

New England Archivists Quarterly Board Meeting

January 23, 2009

Holy Cross College

10:30 a.m. - 2:30 p.m.

Executive Board Meeting Report

The business handled at the January 23, 2009 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA website or from the secretary.

The meeting was called to order at 10:39 a.m. by Kathryn Hammond Baker. Minutes from the November 14, 2008 Board Meeting were presented and two revisions were suggested. **All members voted to accept the November 14, 2008 Board Meeting minutes as amended.**

Officers' Reports

President

Kathryn Hammond Baker recommended the Board continue to use the Clerk's address for state legal and tax filings and that volunteers continue to use their addresses for vendors and contracts. It was agreed that this procedure should be formalized so that future Boards can follow the same practice. **All members voted in favor of retaining the address of the clerk for legal and fiscal filings and using the addresses of volunteers for the vendors or contracts they oversee.**

Vice President

The Program Committee for the Fall 2009 meeting at UMass Boston and the Local Arrangements Committee for the Spring 2010 at UMass Amherst were approved. **All members voted to appoint Tom Blake, Boston Public Library; Sally Fellows, City of Manchester, NH; Danielle Kovacs, UMass Amherst and Local Arrangements Liaison; Valerie Love, UConn; and Tom Wharton, Phillips Exeter to the Spring 2010 Program Committee.**

Immediate Past President

The nomination process for upcoming Board elections was completed, the information about candidates is on the web site, and the ballots will be mailed out soon. There were no nominations for the Distinguished Service and Archival Advocacy awards. An announcement about both awards will go into the April newsletter with the hope of attracting nominees for the Fall meeting. Chris Burns will invite the newly elected members of the Board to an orientation at the Spring 2009 meeting.

Treasurer

Nova Seals announced that the Fall 2008 NEA meeting was very successful. The remaining financial statements for the 2008 calendar year indicate that NEA is financially sound. Nova also presented her proposal for position of Registrar, a position to be appointed by the Board for a term length of three years. The individual who fills the position will work with the treasurer and membership secretary to track meeting registrations and memberships initiated or renewed in the online environment. The Board was in favor of creating such a position, but recommended changing the title to Registration Coordinator so it would not be confused with workshop registrars. **All members voted to accept the job description with revisions for the Registration Coordinator position, which will be appointed by the Board prior to the registration period for the Fall 2009 meeting.**

Meetings

Spring 2009

The Local Arrangements Committee submitted their budget for the upcoming meeting in March. They do not expect to exceed the budget, rather they expect a surplus after all fees are paid. The meeting brochure was completed and will be mailed out to members soon. **All members voted to set the Spring 2009 meeting fees at \$50 for NEA members, \$80 for nonmembers, and \$25 for students.** The Program Committee is currently reviewing the program. When proofreading is completed it will be added to the website and the meeting will be publicized.

Fall 2009

The Local Arrangements Committee signed a contract with UMass Boston to secure rooms for the meeting itself, and Jane Ward will sign a contract with the JFK Library to secure a space for the Friday afternoon reception.

Committee Reports Education Committee

Jaimie Quaglino recommended that the Education Committee be restructured in order to accommodate the work involved in organizing and offering stand-alone workshops. Some suggestions included adding additional members to the committee, adding a co-chair, or adding a stand-alone workshop coordinator. A lengthy discussion about the work that is required to plan stand-alone workshops and about the possibilities for reducing or streamlining the workload followed. Jaimie decided that she would consider the Board's feedback and come up with a proposal to present to the Board at the next meeting in March. She would also like to survey the membership to see what kind of workshops they want in the future.

A revised job description for the program and local arrangements committees was presented. The proposed revisions include language that calls for coordination between these two committees and the Education Committee. Since other job descriptions should be reviewed and revised as well, Kathryn asked for a group of volunteers to go over all of the job descriptions and bring the revisions to the next Board meeting.

Membership Committee

Maria Bernier presented a proposal for a new membership category for students with a membership fee at 50% of the individual membership dues. Students will continue to receive 50% off registration fees and they will have all the same benefits of individual membership except students cannot hold elected office. Since the NEA by-laws state that there are only two categories of membership, NEA members must vote on the proposed change to the by-laws to include a third category of membership. **All members voted to approve the proposed amendment to the NEA by-laws to be voted on by the membership at the annual business meeting on March 28, 2009.**

Focus groups will be conducted during summer 2009 for members who did not renew their membership. The focus groups will seek to determine why these former members did not renew and how NEA can meet their needs in the future. There will be two focus groups planned for the summer: one located in the southern New Hampshire/ Vermont area and the other in Connecticut.

Web Committee

The web committee continues to work on moving the web site from skyBuilders to a new hosting site. A contract has been signed with a contractor from Appleseed, Inc. who will evaluate and select a new hosting service and CMS, and then move NEA content to the new service. After a new hosting site and a CMS are selected and implemented, the next step will be to define clear benchmarks for the site along

with a timeline for completing specific activities. The entire process could run into the next fiscal year. The initial site, however, should be moved by March 2009.

New Business

The Board reviewed Melissa Waterworth's report tracking the status of the planning action points identified on May 25, 2005. Many items were already addressed by the Board since the list was compiled; a few outstanding items include the creation of a web-accessible Board manual and the next phase of long-term planning for NEA.

New England Archivists Quarterly Board Meeting

January 23, 2009

Holy Cross College

10:30 a.m. - 2:30 p.m.

During the January 23, 2009 Quarterly Board meeting, the board discussed and voted on the following:

- Voted to accept the November 14, 2008 minutes as amended.
- Voted to accept the job description with revisions for the Registration Coordinator position, which will be appointed by the Board prior to the registration period for the Fall 2009 meeting.
- Voted to set the Spring 2009 meeting fees at \$50 for NEA members, \$80 for nonmembers, and \$25 for students.
- Voted to appoint Tom Blake, Boston Public Library; Sally Fellows, City of Manchester, NH; Danielle Kovacs, UMass Amherst and Local Arrangements Liaison; Valerie Love, UConn; and Tom Wharton, Phillips Exeter to the Spring 2010 Program Committee.
- Voted to approve the proposed amendment to the NEA by-laws to be voted on by the membership at the annual business meeting on March 28, 2009.
- Voted that NEA retain the address of the clerk for legal and fiscal filings and using the addresses of volunteers for the vendors or contracts they oversee.

The Board agreed the following items require further consideration or action:

- All Board members will think about other possible duties of the position Registration Coordinator to be discussed the March meeting.
- Peter, Joanie, and Jane will follow-up with Yahoo directly to see if they can determine why some Board members have had difficulty sending and receiving messages via the Board's listserv.
- Joanie agreed to oversee the revision of job descriptions to be discussed at the March meeting. She will coordinate efforts among: Melissa, Jaimie, Karen, Jane, and Maria. Joanie will add quarterly communication between representatives-at-large and their committee chairs to the job descriptions.
- Krista will add the proposed amendment to the NEA by-laws concerning a student membership category to the website for members to review prior to the March meeting.
- All Board members will review web site content and let Krista know what needs to be updated.
- All Board members will think about models for how to approach the next phase of planning for NEA and be prepared to discuss the topic at the March meeting.

- Liz Scott will be invited to the March meeting to discuss the promotion of membership diversity.
- Krista will add a downloadable NEA logo to the website, which can be used in brochures and fliers, etc.

NEA Executive Board
Holy Cross College
January 23, 2009
10:20-2:30

- 10:30 Secretary's Report (Appendix A)
Approve Minutes of Nov. 14, 2008 meeting
- 10:35 Treasurer's Report (Appendix B-C)
- 10:45 Listserv moderator (Appendix D)
- 11:00 Spring 2009 meeting: Local Arrangements & Program (Appendix E-G)
Approve meeting fees
- 11:20 Fall 2009 meeting: Program (Appendix H-I)
- 11:30 Vice President's Report (Appendix J)
- 11:40 Break
- 12:00 Education Committee Report (Appendix K)
- 12:30 Revised job descriptions & task lists for
LA/Program/Education committees (Appendix L)
- 1:00 Membership Committee Report (Appendix M)
- 1:20 Web Committee (Appendix N)
- 1:35 Past President's Report (Appendix O)
- 1:45 President's Report
Permanent address for NEA
- 1:55 Reports Requiring No Action
Development Coordinator's Report (Appendix P)
Print Coordinator's Report (Appendix Q)
PR coordinator's Report (Appendix R)
Outreach Committee (Appendix S)
Newsletter Editors (Appendix T)
Membership Secretary Report (Appendix U)
Fall 2008 Program Committee Report (Appendix V)
- 2:00 New Business (Appendix W)

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New England Archivists Quarterly Board Meeting

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10:30 a.m. - 2:30 p.m.

In attendance: Karen Adler Abramson, Kathryn Hammond Baker (presiding), Maria Bernier, Chris Burns, Peter Carini, Ellen Doon, Marilyn Dunn, Krista Ferrante, Joanie Gearin, Cyndi Harbeson, Danielle Kovacs, Jaimie Quaglino, Nova Seals, Jane Ward, Melissa Waterworth.

Excused: Tara Hurt, Rodney Obien, Paige Roberts, Elizabeth Scott, Jill Snyder, Susan von Salis, Rachel Wise

Called to order: Kathryn Hammond Baker called the meeting to order at 10:39 a.m. Attendees introduced themselves as a call was placed to Nova Seals who participated in the meeting via phone.

Secretary's Report

Danielle Kovacs presented the Secretary's Report (Appendix A). Most of the business since the last Board meeting has involved appointing the Local Arrangements Committees for both Fall 2009 and Spring 2010 meetings. The slate of candidates for the Board election was also approved and later amended. Jane Ward noted a typo in Tara Hurt's name within the meeting minutes for the November 2008 meeting. *Peter Carini moved to accept the November 14, 2008 minutes as amended. Ellen Doon seconded.* No further discussion. *All members voted in favor.*

Treasurer's Report

Nova Seals presented the Treasurer's Report (Appendix B). According to the post-conference Fall 2008 financial statement our most recent NEA meeting was very successful. The remaining financial statements for the 2008 calendar year indicate that NEA is financially sound. Despite the fact that we have passed deficit budgets during the past few years, we have never actually incurred a deficit. Overall, Nova is pleased with the organization's financial status.

The proposal for the position of Registrar (Appendix C) was reviewed and discussed. Nova provided a brief description of the role of the registrar as she envisioned it. The position of registrar could be appointed by the Board for a term length of three years. The person filling this position would work with the treasurer and membership secretary to track meeting registrations and memberships initiated or renewed in the online environment. The registrar would only be responsible for online transactions; all transactions completed by mail would continue to be overseen by the treasurer and the membership secretary.

Peter Carini agreed that adding the position of registrar is a good idea, since it will eliminate the possibility of the treasurer becoming the default registrar. Maria Bernier suggested that because the registrar's responsibilities would deal entirely with online transactions, it might be a good opportunity to appoint someone from beyond the Boston area. Jaimie Quaglino asked that some language be added to the final job description that refer specifically to how the registrar will coordinate with the Education Committee, in particular how the registrar will interact with the registrars for the stand alone workshops. It was recommended that the title of the proposed position be change so that there is no confusion between the new position and that of the workshop registrars. Peter suggested Registration Coordinator.

Kathryn Hammond Baker asked the Board to think about other possible duties of the position. Nova requested that the position be filled just prior to our implementation of the online payment system. In the meantime it was agreed that the Board could vote to approve the position and continue to work on the job description. Suggestions concerning the job description for the new position should be sent to Nova before the March Board meeting. *Peter Carini moved to accept the job description with revisions for the Registration Coordinator position, which will be appointed by the Board prior to the registration period for the Fall 2009 meeting. Nova Seals seconded. No discussion. All members voted in favor.*

Listserv Moderator Report

Kathryn Hammond Baker presented the Listserv Moderator's Report (Appendix D) on behalf of Paige Roberts. Paige tried to determine why many users of the NEA Board listserv were encountering difficulties sending and receiving emails. Unfortunately, she was not able to determine the problem because of Yahoo's privacy regulations. A few Board members who have had problems volunteered to follow-up directly with Yahoo: Peter Carini, Jane Ward, and Joanie Gearin.

Spring 2009 Local Arrangements Committee

Marilyn Dunn presented the Spring 2009 Local Arrangements Committee Report (Appendix E). The meeting brochure was revised reflecting comments submitted by Board members via the listserv. There will be a full program packet available to attendees onsite including room locations for sessions, a list of participants, a map of Radcliffe, area restaurants, list of vendors, and information about awards and the Fall 2009 program. Marilyn asked the Board if they wanted to add a raffle and prizes to the offerings, and all agreed it was not necessary.

Marilyn also presented the budget for the Spring 2009 meeting (Appendix F). She explained that some costs may be reduced, specifically the cost of the program packet, signage, and catering. The Schlesinger Library will cover the cost of the Friday reception. Lunch on Saturday will be catered by the Harvard Crimson and will consist of a basic brown bag lunch including beverage. Marilyn is also hoping to provide coffee for attendees all day, which will cost about \$500 and needs to be added to the budget. Even if the budget stays as it is currently estimated, she believes the meeting will generate a surplus after all fees are paid. These figures are based on 225 registered attendees all at the NEA member price of \$50.

Jaimie asked for a line to be added to the meeting brochure that would allow for NEMA members to register for the Caring for Historical Records workshop at the NEA membership rate. NEA/NEMA agreed to co-sponsor the workshop and offer it to members of both organizations at the reduced fee. Maria suggested that a contact email address be added to the brochure as well so registrants have someone they can contact directly with questions. The Board meeting should be added to the online announcement so all members know when it will be held. Kathryn indicated the Board meeting would be held on Friday, March 27th from 12:30-4:30.

Kathryn Hammond Baker moved to set the Spring 2009 meeting fees at \$50 for NEA members, \$80 for nonmembers, and \$25 for students. Peter Carini seconded. No discussion. All members voted in favor.

Spring 2009 Program Committee

Ellen Doon presented the Spring 2009 Program Committee report (Appendix G). The program for the meeting has been prepared and is being reviewed by the committee. Proofreading should be completed by Monday at which point the program will be forwarded to Jaimie so she can add information about workshops. Details of the full program will be then be added to the website and the meeting will be

publicized. Ellen asked for suggestions from the Board concerning possible publicity venues. NEMA was suggested. Kathryn requested that the meeting be publicized early and often, and that the workshops be publicized separately as well as in reference to the program. Ellen will see that a link to the workshop descriptions is added to the web version of the program.

Marilyn noted that there was no title for the keynote address, and Ellen indicated that a title was in the works, to be added to the web site when the speaker submitted it. Nova requested information about those speakers who will be receiving honoraria. Kathryn suggested that the online program should note the cut-off date for registering by mail. Marilyn will add a note indicating that attendees should register at the meeting after March 20th. Maria will oversee the hospitality suite for new members. She asked that Board members consider dropping by the lunch gathering, so that new members can meet the Board in person.

Fall 2009 Program Committee

Peter Carini presented the Fall 2009 Program Committee Report (Appendix H) on behalf of co-chairs Jill Snyder and Rachel Wise. It was noted that it is nice to have a member from the previous program committee chairing the program committee of the following meeting. There was a discussion about how to foster a connection between the outgoing program committee and the new program committee. Even if a formal arrangement cannot be made, there should be communication between chairs of the two committees; ideally a member of the previous committee would serve on the next program committee.

Fall 2009 Local Arrangements Committee

Jane Ward presented the Fall 2009 Local Arrangements Committee Report (Appendix I). A contract with UMass Boston has been signed to secure rooms for the meeting itself, and Jane will sign a contract with the JFK Library to secure a space for the Friday afternoon reception.

Vice President's Report

Peter Carini presented the Vice President's report (Appendix J). The Program Committees for the Fall 2009 meeting at UMass Boston and the Local Arrangements Committee for the Spring 2010 at UMass Amherst have been approved. The Spring 2010 Program Committee needs to be approved. *Peter Carini moved to appoint Tom Blake, Boston Public Library; Sally Fellows, City of Manchester, NH; Danielle Kovacs, UMass Amherst and Local Arrangements Liaison; Valerie Love, UConn; and Tom Wharton, Phillips Exeter to the Spring 2010 Program Committee. Karen Adler Abramson seconded. No discussion. All members voted in favor.*

Education Committee

Jaimie Quaglino presented the Education Committee Report (Appendix K). The Board voted in favor of co-sponsoring the DACS workshop with SAA at the upcoming Spring 2009 meeting. There is one workshop proposal on basic stabilization techniques for digital accessions for the Fall 2009 meeting.

Jaimie introduced the topic of stand-alone workshops, which require a lot of work on the part of Education Committee. She recommends that the committee be restructured somehow in order to accommodate this additional work. Some possibilities include adding additional members to the committee, adding a co-chair, or adding a stand-alone workshop coordinator. A larger committee would allow for better organization of the stand-alone workshops without over-taxing any one committee member, in particular the chair. Currently each stand-alone requires a registrar who is ideally present at

the workshop to make sure there are no unforeseen problems and to answer questions. Leading up to the workshop the registrar makes all facility arrangements (i.e. reserves a room, secures appropriate technology, arranges for coffee and snacks, etc.) at the institution hosting the workshop, processes registration forms, and submits workshop fees to the treasurer after the workshop is held. Basically, each stand-alone workshop requires all of the planning that goes into preparing for a NEA meeting, but without a local arrangements committee to oversee it.

Chris observed that if the committee were enlarged to keep up with the work involved in planning stand-alone workshops, it would be best to make sure the additions to the committee were geographically dispersed, so there could be committee members available to be on the ground in almost any part of the region. Peter suggested a registration coordinator to oversee all of the details, instructing committee members on their responsibilities so it did not all fall to the chair. This in would allow one chair of the committee to focus on local arrangements while the other focused on programs. Alternatively, would it be just as effective to put together a very comprehensive packet of information detailing the entire process; this manual could be distributed to an individual representing the hosting institution who would hopefully be able to follow the instructions. While there is documentation already in place to provide guidance, it is difficult to oversee all of the arrangements if a person has never done it before. In fact, many committee members are even reluctant to oversee a stand-alone workshop.

Melissa inquired about the future of all NEA workshops, wondering if there was educational programming that was less labor intensive. It may be that workshops will be offered online soon, so is it worthwhile to create such comprehensive documentation about the process. Jaimie questioned whether it might be possible now to put the content of the basic workshops on NEA's website, which might alleviate the need for offering some workshops altogether. There was a sense, however, that the stand-alone workshops are reaching a new audience, not necessarily our members, and that they serve an outreach function. Chris suggested it might be more valuable to maintain the flexibility of the stand-alone workshops and reduce our number of annual meetings to one per year. Karen observed, too, that these workshops may serve individuals who cannot travel to the meetings because of distance.

Kathryn asked about the process for offering a stand-alone workshop. Jaimie explained that typically the Education Committee is contacted by someone requesting a specific workshop. Usually the person who requested the workshop is asked if his/her institution is interested in hosting it as well as how many people might attend. Jaimie then asks her committee if anyone is willing to serve at the registrar for the stand-alone workshop. The person who requests the workshop does not have to be involved in the planning whatsoever. Maria asked if we should consider following the SAA model: whoever proposes the workshop assists in planning it in exchange for a few free registrations. Ellen suggested that in addition to asking if members have ideas for future workshops, we can also ask if members are willing to host stand-alone workshops.

Jaimie decided that she would consider the Board's feedback, review it, and come up with a proposal to present to the Board at the next meeting in March. Jaimie would also like to survey the membership to see what kind of workshops they want in the future. It is clear from the post-workshop evaluations that attendees want more stand-alones, but the committee has never had an opportunity to survey the entire membership. She has drafted a survey, but she and the committee need to spend more time reviewing and compiling it before it is ready to present.

Jaimie also presented the job description for the program and local arrangements committees with proposed language that calls for coordination with the Education Committee (Appendix L). Currently

there is not a lot of communication between the former two committees and the members of the Education Committee planning workshops. Krista recommended adding language about the web coordinator as well, since these duties are often overlooked, too. Using wikis in the future to plan meetings and coordinate activities will help clear up confusion. Jane observed that there are other errors in the job descriptions and suggested they be reviewed and revised as a group. Kathryn asked if some volunteers might be willing to work on this via email and bring the revisions to the next Board meeting. Joanie agreed to coordinate the effort and Melissa, Jaimie, Karen, Jane, and Maria agreed to assist with and review the revisions in advance of the meeting.

Membership Committee

Maria presented a proposal for student membership category (Appendix M). The proposal includes the rationale for the new membership category and the benefits (membership dues will be 50% of the individual membership dues, students will continue to receive 50% off registration fees, and students have all the same benefits of individual membership except students cannot hold elected office). Since the NEA by-laws state that there are only two categories of membership, NEA members must vote on the proposed change to the by-laws to include a third category of membership. Maria asked that the Board approve the language proposed for wording of the question, which will be presented to members for a vote at the annual business meeting. Jane inquired about the proposed date of September 1, 2009 that the amended by-laws would go into effect. Maria explained that the by-laws do not indicate that approved amendments cannot go into effect the same calendar year during which they were passed, and that this date would allow NEA to attract students to join the organization at the start of the academic year. *Karen Adler Abramson moved to approve the proposed amendment to the NEA by-laws to be voted on by the membership at the annual business meeting on March 28, 2009. Peter Carini seconded. No discussion. All members voted in favor.* Krista will add the proposed amendment to the NEA web site for members to review.

The Spring 2009 new members reception will offer individuals new to NEA to identify themselves if they choose. It was suggested that we should supply ribbons that new members can add to their name tags to help them further self-identify. Jaimie suggested that the Board should also have ribbons that identify them as members of the Board. It was observed that this practice was followed in the past, but was discontinued over the years. It was agreed that the practice should be renewed, and Kathryn suggested adding the cost of the ribbons to the Local Arrangements budget. Ellen recommend adding ribbons for members of the Local Arrangements Committee, too, so that attendees can easily identify individuals to whom they can refer questions.

Kathryn inquired about the status of the tasks of the recently dissolved Recruitment and Retention Task Force that were passed onto the Membership Committee. One task that remains is to compile results of the survey. Also focus groups need to be conducted and have been budgeted for this year. The emphasis will be on members who did not renew their membership, and the focus group will seek to determine why they did not renew and how NEA can meet their needs in the future. There will be two focus groups planned for the summer: one located in the southern New Hampshire/Vermont area and the other in Connecticut.

Web Committee

Krista Ferrante presented the Web Committee Report (Appendix N). The web committee continues to work on moving the web site from skyBuilders to a new hosting site. A contract has been signed with a contractor from Appleaseed, Inc. who will assist us in evaluating and selecting a new hosting service and CMS, and then move our content to the new service. Jane asked if the possible breach of contract was

pursued with skyBuilders. Kathryn explained the cost of the development work for the online directory was \$1600, which is the same amount NEA would owe for services rendered if issued a final invoice in February 2009 (NEA has not been billed since June 2008). It was decided that we would not pursue a breach of contract and that skyBuilders would not issue an invoice for the final eight months of service.

After a new hosting site and a CMS are selected and implemented, the next step will be to define clear benchmarks for the site along with a timeline for completing specific activities. The entire process could run into the next fiscal year. The initial site, however, should be moved by March 2009. Krista asked all Board members to let her know if they see content that needs to be updated. She has been in touch recently with David Pita of the Boston chapter of ARMA to learn about the online registration system (CVent) they use. ARMA pays \$2,200 per year plus a \$3 per person fee to use the system. It was suggested that the cost of this service could be considered an operational cost. The \$3 per fee could be built into the cost of the meeting, since it is a feature members have requested. It was the general view of the Board that this system should be further investigated with an eye toward possible implementation in 2010. The sooner we are in contact the sooner we will learn how to tie in a membership database with the system, so that we do not end up building a database that does not work with CVent.

Past President's report

Chris Burns presented the Immediate Past President's Report (Appendix O). The nomination process for upcoming Board elections was completed, the information about candidates is on the web site, and the ballots will be mailed out soon. There were no nominations for the distinguished service and archival advocacy awards. It was observed that we need better publicity for these two awards. An announcement will go into the April newsletter with the hope of attracting nominees for the awards for the Fall meeting. Chris will invite the newly elected members of the Board to an orientation at the Spring 2009 meeting.

President's Report

Kathryn Hammond Baker recommended that the Board continue to use the clerk's address for state legal and tax filings and the volunteers continue to use their addresses for vendors and contracts. This will allow vendors to continue to have quick access to the NEA members who are overseeing their work. It was suggested that NEA acquire a PO box and have mailed sent there first and forwarded to the appropriate individuals. The delay in the mail, however, may mean that timely items are not received quickly enough. It was agreed that this procedure should be formalized so that future Boards can follow the same practice. *Chris Burns moved that NEA retain the address of the clerk for legal and fiscal filings and using the addresses of volunteers for the vendors or contracts they oversee. Peter Carini seconded. No discussion. All voted in favor.*

Reports requiring no action

Kathryn acknowledged receipt of the following reports requiring no action: Development Coordinator's Report (Appendix P), Print Coordinator's Report (Appendix Q), Public Relations Coordinator's Report (R), Outreach Committee Report (Appendix S), Newsletter Committee Report (Appendix T), Membership Secretary Report (Appendix U), Fall 2008 Program Committee Report (Appendix V). A new chair of the Outreach Committee was announced: Elizabeth Scott has replaced Molly Wheeler. Cyndi Harbeson noted that new members joined the Newsletter Committee in January and that additional members will join the committee in April 2009 and in 2010.

New Business

Kathryn asked that the Board review Melissa Waterworth's report tracking the status of planning action points identified May 25, 2005. The Board reviewed each of the action points (Appendix W).

1.1 Peter noted the creation of a web-accessible NEA board manual is an important piece that should be followed-up on, but that is also dependent on the new web site itself. A lot of the information is already up on the site, but it's broken up into different spaces, making it difficult to find. It should be centralized. The addition of a wiki may alleviate some of the confusion in the future, especially if Board and committee members have editing rights. This would ensure that content is regularly updated and centralized. This topic will be addressed again once the new web site is up.

1.2 Planning for the future of NEA is ongoing and the Board will address the next phase of planning at the March 2009 meeting. Members should be thinking about models for how to approach the planning and come prepared to discuss.

1.3 The proposed monthly Board email check-ins seems to have been achieved by the regular use of the NEA Board listserv. Scheduling more formal communication between committee chairs and the representatives-at-large might be a good addition. Quarterly check-ins were recommended. Joanie offered to add this item to the updated job descriptions.

1.4 Item completed.

1.5 Instead of creating a Board position for a graduate student from New England, it was decided that more graduate students should be encouraged to participate on committees. The committee work offers them an opportunity for real responsibility in the organization and some hands-on experience.

1.6 Item refers to Board members attending professional meetings of other organizations. See 4.1.

1.7 Creating funds in honor of a retiring archivist will require a committee of volunteers to organize. This should be added to the long-term planning agenda.

2.1 Promoting membership diversity is an appropriate task for the Outreach Committee to work on, but it may not have been communicated that to them. This item will be added to the March agenda and the Outreach chair will be invited to attend.

2.2 Ellen presented her report on two mentoring programs (SAA and RBMS) at the July meeting. This item will be handed off to the Membership Committee. This topic is a good one to address in the focus groups and with the SCoSSA job shadowing program.

2.3 A logo was adopted in 2006, so the item was completed. Krista will add a downloadable logo to the website, which can be used in brochures and fliers, etc.

3.1 The topic of moving from two meetings a year to one should be addressed on long-term planning.

3.2 The number and types of workshops offered will be addressed in Jaime's survey. It has also been addressed by the addition of more stand-alone workshops.

3.3 Item completed.

4.1 The Recruitment and Retention Task Force was established to work on this item. The task force disbanded in November 2008 and passed on its remaining responsibilities to the Membership Committee.

4.2 This was partially addressed with the membership directory, which allows members who self-identify themselves, for example as town clerks, to determine which members are also town clerks. When the membership form is redesigned this type of information can be incorporated into it.

5.1 Education Committee is working on a survey and Recruitment and Retention Task Force conducted two surveys. Future surveys can be part of long-term planning.

5.2 Item is referred to Membership Committee.

5.3 The volunteers working on revising job descriptions will address this item.

Next meeting we will discuss what a new planning group will look like. The deadline for the Haas Award is May 1st; it will be publicized at the March meeting. The deadline for the Hale Award is February 15th.

Adjournment and next meeting

Chris Burns moved that the Board meeting adjourn. Peter Carini seconded. No discussion. All voted in favor. The meeting was adjourned at 2:30 p.m.

The next quarterly board meeting will be held at 12:30 in the Radcliffe Room at the Schlesinger in March 27, 2009.

Respectfully submitted,
Danielle Kovacs