

**New England Archivists Quarterly Board Meeting
January 25, 2008
Dinand Library, College of the Holy Cross, Worcester, Mass.
10:00 am – 2:00 pm**

During the January 25, 2008 Quarterly Board meeting, the Board discussed and voted on the following:

- To accept the October 12, 2007 minutes with emendations.
- To accept the updated Secretary's job description as emended.
- To appoint Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners, Michael Comeau, Massachusetts Archives and Patsy Baudoin of MIT to the Fall 2008 Program Committee.
- To appoint Andrew Elder, The History Project, Melissa Gonzales, Simmons College GSLIS, Maryalice Perrin-Mohr, the New England Conservatory of Music, Jennifer Pelose, Harvard University Countway Library of Medicine, Ashley Solod, Simmons College GSLIS, and Donna Weber, Simmons College to the Fall 2008 Local Arrangements committee.
- To appoint Rick Steinmetz to the Web Committee for a three year term (January 2008 to January 2011).
- To accept the revised policies for the Education committee as emended.
- To appoint Marilyn Dunn as chair of Local Arrangements for the Spring 2009 meeting.

NEA Executive Board

Holy Cross College
January, 25, 2008 10:00 – 2:00
Agenda

- 10:00 Secretary's Report (Appendix A)
Approve Minutes of October, 12 2007 meeting
Job Description
- 10:20 Spring 2008 meeting
Program Committee (Appendix B)
Local Arrangements Committee (Appendix C)
- 10:30 Fall 2007 meeting
Program Committee (Appendix D)
Local Arrangements Committee (Appendix E)
- 10:40 Fall 2008 meeting
Program Committee (Appendix F)
Local Arrangements Committee (Appendix G)
- 11:00 Web Committee's Report (Appendix H)
- 11:15 Education Committee (Appendix I)
- 11:30 Vice President's Report (Appendix J)
- 11:35 President's Report
- 11:40 Immediate Past President's Report
Nominating Committee
- 11:50 Break
- 12:20 Reports Needing No Action
Newsletter Editors' Report (Appendix K)
Outreach Committee (Appendix L)
Listserv Moderator's Report (Appendix M)
Membership Secretary's Report (Appendix N)
Print Coordinator's Report (Appendix O)
Development Coordinator's Report (Appendix P)
[PR Coordinator's Report (Appendix Q)]
- 12:25 Treasurer's Report (Appendix R)
- 12:35 Planning Discussion

1:15 New Business

1:30 Awards Discussion for Voting Members of Board

2:00 Adjournment

New England Archivists Quarterly Board Meeting
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In attendance: Chris Burns (presiding), Kathryn Hammond Baker, Donia Conn, Ellen Doon, Krista Ferrante, Virginia Hunt, Nora Murphy, Jaimie Quaglino, Susan von Salis, Anne Sauer, Mark Savolis, Nova Seals, Elizabeth Slomba, Melissa Watterworth, Diana Yount

Excused: Karen Adler Abramson, Maria Bernier, Kristin Eshelman, Jay Gaidmore, Tara Hurt, Rodney Gorme Obien, Maryalice Perrin-Mohr, Paige Roberts, Sheila Spalding, Molly Wheeler, Jane Ward, Jason Woods

Call to Order

Chris Burns called the meeting to order at 10:10 am. There was a brief discussion about the meeting agenda, time for discussion and the planning session.

Secretary's report

Elizabeth Slomba presented the Secretary's report (Appendix A). *Nora Murphy moved to the accept the October 12, 2007 minutes with emendations. Ellen Doon seconded. No discussion. All members voted in favor.*

Chris moved to accept the updated Secretary's job description as emended. Kathryn Hammond Baker seconded. There was a request to remove the line in the job description regarding the distribution of stationery since the print coordinator handles the ordering and distribution of stationery. There was a brief discussion about whether or not to keep the requirement that the Secretary ensuring access to the NEA website at board meetings. All voted in favor.

The Board discussed the issues surrounding board voting online during the times between Board meetings. They discussed the difficulty of discussing issues on the board listserv, of the need to state a time frame for the vote, and of receiving emails in a timely fashion. There was mention of how to hold discussion of motions and of what is and what is not effective online voting. The board explored the idea of adding discussion summaries of online voting to the Secretary's report. There was a discussion about confusion over what motion was moved and when. It was brought to the Board's that the website did have a voting function and how that could be used to track votes. Chris said he would look into this voting function and will be clearer in future about voting timeframes.

Spring 2008 meeting

Chris discussed the reports from the Program Committee (Appendix B) and the Local Arrangements Committee (Appendix C). The Spring 2008 program has gone to the printers and will be in the mail shortly.

Fall 2007 meeting

There was brief discussion of the success of the 2007 Fall meeting and of the experiment of having a College, University and Schools Archivists conference.

Elizabeth discussed her report (Appendix D). There was discussion of how to handle publicity for conference, of revisiting the job duties for program committee, local arrangements, and the PR coordinator concerning the responsibility for doing publicity, and about the role of PR Coordinator in publicity for conference. Board members debated who is responsible for what type of publicity for conferences and the what the roles of the Membership and Outreach committees are. It was affirmed that Membership's role is to work with the membership and Outreach's role is to do outreach to non-NEA members. There was a brief discussion of recruiting a committee member to the Fall 2008 committee to do publicity for the committee. The sense of the board was to gather information about publicity and the roles of committees and chairs to discuss who does what in regards to publicity.

Melissa Watterworth presented the Local Arrangements report (Appendix E). She discussed the facilities at the University of Connecticut and the difficulties of shuttling between buildings and how facilities can effect the ability to hold a two day conference. Registrations came in late but then suddenly poured in just around the deadline. Facilities can effect the ability to hold a two day conference. There was a brief discussion of the need for close communications between Local Arrangements and Program committees. And it was mentioned that podcasting the conference sessions (or recording the sessions) may be a way to increase interest in conferences. There was a discussion of why there were not more attendees from beyond the New England region, how to record conference sessions, the possibility of posting papers on website, and the idea of having a wiki for conferences and the possibilities of hosting a wiki on the NEA website.

Fall 2008 meeting

Anne Sauer presented her report (Appendix F) and requested Board approval for new committee members. *Chris moved to appoint Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners, Michael Comeau, Massachusetts Archives and Patsy Baudoin of MIT to the Fall 2008 Program Committee. Nora seconded. There was a brief discussion of appointing a graduate student to the program committee. All voted in favor.*

Anne then discussed the format of the conference, which will be similar to the Fall 2007 conference format, and the plenary forums and break-out sessions. She has posted calls for proposals on listservs and has started to receive responses. There was a brief discussion about the two-day Spring 2004 conference in Worcester and the choice to include lunch at that conference for the first day and the potential structure for a day and a half Fall 2008 conference.

Chris presented the LA report (Appendix G). *He moved to appoint Andrew Elder, The History Project, Melissa Gonzales, Simmons College GSLIS, Maryalice Perrin-Mohr, the New England Conservatory of Music, Jennifer Pelose, Harvard University Countway Library of Medicine, Ashley Solod, Simmons College GSLIS, and Donna Weber,*

Simmons College to the Fall 2008 Local Arrangements committee. Mark Savolis seconded. No discussion. All voted in favor.

Chris reminded program committee and local arrangements chairs that committee members should be NEA members.

The Fall 2008 conference will be held on November 14 and 15. There was a brief discussion about the hotel and hotel costs and the possibility of setting up a roommate matching service on the NEA website. The Web and Fall 2008 Local Arrangements committees will discuss this service further.

Web Committee's Report

Krista Ferrante presented her report (Appendix H) and requested the appointment of a new committee member. *Chris moved to appoint Rick Steinmetz to the Web Committee for a three year term (January 2008 to January 2011). Melissa seconded. No discussion. All voted in favor.*

Krista requested feedback from the Board about the membership directory. The Board discussed a plan for the roll-out of the directory to the membership and decided that Rodney Gorme Obien, since he is Membership Secretary, should determine the plan for the roll-out. Krista can tell Skybuilders whenever to open the directory. There was a discussion about getting into the membership directory and whether there would be password access; Krista said she will look into. Board members agreed to look at the membership directory over the next two months in order to give feedback to Krista and Rodney at the March board meeting. Discussion about the membership directory will be on the agenda for the March meeting. Chris will be in touch with Rodney and Krista concerning the roll-out.

Then, Krista discussed the need for a major redesign of the website and mentioned the need to get rid of out-of-date web pages and information. She mentioned the page of past officers and committees page as an example of an out-of-date web page, noting that the page had not been updated several years and it seemed that no one had the responsibility for updating the page. Some Board members said that they found the page very useful, especially when trying to recruit candidates for committees and offices; it was thought that updating the past officers page should probably be the duty of the Nominating committee. There was a discussion of updating pages and the use of development pages for review by the Board during the redesign and of having archived pages which would not be public but would still be available. Krista described further the possible redesign and ideas of what the new redesign would look like. The discussion of the web page redesign would happen at the March Board meeting. She said that there is a need for clear responsibility for who updates what and mentioned the development of an intranet for Board business. There was further discussion of the organization of the website, what content should be kept, that the website is not an archive, and what legacy information should be kept or archived. Krista is looking for feedback to guide the redesign of the website. There was a brief discussion of the work to be done by Krista, whether the amount of work would be too much for one person and whether Krista would need extra

help. The sense of the Board was that it is a good time to go forward even though content issues are still under discussion. There was discussion of issues surrounding the redesign and getting test site up for review. Krista mentioned that it is crucial to get a webpage up that is more attractive than the present design.

She also mentioned that she had been working on the survey for Membership Recruitment and Retention Task Force; the survey is up on Membership Committee page. The separate survey for the membership is currently being drafted.

Education Committee

Jaimie Quaglino presented her report (Appendix I) and discussed how she put together all the Education policies. The Board gave suggestions for clarifications about the policies draft. There was a discussion of changes and why and about the registration fee policy. *Elizabeth moved to accept the revised policies for the Education committee as emended. Nora seconded.* There was some discussion concerning language in the policies. *All voted in favor.*

Jaimie discussed past and upcoming workshops, recent successes in holding stand alone workshops, and the committee's planning for the Fall 2008 conference and workshops. She also mentioned the amount of work needed to hold stand alone workshops and the impact of these type of workshops. There was a brief discussion of food at workshops.

Vice President's Report

Kathryn presented her report (Appendix J). She announced that the Spring 2009 meeting would be held at the Schlesinger Library on the History of Women in America on March 27 and 28, 2009. *She moved to appoint Marilyn Dunn as chair of Local Arrangements for the Spring 2009 meeting. Chris seconded.* There was a brief discussion of other locations and other places than Boston area for future meetings and how to find locations for future meetings. *All voted in favor.*

President's Report

Chris sent out a letter of support for Preserving American History legislation. There is more information on the home page of SAA. Chris mentioned sending out information on how to contact legislators for support to listservs. The legislation is on the verge of being introduced into the House.

The Board has set aside moneys for scholarships to attend the Archives Institute. Chris mentioned that it is more likely that most people will get institutional support to attend, but people not getting support will be referred to NEA and other regional organizations to request help.

He mentioned that he is looking to fill the position of Membership chair by March. He will follow up with suggestions for nominations for the position and is always looking for more names. Chris will also be starting up a discussion again about the Haas Award; he will discuss future actions with Kathryn and Ellen. There has been some discussion but no movement regarding the student representative or student committee.

Immediate Past President's Report; Nominating Committee

Nora presented information about the slate and the committee is working to fill additional slots. The ballot is almost completed and ready to mail out. There was a brief discussion of why there are contested elections and if a president or past-president can run for a second term. Nora moved to approve the 2008 slate: Peter Carini, Dartmouth College for Vice-President/President-Elect; Danielle Kovacs, UMass-Amherst and Sarina Wyant, University of Rhode Island for Secretary; and Peter Rawson, Hotchkiss, for Representative-at-Large. Chris seconded. After a brief discussion about the mechanics of voting for the additions to the slate, Nora decided to withdraw the motion.

There was a brief discussion about changing the membership eligibility date and the time needed to do a bylaws change.

Reports Needing No Action

Chris acknowledged the receipt of reports needing no action: Newsletter Editors' Report (Appendix K); Outreach Committee (Appendix L); Listserv Moderator's Report (Appendix M); Membership Secretary's Report (Appendix N); Print Coordinator's Report (Appendix O); Development Coordinator's Report (Appendix P); and PR Coordinator's Report (Appendix Q).

There was a brief discussion about the reports. Krista volunteered to add an entry about NEA to Wikipedia. The Board discussed the low use of the listserv NEA Announce and whether the listserv was needed. The members numbers are looking better, according to the Membership Secretary's Report.

Hale Award

Mark has sent out notices for the Hall Award but has not yet received any applications.

Treasurer's Report

Nova Seals presented her report (Appendix R) and discussed the amendments to the budget since the Board's approved the budget in October. She discussed the changes to the budget, what should be accounted for in committees' budgets, the Spring 2008 budget, and likely expenses and income. Because of the additions, the budget is currently running a deficit; she mentioned the additional expenses added due to Board discussions in October. There was a brief discussion of whether or not the Board needed to vote on the additions to the budget.

Nova went over the various budget and account statements. There was a discussion about the transfer of the Hale Award funds to a money market account and the progress of the transfer. Nova briefly mentioned the final report on the Fall 2007 conference budget. She discussed NEA's current assets of NEA and said that NEA is doing fine.

(From 1:15 to 2:06 the voting members of the Board discussed and voted on nominations for the Distinguished Service Award and Archival Advocacy Awards.)

Planning Discussion

Chris opened the planning discussion. He referred to past planning initiatives and outlined how the Board would proceed with the planning discussion.

There was discussion of previous planning committees, the focus groups at the Fall 2004 meeting, and the efforts of the board since these efforts. The Board discussed Mary Ide's planning report recommendations (based on the feedback from the 2004 focus groups) and what was accomplished by the board regarding the recommendations. Chris gave an overview of board actions regarding planning, previous planning committees and their roles. Melissa discussed additional items mentioned in Mary's report that weren't completed; she mentioned the student representative position, initiatives in conference planning and a board operations manual as items that were completed or addressed. The Board discussed what has been done and the need to develop new planning ideas and recommendations. It was also mentioned that the Board needed to determine what remains from Mary's recommendations that needs to be done or addressed.

The Board debated whether it is time to report back to the membership about the progress made on planning initiatives. The Board also discussed whether there should be more planning and whether to create another task force for planning. Discussion turned to what steps to take now regarding planning – such as looking at the earlier planning documents, assessing what needs to be done next, and considering setting up a taskforce for planning and/or charging committees to carry out the unaddressed ideas. Attendees discussed how a new task force would be different than other task forces (such Membership Recruitment and Retention Taskforce). Attendees mentioned recent activities and achievements of the Membership Recruitment and Retention Task Force. There was discussion of starting new planning considering what had been accomplished from Mary's report. The conversation turned back to the Membership Recruitment and Retention Task Force, what they are currently doing and how their activities are in response to the recommendations in Mary's report. The Task Force is currently gathering information on membership retention and they are working on designing postcard mailing, a survey for current members regarding recruitment and retention and setting up a focus group. The Task Force will likely be meeting at the Spring 2008 conference and will have more information at the March Board meeting. There was additional brief discussion of the committee's activities, future plans, membership and board liaisons.

The Board then discussed the need for a vision for NEA's future in order to plan successfully and what are the next steps in planning. There was discussion about why NEA should plan for the future and the need for a task force to review surveys and develop goals for NEA based on information from the membership, board members and committees. Attendees debated further the need for a planning task force. It was mentioned that attendees do not use new business part of board meetings to bring up new initiatives. The sense of the board was to ask Melissa to look at the past planning documents, assess what has been accomplished and report on what remains to be done. There was a discussion of reviewing the past planning, looking at new information (such as the Membership Retention and Recruitment Task Force surveys), and then considering future planning. Time will be set aside at the next Board meeting to hear from the

Membership Retention and Recruitment Task Force about their information gathering and current activities and to further discuss planning and response to Melissa's information.

Adjournment and next meeting

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

The meeting adjourned at 3:00 pm.

The next meeting will be on March 28, 2008, 1 pm to 5 pm at McKillop Library Salve Regina University.

Respectfully submitted,
Elizabeth Slomba, Secretary