NHPRC as an advocate. Donna went onto discuss the proposed schedule, proposed speakers and sessions, the possibility of office hours for Kathleen Williams, the desire to get people to talk to each other and develop interest groups across types of archivists. There was a brief discussion about having a book group discussion and low numbers of recent book discussion groups; Donna will bring the idea back to the program committee preferences for advocacy book or article. She added that one session will not need audio-visual equipment and the current budget for honoraria is \$700. There was a discussion about honoraria and the honoraria policy on website. She mentioned future meeting times of the program committee.

There was a brief discussion of the differences between the proposed workshop on institutional repositories and the session on managing electronic correspondence (more on shopping for systems). Jane Ward mentioned possible vendors, including NELINET and the Academy of Certified Archivists. Attendees discussion holding seven discussions sessions at the Fall meeting and the numbers of people attending previous discussion sessions. Reports from previous program and local arrangements committees have been posted on the website; a chart of number of participants is available as well. Paul said he was impressed with how quickly the program committee pulled together the program, the strength of the program and the diversity of the program committee

Policies

Ad Hoc Committee on Policy Review

Susan von Salis has asked two people, who have been long term members of NEA, to help with the committee. She is looking to add a recent member or a Simmons student to serve on the committee as well. The committee has discussed how to format the output of the committee's work.

Travel Reimbursement

Paul presented the new wording for the policy based on discussion from the January board meeting. He brought attention to specific points in the proposed policy, notably who gets reimbursed, when members are reimbursed, and reimbursement for the Student Representative. The Student Representative can request reimbursement for travel and is not subject to the 100 mile limit. It was suggested that the reimbursement allowance for the Student Representative was perhaps not clear in the wording of the policy. Attendees discussed the wording regarding the reimbursement. There was a brief discussion of the reimbursement, the Student Representative position on a trail basis and wording of the motion regarding the policy.

The Board discussed at length changing the wording and the pros and cons of reimbursing only the elected board members. There was a brief review of earlier reimbursement policies and the informal payment of reimbursement by the previous Treasurer. Attendees debated the proposed policy as a starting point for discussions concerning reimbursement and whether to provide reimbursement to all board members. There was also discussion about fiscal responsibility, how the membership might perceive the reimbursement, and the possible financial impact of reimbursements on the budget. It was suggested that the student reimbursement issue be separated from the whole policy.

Mark moved to approve the policy on travel reimbursement as amended. Tom seconded. No discussion. The Board voted: six in favor of the motion, one opposed; the motion passed.

Policy on Travel Reimbursement

New England Archivists seeks to involve members throughout New England and from all sectors of the archival community in its leadership positions. Recognizing that travel expenses to executive board meetings may discourage some members from seeking elective positions, NEA will reimburse elected board members from mileage over 100 miles round-trip when traveling to executive board meetings not held at the time of the semi-annual NEA meetings at the Federal rate in place at the time of the meeting. NEA will also reimburse (at the same rate as board members) Local Arrangements and Program Committee chairs to attend the executive board meeting immediately prior to the meeting they are organizing. Board members and Local Arrangements and Program Committee chairs who can seek reimbursement from their employers are encouraged to do so. NEA will not reimburse other committee chairs mileage to attend board meetings.

It was suggested that the Board track travel reimbursement for the next year and revisit the reimbursement at next budget time. There was a brief discussion of when the reimbursement had been issued before and if the money can be tracked historically.

After the policy was approved, the Board discussed the reimbursement for the Student Representative and wording of the policy. *Nora moved to approve travel reimbursement for the Student Representative. Mary seconded. No discussion. All members voted in favor.*

The Student Representative who is not reimbursed by their institution for mileage may request reimbursement of up to 75% of total mileage for each executive board meeting (including the board meeting at the semi-annual NEA meeting) at the Federal rate.

Speakers Policy

Paul explained the reasoning for a policy regarding speakers at the semi-annual conferences. The Board discussed the policy, increasing the diversity of future program committee members, creating program committee and how the same people tend to be appointed to committees. There was extensive discussion on how the honoraria limits might be harming the ability of program committees to recruit speakers and constraints on program committees which may hurt recruiting speakers or program committee members.

Attendees reviewed the history of the issues around program committees members as conference speakers, the Spring 2006 program committee concerns about a member as a speaker, and why the policy is being updated. It was mentioned that the policy was proposed to counter the perception of seeing the same speakers and program committee members at conferences. It was suggested that committees could call for proposals for conferences as a way of recruiting speakers with the hope to encourage greater participation in conference sessions. Attendees hoped to get across the spirit of the policy without micromanaging program committees. The concerns that lack of honoraria and lack of flexibility in administering honoraria could hurt program development were brought up. There was a discussion that recruiting program committee members from diverse institutions and geographic areas could lead to programming diverse sessions; if the program committee members had been drawn from a variety of places, then the program sessions would have more diversity if committee members were tapped as speakers. The Board considered ways of forming program committees and including diversity, of encouraging greater participation from membership, and of a policy or a job description revision to encourage greater participation and diversity. There was a brief discussion of the earlier policy and what it stated and the need for a policy manual. It was suggested that the policy under discussion be tabled and it was. The Board encourages solicitations of program ideas and would like the posting of program committee members on the website as soon as the committee appointed.

Photocopying for speakers

Paul said that NEA is currently not reimbursing speakers for photocopies handed out at sessions. There is reimbursement for photocopying for Education workshop teachers. There was a brief discussion of the Local Arrangements committees coordinating photocopying for speakers and possible procedures. It was suggested that NEA compare its policies with other organizations; there was a brief discussion about MARAC and SAA policies and how those organizations do not reimburse speakers. Photocopying was not issue for the Spring 2006 meeting. It was decided that the policy is not to reimburse speakers for photocopies.

Privacy Policy

Anne mentioned that some sections of the proposed policy may need to be revised, specifically the areas regarding technologies used. Any adopted policy needs to be very specific to the technologies. The proposed policy is still being revised. The Board considered whether the policy will need to be adopted before the release of the online directory and would the lack of a policy affect the directory release date. It was mentioned that the Board can review the new revisions and discuss through email or a

telephone conference. Membership and Web committees will continue to revise the policy to address concerns.

Endowment and donations

Mary suggested new development activities, such as establishing an endowment and soliciting donations to create one. She thought it was be good time to start planning a program due to the number of long-term members retiring or near retirement. There was a brief discussion about developing an endowment campaign and whether an all-volunteer organization can run such a campaign. Mary was very encouraging about NEA prospects and thought that NEA could recruit long-term members to spearhead campaign. She offered to work on the idea and mentioned that such campaign would not need to be done by the Development Coordinator alone.

New Business

President

Nora mentioned her work on finding a location for the Spring 2007 meeting; she is trying to find a location and has been hampered by the high cost of some locations around Boston. She is hoping to get program committee members lined up shortly. There was a discussion of locations in the Boston area. It was mentioned that NEA did not get a price break with the Lowell meetings, despite a negotiated three-year contract with the hotel location, and that hotel meetings tend to be more expensive. There was a discussion of costs, of difficulty in recruiting people to serve on committees and of soliciting ideas for program sessions.

She also mentioned the deficit, the need to discuss dues increase before October, and to start a discussion about standing expenses that will always be part of the budget. She encouraged board members to explore ideas about addressing these issues.

Next Board Meeting

Nora discussed possible times for the next quarterly board meeting. There was a consensus that June 19th was a good time. She will send out email concerning place and time.

Paul asked for volunteers, especially from Outreach, to attend the Vermont History Exposition in June to represent NEA. Brenda mentioned that the I-CHORA conference would be held at the Massachusetts Historical Society September 27-29, 2007 and that conference organizers would likely be recruiting speakers for the conference.

Adjournment

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

The meeting adjourned at 4:10 pm

Respectfully submitted,
Elizabeth Slomba, Secretary