

New England Archivists Quarterly Board Meeting
March 30, 2007
Chelmsford Room, Radisson Hotel & Suites, Chelmsford, Mass.
1:30 – 4:30 pm

During the March 30, 2007 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the January 22, 2007 minutes as amended.
- Voted that New England Archivists starting in 2008 will celebrate Archives Week of the first week of October.
- Voted to reappoint Molly Wheeler to a term to run from 2007 to 2010 and to be chair of the Outreach committee and April Hagins, Elizabeth Scott, and Susan von Salis to terms to run from Spring 2007 to Spring 2009.
- Voted to reappoint Tara Hurt to a three year term as Public Relations Coordinator to run Spring 2007 to Spring 2010.
- Voted to reappoint Rodney Gorme Obien to a three year term as Membership Secretary to run Spring 2007 to Spring 2010.
- Voted to reappoint Jaimie Quaglino to a second term on the Education Committee to run from Spring 2007 to Spring 2010.

NEA Executive Board
Chelmsford Room, Radisson Hotel & Suites
30 March 2007, 1:30 – 4:30 PM
Agenda

- 1:30 Welcome and Introductions
- 1:40 Secretary's Report
Approve Minutes of 22 January 2007 meeting
- 1:45 Spring 2007 meeting
- 1:50 Development Coordinator's Report
- 1:55 President's Report
- 2:05 Immediate Past President's Report (Appendix A)
- 2:10 Treasurer's Report (Appendix B)
- 2:20 Outreach Task Force (Appendix C)
- 2:30 Public Relations Coordinator (Appendix D)
- 2:40 Vice President's Report (Appendix E)
- 2:45 Fall 2007 meeting
 - Program Committee (Appendix F)
 - Local Arrangements Committee (Appendix G)
- 3:00 Break
- 3:10 Policy Review Task Force (Appendix H)
- 3:40 Membership Committee (Appendix I)
- 4:00 Newsletter Editors Report (Appendix M)
- 4:05 Haas Award
- 4:15 Reports Needing No Action
 - Education Committee (Appendix L)
 - Hale Award (Appendix O)
 - Listserv Moderator's Report (Appendix N)
 - Membership Secretary's Report (Appendix J)

Print Coordinator's Report (Appendix P)

4:20 New Business

Next meeting

4:30 Adjournment

[Web Committee Report Appendix K]

New England Archivists Quarterly Board Meeting
March 30, 2007
Chelmsford Room, Radisson Hotel & Suites, Chelmsford, Mass.
1:30 – 4:30 pm

In attendance: Nora Murphy (presiding), Karen Adler Abramson, Chris Burns, Paul Carnahan, Mary Caldera, Ellen Doon, Kristin Eshelman, Lois Hamill, Tara Hurt, Tom Hyry, Brenda Lawson, Rodney Gorme Obien, Jaimie Quaglino, Susan von Salis, Mark Savolis, Elizabeth Slomba, Nova Seals, Felicia Share, Kelcy Shepherd, Jane Ward, Melissa Watterworth, Diana Yount

Excused: Kathryn Baker, Krista Ferrante, Michael Forstrom, Judy Huenneke, Lianne Keary, Paige Roberts

Welcome and Introductions

Nora Murphy called the meeting to order at 1:40 pm. Attendees introduced themselves.

Spring 2007 Meeting

Jane Ward gave an update on the meeting. The meeting has so far 155 people registered to attend, including seven vendors. One workshop has sold out. The hotel has been very accommodating. There was a brief discussion about the committee meetings being held in the middle of the meeting; the time was available for the open meetings due to the structure of the meeting and the shortness of time for planning the meeting. The Outreach Committee liked the idea of the open committee meetings. Nora thanked the Program Committee and the Local Arrangements Committee for their hard work and what they were able to accomplish with short notice.

Development Coordinator

Jane then gave an update about development efforts. There was \$3100 in vendor revenue for the Spring 2007 meeting, about a little more than half budgeted for this year. She presented the proposal about sponsorships for the Fall 2007 meeting from Kristin Eshelman, the Local Arrangements chair. Kristin noted in her proposal that there was not a place suitable for vendors at the fall meeting location and suggested having different vendor/sponsorship levels for conference events. Jane is willing and interested in trying this approach to getting vendor/sponsor income for the fall meeting. The proposal does not need Board approval but feedback on the success or failure of the approach will be given to the Board. Jane added that it has been getting tougher to get vendors at meetings because membership is declining and that NEA meetings are the among the most expensive archival meetings for vendors.

President's Report

There was a brief discussion about liaison responsibilities since there has been a change in the Representatives-At-Large. Nora requested suggestions for the 2008 Nominating Committee.

Nora formally thanked Paul Carnahan, Lois Hamill, Tom Hyry and Brenda Lawson for their service on the Board and gave them chocolate roses.

And she added that if anyone had any ideas for the Distinguished Service Award and the Archival Advocacy Award, they should forward them to her.

Immediate Past President's Report

Paul Carnahan presented his short report (Appendix A) and mentioned that the committee received 154 ballots this year. New officers have been informed and invited to the Board meeting. There was a brief discussion about whether or not all candidates for NEA offices should be listed in the minutes. Paul thanked the 2007 Nominating Committee for their work.

Treasurer's Report

Lois Hamill discussed her report (Appendix B). She mentioned that she was working on transferring Hale Award donations into the savings account; she had put the money into the checking account and paid for a Hale award from checking but now needed to move the money over to savings. The Hale Award fund savings account is separate from the NEA savings account. Lois said that she had sent the information on the organization's taxes to the accountant, transferred Treasurer's records to the Archives, and settled the bulk mail account. There was a brief discussion about statements, bills paid, and various other minor money matters, financial statements to be presented to the membership, and the financial state of NEA.

Lois also mentioned that she had learned since the January Board meeting that a security certificate had not been bought and NEA would not be billed for one. Money for a security certificated has been budgeted.

Secretary's Report

Elizabeth Slomba stated that there was no secretary's report since the Board had not voted online since the January Board meeting. Elizabeth proposed putting together a secretary's handbook.

Brenda Lawson moved to accept the January 22, 2007 minutes as amended. Paul seconded. No discussion. All members voted in favor.

Outreach Task Force

Mary Caldera presented the Outreach Committee report (Appendix C) and discussed recent and planned activities of the committee.

The Outreach Committee asked that Archives Week be moved from the first week of November to the first week of October. Mary discussed why the committee suggested this change, such as aligning the New England region celebrations with celebrations for the national Archives Week. There was a discussion of why the week was originally moved to November and effects on state archives celebrations. There was a wide-ranging discussion about the effects of changing the week, whether the change would affect the

distribution of NEA bookmarks, use of SAA publications and planning kits to publicize Archives Week, standardized dates for the week in October, and how the change would affect New England states and their Archives Weeks. Then meeting attendees discussed when the change in dates should happen. It was proposed that the week be changed starting in October 2008. Attendees discussed increased publicity for Archives Week, effects on state archives week mailings, whether NAGARA observes Archives Week in October, participation of the State Historical Records Advisory Boards, and the pros of holding off until 2008 and cons of not changing the date until 2008. The Board also discussed whether having a wrong date on the bookmarks should prevent distribution of the bookmarks. The sense of the Board was to ask the New England region to do Archives Week in October 2008 and that the Outreach Committee will help publicize the change. There was some additional discussion of NEA involvement in promoting Archives Week, Archives Week publicity and when to publicize Archives Week. *Chris Burns moved that New England Archivists starting in 2008 will celebrate Archives Week of the first week of October. Nora seconded. No discussion. All members voted in favor.*

Mary asked if a motion would be needed for requesting funds to pay the \$25 Vermont History Expo fee. Lois said no since Outreach had a certain amount of money budgeted and that they could spend that money as needed. Then Mary mentioned changes in committee membership, that she was stepping down as chair and Molly Wheeler agreed to be the next chair, and that vacancies needed to be filled and reappointments made. *Nora moved that Molly Wheeler be reappointed to a term to run from 2007 to 2010 and be chair of the Outreach committee and that April Hagins, Elizabeth Scott, and Susan von Salis be reappointed to terms to run from Spring 2007 to Spring 2009. Lois seconded. No discussion. All members voted in favor.*

Nora thanked outgoing chair Mary Caldera and outgoing members Amy Braitsch, Nova Seals, Jill Snyder and Rick Stattler for their services on the Outreach Committee.

Public Relations Coordinator

Tara Hurt discussed her report (Appendix D) and announced that Tracy Messer was stepping down as Public Relations Coordinator. Tara discussed their joint publicity efforts, updating the publicity calendar, and possible future directions in publicity. She is planning to continue the efforts underway, would like additional help and asked the Board to review the Master Contact List. She suggested using the website to archive press releases and to recruit additional members and to track new members. There was a brief discussion about creating new committee for public relations, the history of the Public Relations Coordinator position, a need for a charge for the coordinator and committee, and differences between Outreach (promoting archives) and PR (promoting NEA). Tara said that she would be working on ideas for a committee. There was additional discussion of publicity for the Fall meeting, money for promoting fall meeting at the Society of American Archivists meeting at the end of August and other venues, and stickers to promote the fall meeting and stickers promoting NEA in general.

Nora thanked Tracy for his work on the committee and brought attention to great amount of work done by Tara and Tracy on the Branding Committee and the NEA graphic

identity. *Elizabeth moved to reappoint Tara Hurt to a three year term as Public Relations Coordinator to run Spring 2007 to Spring 2010. Nora seconded. No discussion. All members voted in favor.*

Vice-President's Report

Chris presented his report and the proposal for the Spring 2008 meeting (Appendix E). Maria Bernier at Salve Regina University offered to host the meeting. The date has been set for March 29, 2008. There was a brief discussion of the initial plans for the meeting, how many hotel rooms should be blocked out, rooms for Board meeting, workshops and sessions, the initial budget and when to vote on the final budget. The registration fee needs to be approved three months before the meeting; in this case, the final budget and proposed registration fee need to be presented in January 2008 to the Board.

Chris also straightened out where copies of the local arrangements handbooks were and whether additional copies were needed.

Fall 2007 Meeting – Program Committee, Local Arrangements Committee

Fall 2007 Program

Elizabeth presented her report (Appendix F), discussed the progress being made on developing the program and getting speakers and the schedule. It was confirmed that there would not be workshops at the meeting.

Fall 2007 Local Arrangements

Kristin Eshelman discussion the development of the budget (Appendix G) and likely costs. The printing and catering costs are set numbers; there will be no audiovisual costs. There was discussion of the contingency fee and actual University of Connecticut budget for the October 2003 meeting and how the honoraria is paid out and how to budget for honoraria. The proposal for sponsorships at the conference was discussed earlier at the Board meeting. Kristin also mentioned the flexible costs in the budget, “heavy refreshments” for the Friday registration time instead of box lunches, and plans for the Friday reception. Diana Yount and Kristin discussed whether the registration packet printing would be done through a University of Connecticut vendor or Inkspot. The current budget assumes a registration fee of \$60 for the meeting; attendees discussed how much registration was for the March 2004 Worcester meeting and the anticipation of having a higher registration fee. Conference registration would need to be limited to 185 attendees due to the limited capacity of the rooms being used. There was a lengthy discussion about promoting the conference beyond the NEA membership and how to fund promotional items. Attendees discussed the size of the hotel blocks, the hotel contracts and availability of other local hotels. After some discussion about if the Board meeting should be held at the meeting, the sense of the Board was to hold the Board meeting at the Fall meeting and the Local Arrangements committee would cover the costs of promotional stickers in their budget.

Policy Review Task Force

Susan von Salis presented the interim report (Appendix H) and discussed the format of the policy review report and the submitted 20 page preliminary policy manual. She would like to design the final report so that the policy manual could be brought to board meetings as well as being available on the web. There was a discussion about how to make the manual useful for flipping through to find the relevant policy, how the manual would look and function as a web document, and the issues of web access at board meetings. Attendees discussed ways of making the manual clearer and the possibility of reducing the size of the manual through dropping superseded policies and other non-policy items and separating out consensus motions from voted-on policies. They also suggested reformatting the manual into two sections – one with current policies for use at the board meetings, one for the web site with historical background on motions and related material. It was mentioned that it was difficult to separate actual policies from general board actions. Susan described further that the manual currently had a cut-off date of October 2006, the arrangement of the manual, how the committee wrote the manual and why they included policies and motions. She also suggested how to insure the most up-to-date version of the document. Attendees discussed of the role of the NEA secretary in updating and maintaining the manual and what work and the amount of work the secretary would need to do. There was reference to an earlier proposal of a parliamentarian, who would have likely maintained the manual, and how the failure of the motion to create the parliamentarian position led to the appointment of the Ad Hoc Policy Review committee to develop a policy manual. It was proposed that a Representative-at-Large do the work of updating the policy manual and attendees discussed how this would work. There was additional discussion of planning for NEA electronic records, how to put policies in the minutes, and future Ad Hoc Policy Review committee recommendations. The sense of the Board was for the committee to bring recommendations about ways to maintain, update and make available the policy manual and present mock-ups of the policy manual for the Board to review.

Membership Committee

Kelcy Shepherd presented her report (Appendix I) and gave an update about the membership directory. Krista Ferrante with Kelcy and Rodney Gorme Obien have set up a timeline and guidelines for finishing up the remaining work to be on the membership directory. If the timeline is followed, the membership directory should be finished by the end of the summer, as long as Skybuilders agrees to it. Kelcy described the process for creating the directory, the need to clean up the NEA membership database before working on the online version, and how the committee worked with Skybuilders for a year to create a unique membership directory for NEA. The membership committee will need to process the membership joins and renewals from the Spring 2007 meeting to add to the membership directory. Kelcy touched on the communication issues involved in creating the membership directory and how it was not clear in the contract with Skybuilders that NEA needed a creation of a unique membership directory to offer functionality beyond the default membership directory offered by Skybuilders. There was some additional discussion about the membership directory, the current membership database, what the default membership directory lacked and what NEA needed to have added to the default membership directory. She also said that it was great working with

Skybuilders and that Skybuilders were charging NEA reasonable rates for the work being done. She finished with a mention of the plans to complete the membership directory.

Then Kelcy mentioned that she and Rodney would be stepping down as co-chairs, although Rodney would be staying on as the Membership Secretary. They are looking for the next chairs of the Membership Committee. Kelcy will be involved in the completion of the membership directory. There was a brief discussion about vacancies on the membership committee.

Nora thanked Kelcy and Rodney for their work on the membership directory.

Then Rodney mentioned his Membership Secretary report (Appendix J). He mentioned the current numbers, hopes for more renewals at the Spring meeting and the work he did for the Membership Recruitment and Retention Taskforce. He also pointed out the need for creating new categories to track numbers for institutional affiliation, state residency and other desired demographic information. There was a discussion of the new information in the report about the numbers of non-renewals and how one can see the spikes in new members and non-renewals in the provided graphs. Rodney said that with the new online directory he can generate numbers for members by state and affiliation and that he could include these types of numbers in future reports. There was a brief discussion of why there were high membership numbers for January 2005. The numbers included in the reports depend on when Rodney pulls together the numbers, so there may be some variation in the statistics because of this and other minor factors.

Nora moved to reappoint Rodney Gorme Obien to a three year term as Membership Secretary to run Spring 2007 to Spring 2010. Brenda seconded. No discussion. All members voted in favor.

Web Committee

Krista's report (Appendix K) has the timeline for the release of the online membership directory. She also mentioned developing a formal process for submitting content to the web site. There was a discussion of the previous liaison work between committees and web committee members and how the web committee would solicit content for website.

Haas Award

Nora and Brenda gave an update regarding the Haas Award. Brenda described the Haas Award as being in "a very funny place." Even with the additional publicity, the committee had not received additional applications this year. The lack of interest in the award is a concern. There was a brief discussion of the history of the award, how the award is a joint venture between ARMA and NEA and whether the requirements of the award discourage applications. Judy Huenneke, the current chair, mentioned the ARMA discussions about the proposed other uses of the Haas Award to Brenda. Brenda came back to the issue of what to do with the award and what steps to take next. She noted that NEA does not know how much money is in the Haas award account held by ARMA and the NEA part of the Haas Award committee has been trying to work with ARMA in regards to the future of the award. The current chair of the Haas Award is planning to

step down and there was discussion about getting an NEA member active in ARMA to serve on the committee. There was a lengthy discussion about how to improve communications with ARMA about the award, the relationship of ARMA and NEA, lack of members in NEA that are also active in ARMA, reshaping the award to generate more applications, publicity efforts, and whether sustained increased publicity would make a difference in applications. The sense of the Board was that the presidents of NEA and ARMA need to meet and discuss the future of the award and that the communication between ARMA and NEA is a central part of resolving the issue. Lois related her experience of serving on the Haas Award committee and her thoughts about the revitalization of the award. It was suggested that NEA offer the award one year and ARMA the next. Previous uses of the awards included funding archives students attending an ARMA meeting once. Publicity for the Hale Award was mentioned. Nora and Chris will discuss this issue further; incoming Vice-President Kathryn Baker may something to contribute to this discussion.

Reports Needing No Action

Nora acknowledged the receipt of reports from the following committees: Education Committee (Appendix L), Newsletter (Appendix M), Listservs Moderator (Appendix N), Hale Award (Appendix O), and Print Coordinator's Report (Appendix P). The Newsletter committee will get back to board with the proposed redesigns for the newsletter.

Jaimie Quaglino mentioned the vacancies on the Education Committee, that registration numbers for the Spring 2007 meeting were very good, the possibility of offering the Arrangement and Description workshop in June 2007, and publicity for workshops. She described the planning for fall 2007 workshops and ideas for workshops, such as offering an Archivists' Toolkit/DACS workshop at Simmons or working with Northeast Historic Film to offer a workshop on film preservation. *Nora moved to reappoint Jaimie Quaglino to a second term on the Education Committee to run from Spring 2007 to Spring 2010. Elizabeth seconded. No discussion. All members voted in favor.*

New Business

The GSLIS Alumni Association have a mentoring program for new archivists and would like to recruit more archivists to be involved in the program.

Nora thanked Tom Hyry for his work on the Hale Award.

Chris discussed when to hold the next meeting in June and that the Board will likely meet at NEDCC in Andover.

Nora thanked Jane for her work on Local Arrangements Committee for the Spring 2007 meeting.

Adjournment

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

The meeting adjourned at 4:30 pm.

Respectfully submitted,
Elizabeth Slomba, Secretary

(Elizabeth thanks Paul Carnahan for taking notes for the first part of the meeting.)