

**New England Archivists Quarterly Board Meeting
January 22, 2007
College of the Holy Cross, Worcester, Massachusetts
12:00 – 3:30 pm**

During the January 22, 2007 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the October 20, 2006 minutes as amended.
- Voted to approve the 2007 budget as amended with expenses of \$47,488.
- Voted to appoint to the Fall 2007 Local Arrangements Committee Kristin Eshelman, University of Connecticut, chair, Tara Hurt, Eastern Connecticut State University, Betsy Pittman, University of Connecticut, Steve Showers, Otis and Melissa Watterworth, University of Connecticut and to the Fall 2007 Program Committee Elizabeth Slomba, University of New Hampshire, chair, Karen Adler Abramson, Brandeis University, Daria D'Arienzo, Amherst College, Ed Desrouchers, Phillips-Exeter Academy, Tom Rosko, MIT, Melissa Watterworth, University of Connecticut, and Nanci Young, Smith College.
- Voted to appoint Jay Gaidmore, University Archivist, Brown University to the Education Committee for a term of 3 years to run February 2007 to February 2010).
- Voted to set the registration fee for the Spring 2007 conference at \$60 for members, \$90 for non-members and \$30 for students.
- Voted to appoint Krista Ferrante, American Antiquarian Society, as Web Coordinator, to serve a term of 3 years to run from February 2007 to January 2010.
- Voted that when the Board is voting on a candidate for an appointment to a committee, that the person if present leaves the room during the discussion and voting.

NEA Executive Board
Faculty Room (2nd floor), Dinand Library, Holy Cross, Worcester, MA
22 January 2007
Agenda

- 11:00 Awards Discussion for Voting Members of Board
- 12:00 Welcome & Introductions
- 12:02 Secretary's Report
Approve Minutes of 20 October meeting
- 12:05 President
- 12:10 Treasurer's Report (Appendix A)
Budget
- 1:10 Vice-President (Appendix B)
- 1:20 Education Committee (Appendix C)

Meetings
- 1:15 Spring 2007
Program Committee (Appendix D)
Local Arrangements Committee
- 1:45 Fall 2007
Program Committee (Appendix E)
Local Arrangements Committee
- 2:15 Membership Recruitment and Retention Task Force (Appendix F)
- 2:45 Web Coordinator (Appendix G)
- 2:50 Immediate Past President (Appendix H)
- 3:00 Policy Review Task Force (Appendix I)
- 3:05 Membership Secretary
- 3:10 Reports Needing No Action
Development Coordinator (Appendix J)
Listserv Moderator (Appendix K)
Newsletter Editors

Outreach Committee (Appendix L)
Print Coordinator (Appendix M)
Fall 2006 Meeting
 Local Arrangements Committee (Appendix N)
 Program Committee

3:15 New Business:

3:30 Adjournment

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Voting members of the board met at 11:00 to discuss the nominations received for the Distinguished Service Award and Archival Advocacy. There was lengthy discussion about the nominations and votes were taken.

In attendance: Nora Murphy (presiding), Karen Adler Abramson, Chris Burns, Paul Carnahan, Krista Ferrante, Lois Hamill, Tom Hyry, Brenda Lawson, Rodney Gorme Obien, Jaimie Quaglino, Susan von Salis, Mark Savolis, Elizabeth Slomba, Jane Ward

Excused: Mary Caldera, Paul Carnahan, Michael Forstrom, Judy Huenneke, Tara Hurt, Tracy Messer, Jonathan Penyack, Paige Roberts, Felicia Share, Kelcy Shepherd, Diana Yount

Welcome & Introductions

Nora Murphy called the meeting to order at 12. She went over the business of the meeting and urged attendees to stick to the agenda. Karen Adler Abramson served as time keeper.

Secretary's Report, Approve Minutes of 20 October meeting

Elizabeth Slomba reported that there was no Secretary's report since the Board had not voted on anything since the last Board meeting. She also asked for updated contact information for the contact list.

Mark Savolis moved to accept the October 20, 2006 minutes as amended. Tom Hyry seconded. No discussion. All members voted in favor.

President

Nora said that she had nothing to report since what she has been working on will appear in other upcoming reports.

Treasurer's Report, Budget

Lois presented her report (Appendix A) and discussed the Fall 2006 final budget report, the attendance numbers and why the conference came in at a deficit. She also discussed the comparison of the actual costs budget of the last four conferences she created and there was a brief discussion about the varying expenses from conference to conference. Lois went over the balance sheet, where NEA stands regarding assets and expenses, the amount in dues received last quarter, and net income for the year and the profit. There was a discussion about the income and expenses statement and the profit and loss statement and why these statements are identical. Lois mentioned the affect of accounting for award money on determining the net income for NEA. She mentioned the amount of outstanding bills and that she had just received the bill from Simmons for the SAA reception. She discussed how outstanding bills will affect the 2007 budget; for example,

the \$750 in membership expenses budgeted for in the 2006 budget will show up as expenses in 2007 budget if paid in 2007.

Referring back to the 2006 budget, which was passed as a deficit budget, Lois explained why NEA ended the year in the black. Committees requested funds which were not spent; for example, Membership and Web actual costs came in less than the budgeted costs. The Spring 2006 conference made a profit. There was a brief discussion of budgeting for conference expenses and why budgeting for higher costs, but lower income than actual occurs.

Discussion turned to the 2007 budget. Lois mentioned updates to the budget since the October meeting, such as a request from the Member Recruitment and Retention Task Force for postage and some changes to the Outreach budget request to include funds for a new banner. Attendees discussed the postage costs included in the Membership budget requests and the costs for the online membership directory. Membership requested \$300 for a security certificate to enable online membership renewal and other online purchases. Attendees wondered if there would be additional fees for online purchases in addition to the \$300; it was thought that more likely than not that there will be additional monthly fees for this feature on the website. Lois pointed out that she was not sure if the security certificate had been bought or if she had not been billed yet for the certificate. There was a discussion about Membership budget requests, what had been budgeted last year and what Lois had been billed for. Attendees turned back to discussing how to set up online purchasing, whether or not the online membership directory needs to be up first, the need to research online purchasing and the benefits and costs to NEA, that online purchasing costs would likely appear in the 2008 budget, and whether the Board needed to vote to approve the research and set up for online purchasing. It was mentioned that it might have a positive effect on membership retention if NEA were able to accept online renewals. The sense of the Board was that the Board needed to see a proposal for handling online purchasing before making any decisions. There was a discussion whether or not contract labor was done on the membership directory. The contract labor originally budgeted for has been done so the new request is for additional contract labor. Attendees discussed the money requested for print directory and whether there was a need for a print directory. The Board would like to have more information about current membership projects and the state of these projects and did not approve the printing of a membership directory. There was a brief discussion about anticipated outstanding bills and the impact on the 2007 budget.

After recalculating the proposed budget, there was a brief discussion about how in the past the Board passed a deficit budget for a year which later ended profitably.

Then attendees discussed budgeting for conference income and expenses, making adjustments to these numbers, why higher expenses for the Spring 2007 conference and how to account for vendor income. There was general discussion about conference expenses and income from past conferences and the variables of conference expenses and income. Because of the different direction for the Fall 2007 conference, expenses and income can not be accounted for adequately. Costs for the Fall 2007 workshops are

accounted for in the Education budget. It was briefly discussed that spring conferences tend to bring in more income.

There was a brief discussion about the accounting for dues and dues coming in late in the year and if the membership year is changed for people paying their dues late in the year.

Elizabeth moved to approve the 2007 budget as amended with expenses of \$47,488. Karen seconded. No discussion. All members voted in favor.

Nora said that she will discuss the Membership costs and budgets with Kelcy Shepherd later and will set aside time at the next board meeting for further discussion.

Vice-President

Chris Burns presented his report (Appendix B) and asked for a vote on the slate of program and local arrangements appointments for the Fall 2007 conference. *Nora moved to appoint to the Fall 2007 Local Arrangements Committee Kristin Eshelman, University of Connecticut, chair, Tara Hurt, Eastern Connecticut State University, Betsy Pittman, University of Connecticut, Steve Showers, Otis and Melissa Watterworth, University of Connecticut and to the Fall 2007 Program Committee Elizabeth Slomba, University of New Hampshire, chair, Karen Adler Abramson, Brandeis University, Daria D'Arienzo, Amherst College, Ed Desrouchers, Phillips-Exeter Academy, Tom Rosko, MIT, Melissa Watterworth, University of Connecticut, and Nanci Young, Smith College. Paul Carnahan seconded. No discussion, except a question about what institution was mentioned for one of the proposed members. All members voted in favor.*

Chris then mentioned the possibility of holding a conference at Salve Regina College in Newport, Rhode Island. There was a brief discussion of how big the Newport meeting had been, of holding the spring meeting at Salve Regina, of other places to hold future meetings and of people to contact to serve on committees for the spring meeting.

Education Committee

Jaimie Quaglino presented her report (Appendix C) and requested the appointment of a member to the committee. *Elizabeth moved to appoint Jay Gaidmore, University Archivist, Brown University to the Education Committee for a term of 3 years to run February 2007 to February 2010). Lois seconded. No discussion. All voted in favor.*

Then Jaimie mentioned the Spring 2007 conference workshops and why Education is only offering two workshops. There was a discussion of some of the issues with holding the workshops at the Spring meeting, the Spring 2007 education budget and why Education is holding those two workshops.

She also asked for feedback from the Board for the forms the committee developed for the workshops and the workshop instructions. The committee used the forms when setting up the Spring 2007 workshops as a pilot; the workshop instructors gave helpful feedback on the forms.

Jaimie mentioned the planning for the Fall 2007 workshops and that the committee is working with two possibilities. There is interest in developing an Archivist's Toolkit workshop and a film preservation workshop. There was a request for a stand-alone Caring for Historical Records workshop. There was a brief discussion about the possibilities of holding the Digital Institutional Repository workshop again.

Meetings – Spring 2007

Nora presented the program for the Spring 2007 conference (Appendix D). There is a need to change the schedule of sessions because of audio-visual requests. There was a brief discussion of hotel logistics and honoraria. Jane Ward mentioned that she did not know what the actual audio-visual costs would be yet but she had a sense of the potential cost. There was a mention of the committee meetings open to the NEA membership to be included in schedule.

Jane then discussed the budget for the spring conference, discussed costs, honoraria and the definite fixed costs for the meeting. She discussed the various expenses and per-person cost if 200 people attended compared to if 150 people attended. She recommended a registration fee of \$60, referred to the contingency fee and mentioned that the contingency fee likely may not be used. There was a discussion of previous registration fees, the contingency fee and how accounted for in the conference budget, how that fee is reflected in the registration fee and food costs. Attendees also debated the number of attendees needed to break even. Budgeting for the food for the Saturday reception and the number of attendees likely to attend the reception were discussed.

Brenda Lawson moved to set the registration fee for the Spring 2007 conference at \$60 for members, \$90 for non-members and \$30 for students. Nora seconded. There was a brief discussion of cutting back on food for Saturday reception and the cost per plate for the continental breakfast and Saturday reception. All voted in favor.

Meetings – Fall 2007

Elizabeth referred to her brief report (Appendix E), mentioned the title of the conference (Dialogues: New Directions for College, University and Schools Archives) and noted that the committee has been meeting to discuss topics, sessions and speakers for the conference. She discussed at length the proposed structure. Chris asked about the proposed publicity for the conference. The spring meeting flyer was mentioned. There was discussion about getting out the word about the conference, getting on the SAA calendar, sending a blurb to the College and University archivists newsletter, Simmons listserv, Archives listserv, and the MARAC newsletter. Chris and Elizabeth will discuss putting together a publicity blurb to send out to various places. There was a brief discussion about getting Tracy Messer and Tara Hurt to work on publicity for the Fall 2007 conference. Publicity for the Fall 2007 workshops was also mentioned.

Membership Recruitment and Retention Task Force

Krista Ferrante discussed the recent task force report (Appendix F). The Task Force discussed sending mailings to non-renewing members and including a survey on why they chose not to renew their membership. The committee is hoping to get information on

why people are not renewing and to get benchmark information about non-renewals. They would like to have a line on the conference registration form about what type of archives people belong to in order to gather information to determine which archivists and from what institutions are dropping out of NEA. The committee also would like to try to do a comparison of the past membership with the present membership.

There was a discussion about how the numbers of people joining as members when they register for a conference at the non-member rate skews the overall membership numbers. There is a sense that non-members should pay a higher rate. The committee also recommends that there be a line on the registration form or membership form for people to give money to NEA directly, not just to the awards. Members of the committee also discussed the possibility of offering more than the two meetings a year such as lunches, roundtable meetings, and other informal group meetings in order to create an archival community feeling.

The committee also suggested enabling online renewal on the website and review of the timeline of when the renewals come up with the possibility of changing the date of renewal. There is a preference for a time other than January. Attendees discussed why renewals are due in January, how the fiscal year runs January to December and the need to determine members eligible to vote in elections in the spring meeting. There was a suggestion of posting membership notices on the NEA listserv.

Attention turned to the proposed survey of non-renewing members. There was a suggestion to add a line to the survey asking if the person joined NEA because they had registered for a conference or workshop but had not intended on being a member.

The Task Force was concerned that the membership barely hears from NEA in the months between conferences beyond the newsletter. There was a discussion about the importance of the newsletter to the membership. The Task Force representatives were asked why this report focused on retention; the representatives replied that their earlier report had focused on recruitment. Lois mentioned that she could put together a list of the new members who joined at earlier conferences; these lists could be compared with the current membership list. There was discussion of non-member conference rates in the past and possible different registration fees for members, for people wanting to join and for people who want to attend but do not want to join. The Task Force wants to gather numbers in order to identify future actions. There was additional discussion of why those in the profession should be members and how to mentor potential members into joining NEA.

Turning back to the proposed survey, attendees discussed how people could send in the surveys anonymously or have a confidentiality pledge to not release names on the survey. There was a concern people would not be as honest if required to include their name. There were some comments on the survey with suggestions on how to improve the survey. The Board debated sending everything *but* the newsletter to two-years lapsed members as a way to get lapsed members to renew. There was a question if it were possible to differentiate mailings to members and to lapsed members. Rodney Obien said

that he had not received a response from the 200 cards mailed to lapsed 2005 members. It was mentioned that some retired members wrote to Rodney to resign their membership. The Task Force would like to send out their survey after the Spring meeting. It was suggested that the return from the survey may not be that numerous. Attendees discussed dropping the “postpone” membership line and whether it was confusing. The length of time taken to get information about the numbers of lapsed members after counting the memberships renewals from the spring conference was discussed and whether this amount of time would impact sending out the survey.

It was agreed that the Board did not need to vote on sending out the survey. There was concern about the amount of money available for sending out the survey, although some money for mailing is already in the budget. So far, 173 members have not renewed; although many may renew at spring meeting, the survey mailing could be larger than anticipated. This mailing could not be sent out through the bulk mail account so the committee may need more money for mailing. It was suggested that the committee come back for more money when the numbers are in from the spring meeting. The Task Force had thought of distributing the survey on the listserv. Since they wanted to target a specific audience they felt it would be more affective to mail the survey out. There was further discussion of whether it would be preferable for the committee to wait until after the March meeting to send out the survey, about changes to the survey to include a line about renewing membership and costs for first class mail. The sense of the Board was for the committee to wait until the March meeting and then send out the survey shortly after the meeting

On a side note, Lois suggested that, in future conferences, registrars use three-ring binders and punch holes in received forms to file registrations.

Web Coordinator

Nora discussed the Web Committee report (Appendix G) and the recommendation for the next Web Coordinator. *Nora moved to appoint Krista Ferrante, American Antiquarian Society, as Web Coordinator, to serve a term of 3 years to run from February 2007 to January 2010. Brenda seconded.* It was mentioned that it was awkward to discuss someone’s appointment when that person was in the room during the discussion and it was suggested that the voting procedure take that consideration into account for future votes on appointments. *All voted in favor.*

Mark Savolis moved that when the Board is voting on a candidate for an appointment to a committee, that the person if present leaves the room during the discussion and voting. Lois seconded. No discussion. All voted in favor.

There were a few questions for Krista about the web and a discussion about getting content on the web site. It was suggested that if anyone had ideas for the website to contact Krista directly and that the content for the website sent to the appropriate member of the web committee. Nora made a suggestion that the Board address communications issues at a future board meeting. Krista requested pictures of archivists to put on the website.

Immediate Past President

Paul reported that the Nominating Committee (Appendix H) found candidates and that the candidate statements will be out in the newsletter and in web. He mentioned that the mailing of ballots will be done by the deadline. One concern was the cost of the mailing. The Board has wanted the full statements to be published but the statements appear in three places (mailing, web and newsletter). This time the mailing was long due to the number of candidates. Postcards had been used before. Paul urged that the Board re-evaluate the mailing of the full candidate statements. It was suggested that the Board wait to take action until the Policy Report so that previous policy can be considered in any decision.

Policy Review Task Force

Susan von Salis gave an update concerning the committee actions (Appendix I) and future plans.

Membership Secretary

Rodney said that he was in the midst of renewals. His estimated figure for the membership is 310 renewals (including current membership – current paid up memberships for individuals, institutions, and life members); this figure is roughly same as last year. 483 was the membership number in October. He expects that many will renew by the spring meeting. He added that a few people resigned and that the date of renewal is tied to the election cycle. He hoped to finish counting up the numbers soon. There was a discussion of the work counting the membership for the elections, how to count stragglers and the mailing schedule for renewals. The sense of the Board is to give the stragglers a day or two to be received after the renewal in order to be counted in the membership eligible for voting; accepting stragglers would be up to the discretion of the Membership Secretary. There was some discussion about the print coordinator's schedule and setting the renewal date, this year's renewal date and if the date is too early, and the early date last year.

Then Rodney mentioned that the Membership Committee is still working on the online membership directory and hopes to get up it up and running this spring. There will be more to report on at the March meeting. There was a discussion of the earlier budget discussions about the Membership Committee's requests. Rodney clarified that the proposed print directory was to be printed on demand only.

Reports Needing No Action

Nora acknowledged the receipt of reports needing no action: Development Coordinator (Appendix J), Listserv Moderator (Appendix K), Outreach Committee (Appendix L), Print Coordinator (Appendix M), and Fall 2006 Local Arrangements (Appendix N).

Karen reported that the Newsletter editors are evaluating the just-received proposed designs for the newsletter redesign. They will discuss the designs with the Board later. And they are working on the April issue.

Elizabeth mentioned the very positive evaluations received for the Fall 2006 program.

New Business

Nora reported attending career nights for Simmons students. She will be talking to the Membership Committee about the career nights and the opportunities for sharing information about NEA with the students. She thought that maybe other local archivists might like to go to the career nights.

Aimée Primeaux would like to form an advisory committee regarding the dPlan roll-out. Nora is not sure of what the commitment would be but she wanted to gauge the Board's interest. Brenda mentioned her interest but was not sure if formal link to NEA is advisable if the roll-out was limited to Massachusetts.

Brenda gave an update concerning the Haas award. The committee needed to change the Haas Award information on the website. She never heard from the ARMA members. She went ahead and placed a notice in the newsletter. She is waiting to see if there are any applicants; if there are none, then the committee will need to revisit the use of the award. Brenda has not heard anything from ARMA about the revamping of award. The deadline is February 2nd. If nothing develops, Brenda will come back to the Board to discuss the future of the award.

Applications for the Hale Awards are being sent to Tom Hyry. The deadline for the applications is February 2nd.

There is news that the University of Massachusetts, Boston is hoping to start up a graduate program in archives again in the fall.

After the Policy Review is completed, Nora mentioned that the Board will address the policy about sending out mailing lists.

There was a very brief discussion about the student representative position, whether to continue the position and the need for input about the usefulness of the position from past student representatives.

Adjournment

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

The meeting adjourned at 3:30 pm

The next meeting will be on March 30, 2007 at the Radisson Hotel, Chelmsford, Mass. from 1 – 5 pm.

Respectfully submitted,
Elizabeth Slomba, Secretary