

New England Archivists Quarterly Board Meeting

October 12, 2007

Thomas J. Dodd Research Center, University of Connecticut, Storrs, CT

8:30 am – 12:30 pm

During the October 12, 2007 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the June 11, 2007 minutes.
- Voted to appoint Donia Conn, NEDCC, and Anne Sauer, Tufts University, as co-chairs of the Fall 2008 Program Committee.
- Voted that Hale Award savings account be moved to a money market account.
- Voted to pass the 2008 budget as amended.
- Voted to appoint Kristy Sharpe Pasquariello, JFK Library, to a three year term on the Outreach Committee.
- Voted to approve the Education Committee forms as written by the Education chair.
- Voted to appoint Lacy Schutz, Sterling and Francine Clark Art Institute, to a three year term, January 2008 through January 2011, as a Newsletter editor.
- Voted to appoint Lisa Conathan, Beinecke Library, Yale University, to a term to run January 2008 to June 2008, as a Newsletter editor.
- Voted to approve the redesign of the newsletter to be adopted starting in April 2008.
- Voted to appoint Russell Franks, Providence College, to the Spring 2008 Program Committee.

NEA Executive Board
NEDCC
October 12, 2007 8:30-12:30
Agenda

- 8:30 Secretary's Report (Appendix A)
Approve Minutes of June 11, 2007 meeting
- 8:40 President's Report
- 8:55 Vice President's Report (Appendix B)
- 9:10 Fall 2007 meeting
Program Committee
Local Arrangements Committee (Appendix C)
- 9:30 Treasurer's Report (Appendix D)
Budget
- 10:30 Break
- 10:45 Outreach Committee (Appendix E)
- 10:55 Education Committee (Appendix F)
- 11:10 Membership Secretary (Appendix G)
Recruitment and Retention Task Force (Appendix H)
- 11:25 Newsletter Editors Report (Appendix I)
- 11:40 Immediate Past President's Report
- 12:00 Spring 2008 meeting
Program Committee (Appendix J)
Local Arrangements Committee
- 12:20 Reports Needing No Action
Listservs Moderator's Report (Appendix K)
Web Committee's Report (Appendix L)
Print Coordinator's Report (Appendix M)
Development Coordinator's Report (Appendix N)
[PR Coordinator (Appendix O)
Fall 2006 Program Committee (Appendix P)]
- 12:25 New Business
- 12:30 Adjournment

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8:30 am – 12:30 pm

In attendance: Chris Burns (presiding), Karen Adler Abramson, Kathryn Hammond Baker, Maria Bernier, Ellen Doon, Michael Forstrom, Jay Gaidmore, Tara Hurt, Nora Murphy, Rodney Gorme Obien, Mark Savolis, Nova Seals, Elizabeth Slomba, Jane Ward, Melissa Watterworth, Diana Yount

Excused: Kristin Eshelman, Krista Ferrante, Jaimie Quaglino, Paige Roberts, Molly Wheeler

Call to Order

Chris Burns called the meeting to order at 8:45.

Secretary's Report

Elizabeth Slomba presented the minutes and the Secretary's Report (Appendix A). A correction was suggested for the Secretary's Report.

Nora Murphy moved to accept the June 11, 2007 minutes. Mark Savolis seconded. No discussion. All members voted in favor.

President's Report

Chris Burns mentioned the difficulty in finding a chair for the Membership Committee but he did have two volunteers to chair the Membership Retention and Recruitment Committee. Debbie Richards and Rodney Gorme Obien offered to be co-chairs. Chris then discussed ways to recruit a chair for Membership, asked the Board for suggestions and pondered asking the former presidents Paul Carnahan or Mary Ide for names.

Ellen Doon is the Board representative on the Haas Award Committee. Chris and Ellen have been attempting to work on the Haas Award issues and trying to get in touch with Boston ARMA to restart the conversation concerning the future of the award. There was brief discussion of the renewed efforts to work with ARMA on the issue. Judy Huenneke will be stepping down from the committee shortly.

Then Chris mentioned the Archival Leadership course to be held at the University of Wisconsin next year and the desirability of supporting an NEA member to attend. He discussed the issue of scholarships to be offered by the University of Wisconsin for attendees, but that not every attendee's tuition could be covered by the scholarships. The program has contacted regional archival organizations to encourage the regional groups to offer scholarships to attendees of the course from their region. Board attendees discussed the scholarship, how to offer it, and whether the Haas or Hale Awards could be used. Concerns about using the Hale Award were expressed. Attendees mentioned needing to change the deadlines for the award, how to advertise changes in applications for the award, and issues about using the award for the scholarships versus for the other purposes for which applicants apply. There was further discussion about wanting someone from NEA to attend the course, discussion of future offerings of the course and the likely number of applicants, and how to fund future scholarships. There was a sense of needing to keep the scholarship award separate from the Hale Award so as to not disadvantage regular Hale Award applicants. Attendees discussed the advantages of

having separate funding for scholarships and suggested setting aside a strict amount for a scholarship to cover either travel or tuition. There was discussion about using donations and three ways of funding the scholarships.

Chris mentioned a request for NEA support from the Partnership for the American Record concerning a Congressional bill requesting funding for archives.

Vice President's Report

Kathryn Hammond Baker mentioned her report (Appendix B) and opened discussion on the conferences for Fall 2008 and Spring 2009. She has found co-chairs for the Program Committee for Fall 2008 and discussed a partnership between NEA and the Northeast Document Conservation Center (NEDCC) concerning programming for the conference. *Kathryn moved to appoint Donia Conn, NEDCC, and Anne Sauer, Tufts University, as co-chairs of the Fall 2008 Program Committee. Nora Murphy seconded. No discussion. All members voted in favor.* Kathryn then discussed the selection of Simmons as the conference location and mentioned that NEA had the highest attendance rates for conferences at this location. Lots of rooms have been reserved at Simmons for the conference. She added that there were Local Arrangements co-chairs yet but she would be contacting people. Board attendees discussed the high costs of holding conferences at Simmons, the possibility of getting sponsors and sponsorships for the conference, different lunch options, and reception costs. There was additional discussion about publicity for the conference, how to reach the appropriate audience, and the attractiveness to non-NEA members. It was mentioned that this conference would be a great opportunity for the Education committee to develop workshops. Kathryn mentioned that there may likely be a call for proposals posted for the Fall 2008 conference.

Kathryn discussed the plans, ideas, and possible locations for the Spring 2009 conference. Attendees discussed possible times to hold the conference and dates in April and May.

Fall 2007 Meeting

There was brief discussion about where the binders for Local Arrangements and Program committees are and how to get materials in the binders up on the NEA website.

Elizabeth said that everything was on track for the conference and that all speakers and discussion group leaders were expected to appear.

Melissa Watterworth presented a brief Local Arrangements Report (Appendix C) announced registration numbers and that there were many last minute registrations; most registrants are from Massachusetts. The projected budget shows revenue of just over \$1000. There was a question of whether there were other registrants that college, university and schools archivists; Local Arrangements had not broken out the numbers for what type of registrants but they had anecdotal evidence that archivists who were not college and university archivists were not registering. There was a mention of vendor revenue for the conference as \$3800.

Chris thanked the Program and Local Arrangements Committee for their work.

Treasurer's Report

Nova Seals presented the Treasurer's Report (Appendix D) and discussed how she put the budget together. The tax files have been filed and Jean Berry will be filing the Annual

Report with the Secretary of State's Office in Massachusetts. Nova has transferred the Citizens Bank account to a non-profit business account; the account will not be earning interest, but there will be no fees. She is working with Jean Berry to resolve the access issues to the Fidelity account. And she reported on the Education committee's profit from June workshops.

She suggested that the Board consider moving the Hale Award account to a money market account and discussed the pros and cons of using the money market account. *Chris moved that Hale Award savings account be moved to a money market account. Kathryn seconded.* There was a discussion of penalties for pulling out money, the need to keep \$300 in the account, likely fees for writing checks for less than \$1000, impact that the Archival Leadership scholarships could have and the amount in Hale Award account. It was suggested that having an online account could enable the transfer of monies into the Hale Award money marker account. *All members voted in favor.*

Nova went over the details of her reports and went over the projected income and expenses for the rest of the year. She discussed the potential income and likely expenses for the Fall conference.

Turning to the budget discussion, Nova discussed how she formulated the budget, which was based on previous budgets, and the year-to-date budget numbers. She went over the budgets submitted by committees, the estimated conference incomes, the line for replacing the Secretary's laptop, why she estimated a budget for the Membership committee, and the issue of the bulk mail cost going up. There is a dispute concerning accounting for the bulk mail account. Nova is looking into getting automatic statements for the bulk mail account. There was discussion about combining mailing costs in the bulk mail account and the shipping costs for work done by Inkspot.

Attendees went over the lines in the budget. It was suggested that Nova raise the income estimate for the Fall 2008 conference. There was a question about the postage amount in the Membership budget for the dues renewal cards. Newsletter Committee discussed the contract labor cost listed in their budget. There was a lengthy discussion about the replacement of the Secretary's laptop, how to budget for the replacement, whether the next or following Secretaries would have access to laptops or would need one provided by NEA, and insurance issues. The sense of the Board was to keep the laptop budget line, and to have the Secretary's laptop replaced by the next Secretary and that the laptop should be covered by the individual's policy. There was continuing discussion about the income for the Spring and Fall 2008 conferences. There was discussion about whether to include the Development income for conferences (the fees from vendors) with conference fees or whether the income should listed separately from the conference income. It was noted that NEA is doing well income-wise.

There was general discussion about previous budgets, why the proposed budgets were deficit budgets and how NEA usually ends up with more income than projected. There was a mention of projected Education workshops for the year, how there have been more workshops offered, and how costs and income for workshops have been estimated for the coming year. There was a brief discussion of the Education Committee's work to create predictable workshop budgets and future workshops and likely profits and costs. Nova added that she had not received a budget proposal from the Web Committee so she estimated their budget lines. There was Board discussion about the estimated parts of the proposed budget and if there would be continuing expenses regarding the online

membership directory and whether to keep in a line for contract labor for the directory. Currently the budget projections were approximately \$49,000 in expenses and \$52,000 in income. There was brief discussion about whether to table the budget discussion until January in order to hear more concrete figures from various committees; the sense of the Board was to continue the budget discussions at this meeting.

Attendees discussed the likely income and expense for the Fall 2008 conference and whether there should be a line for publicity and advertising the conference. Tara Hurt discussed advertising costs and why she as PR Coordinator did not request funds for advertising. The Membership Recruitment and Retention Taskforce was thinking of requesting funds for advertising. The sense of the Board was that it made sense to link funds for advertising to the committee planning the advertising and not to put general advertising costs in the PR Coordinator's budget. It was suggested to put in a line for the Archival Leadership scholarship; there was discussion about how much money to set aside for the scholarship. The scholarship line would be put under the Board budget. There was more discussion about the scholarship, how it would be administered, what expenses it would cover and how to encourage people to apply for it.

The Membership Recruitment and Retention Taskforce discussed their plans for sending out postcards to encourage interest in NEA and whether they needed to request funds for other future plans. There was a discussion about the number of postcards, likely postage costs, and labels. The Taskforce is also planning to have a focus group to determine why people do not renew membership. Attendees discussed setting aside money for Taskforce activities and the costs for the focus group and the postcard mailing. The sense of the Board was for the Taskforce to submit a proposal for the focus group before the Board would fund it. A line would be added to the overall budget regarding the focus group.

There was additional discussion whether the PR Coordinator needed funding for postage and publicity costs and activities. Specific publicity costs would be included in the budget for that activity (conferences, workshops and so on). Nova gave out updated figures for the budget based on the Board discussions.

Chris moved to pass the 2008 budget as amended. Kathryn seconded. There was a brief discussion about whether Board members were ready to vote. All members voted in favor.

Outreach Committee

Ellen Doon mentioned the report (Appendix E) and noted the requested action item. *Ellen moved to appoint Kristy Sharpe Pasquariello, JFK Library, to a three year term on the Outreach Committee. Nora seconded. No discussion. All members voted in favor.* A question about why the stand-alone Archives on the Road events were not doing well was asked; the question would be forward to Molly Wheeler for her response.

Education Committee

Melissa presented the report (Appendix F) and described upcoming workshops. She mentioned that Jaimie Quaglino was wondering if the Board needed to vote on the Workshop Proposal form and the Workshop Contract. Jaimie would like to include the language from these forms in the Policies and Procedures Manual. There was a discussion about the forms, how to include the language in the policies and procedures manual, and the need to update and change Education chair and committee job description. In her report, Jaimie included wording she wanted to have included in the Policies and Procedures manual. It was suggested to get the sense of the Board to agree

on the proposed wording in the report and then to have the wording included in the Manual. *Melissa moved to approve the Education Committee forms as written by the Education chair. Nova seconded. No discussion. All members voted in favor.* The Board agreed with the proposed wording changes and suggested that Jaimie write the changes up (with help) for inclusion in the Policies and Procedures Manual. The Board would vote on the final product at the January Board meeting. Chris said that it was great that Jaimie was working on these issues.

Membership Secretary/Recruitment and Retention Task Force

Rodney Obien alluded to his report (Appendix G) and discussed the latest numbers. He mentioned that Simmons library students were signing up as new members. The membership numbers went down during 2004 through most of 2007 but recently the numbers began going up again. There was a discussion of past year memberships, when counting the membership numbers and membership year and how registrations for conferences can boost numbers. There was discussion of the membership statistics. The issue of voting and how eligibility for voting coordinates with the membership year came up. There was concern that the renewal date for membership can effect one's eligibility to vote and that voting and eligibility to was not encouraging members to renew. And it was noted that the lowest membership numbers of any given year was around the time the ballots are sent out. It was suggested that it was easier to state that if one is a member on December 31 then one can vote. There was a discussion of the membership year and need to change the by-laws if changing the membership year. The Membership Recruit and Retention Taskforce is discussing the possibility of changing the membership year in the by-laws.

Rodney then discussed the results of the Taskforce's recent survey (Appendix H) and the directions the Taskforce is considering. They sent out 156 surveys to non-renewing members and 25 people responded; some renewed. The Taskforce is considering sending out the survey every year to track responses. The results were not anonymous, but the respondents were not named in the report. The Taskforce could create a focus group from these respondents and can analyze the list of the non-responsive people to get some sense of the institutions involved and the demographics. They would like to collect more statistics and information before going ahead with recommendations. The Taskforce is considering an online survey for members and non-members to comment on membership.

Chris thanked Rodney and Debbie Richards for offering to co-chair the committee.

There was additional discussion about making the renewal process easier, such as online renewal or changing the time of renewals. The Taskforce is considering sending postcards to targeted groups to encourage membership and using ECensus to learn about membership and archivists in New England. There was a brief discussion about the loss of professional archivist jobs in the region.

Newsletter Editors Report

Michael Forstrom gave an update about Newsletter activities (Appendix I). The October newsletter was at the printers and he described the articles. He mentioned the redesign of the newsletter. Steve Culp redid the proposed redesigns to take into account the suggested changes from the last Board meeting. The Newsletter Committee recommended one design from a group of proposed redesigns.

Sheila Spalding and Michael will be stepping down from the committee. Maryalice Perrin-Mohr will become the senior editor and take over the responsibilities of editing the News and Notes section. He discussed possibilities for new editors, with concern that one editor would be leaving the region later in 2008. *Chris moved to appoint Lacy Schutz, Sterling and Francine Clark Art Institute, to a three year term, January 2008 through January 2011, as a Newsletter editor. Ellen seconded. No discussion. All members voted in favor. Chris moved to appoint Lisa Conathan, Beinecke Library, Yale University, to a term to run January 2008 to June 2008, as a Newsletter editor. Nora seconded. There was a brief discussion about how to recruit future editors and the impact of efforts to train editors who leave early in their terms on committee members. All members voted in favor.*

Kathryn moved to approve the redesign of the newsletter to be adopted starting in April 2008. Chris seconded. No discussion. All members voted in favor.

The Board thanked the Newsletter Committee on their work on the redesign and offered big thanks to Michael and Sheila for their work as editors.

Immediate Past President's Report

Nora discussed the open offices to be elected – Vice-president, Secretary and Representative-at-large and discussed recruiting candidates for those offices. She was planning to send out notices for nominations for the Archival Advocacy Award and Distinguished Service Award. She urged people to send in nominations. Candidate statements need to be sent out by November 15 and there was a discussion of candidate statements.

Spring 2008 Meeting

Jay Gaidmore reported on the Program Committee planning for the Spring 2008 meeting (Appendix J). The committee is working on an Archives in the Digital Age theme. He discussed program ideas and ideas for and recruiting speakers. Lisa Conathan will be stepping down from the committee. *Chris moved to appoint Russell Franks, Providence College, to the Spring 2008 Program Committee. Melissa seconded. No discussion. All members voted in favor.* Jay then mentioned the committee's plenary speaker, Paul Miller, Curator of the Preservation Society of Newport County, who will talk on the Newport Mansions.

Maria Bernier gave information on Local Arrangements. She reported on locations for the workshops on Friday and the reception in the library. She mentioned also food and drink issues and then went over Saturday events to be held in the O'Hare Building. There was discussion about the auditorium space and audio-visual equipment needs and space for vendors and registration. Maria said that Friday tours were a possibility and asked about room needs and timing for the Board meeting and annual Business meeting. There was additional discussion about the Spring 2008 budget and what needs to be in place before the January meeting.

Reports Needing No Action

Chris acknowledged the receipt of reports needing no action: Listservs Moderator's Report (Appendix K); Web Committee's Report (Appendix L); Print Coordinator's Report (Appendix M); Development Coordinator's Report (Appendix N); and PR Coordinator's Report (Appendix O).

New Business

There was a brief discussion about bringing up new business at future Board meetings.

Melissa suggested a strategic plan discussion. She mentioned the issue discussed at the last Board meeting concerning the student representative position, the issues about getting students more involved in NEA and how this relates to a need for a strategic plan. There was a discussion of having strategic goals, of how to do strategic planning or thinking, and use of the newsletter or a special meeting to accomplish this. There was mention of prior planning initiatives and planning/taskforce documents on the website and in the NEA Archives. It was suggested that a proposal to develop three year goals be written. Attendees discussed holding a strategic planning discussion in January and having a reflective discussion on what we should be doing.

There was a brief discussion of the discussions about creating a student committee since the student representative position expired. And additional discussion was held concerning NEA electronic records issues and putting conference planning materials up on the website.

Attendees discussed the location of the next meeting, with a suggestion to hold the meeting somewhere south of NEDCC.

Adjournment and next meeting

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

The meeting adjourned at 12:30 pm.

The next meeting will be in January 2008 at Holy Cross.

Respectfully submitted,
Elizabeth Slomba, Secretary