

New England Archivists Quarterly Board Meeting

March 27, 2009

Schlesinger Library

12:30 p.m.-4:30 p.m.

Executive Board Meeting Report

The business handled at the March 27, 2009 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA web site or from the secretary.

The meeting was called to order at 12:35 p.m. by Kathryn Hammond Baker. Minutes from the January 23, 2009 Board Meeting were presented. All members voted to accept the January 23, 2009 Board Meeting minutes.

Officers' Reports

President

Kathryn Hammond Baker and two other Board members, Joanie Gearin and Paige Roberts, met with members of the Simmons chapter of SCoSSA to discuss opportunities for students to get more involved in NEA. It was recommended that a representative of NEA should try to visit each section of the archives management class at Simmons to provide an overview of the organization. Other ways of reaching Simmons students include a table at the annual internship fair, NEA announcements on the SCoSAA listserv, and the creation of a volunteer database that would match students with repositories seeking volunteers, suggested by Jeanette Bastian, director of the archives program at Simmons.

Vice President

Peter Carini provided an update on the planning for the Fall 2009 NEA meeting at UMass Boston and the Spring 2010 NEA meeting at UMass Amherst.

Immediate Past President

Chris Burns reported the election results. Elizabeth Slomba was elected Vice President/President elect and Andrew Wentink was elected Treasurer. There was a tie between Karen Adler Abramson and Virginia Hunt for the position of Representative-at-Large to be decided by a re-balloting of the same membership. **All members voted to invite Karen Adler Abramson to remain as Representative-at-Large for up to sixty days during the time of the re-balloting. All members voted to ask Chris Burns to continue his duties as Past President to count ballots and resolve the election.**

Treasurer

Nova Seals submitted tax forms for 2008 to the accountant and renewed the bulk mail permit for 2009. The net income for this quarter was just over \$9,000. Nova reported that NEA is doing very well financially and she expected the financial picture to look even bright after the Spring 2009 meeting. There was a recommendation to move some of NEA's funds from a low-interest checking account to a money market account as well as a discussion about how the Board can invest some of the income recently earned to improve benefits for NEA members.

Meetings

Spring 2009

Marilyn Dunn reported that more than 286 attendees registered for the Spring 2009 meeting, and that program rooms had to be changed in order to accommodate the number of individuals expected to be in attendance. She calculated that the projected income for the meeting was about \$19,000, with the

projected expense for the meeting just over \$8,000. Ellen Doon announced that there were no cancellations or changes in the program.

Fall 2009

Jane Ward signed a contract with Doubletree Club Boston Bayside Hotel and secured the reduced UMass Boston price of \$119 per room. She will submit a full budget within the next few weeks. Jill Snyder and Rachel Wise announced the theme for the upcoming Fall 2009 meeting: appraisal. There will be twelve sessions, seven of which have already been planned, an opening reception at the JFK Library, and a closing reception. The Program Committee has not yet determined a keynote speaker, and they ask that suggestions be directed to their attention.

Spring 2010

The Program Committee will meet for the first time on March 28th at the Spring 2009 meeting. Danielle Kovacs reported that space in the Conference Center at UMass Amherst has been reserved for the meeting and a block of hotel rooms have been reserved onsite. The opening reception will be held at the Natural History Museum at Amherst College. She submitted a preliminary budget to be revised as planning progresses.

Committee Reports

Membership

The Board reviewed NEA membership benefits as updated by Maria Bernier, which included the new student membership category. It was agreed that student members would enjoy the same benefits that individual members enjoy, but they would be only be required to pay half the regular membership rate.

All members voted to approve the proposed NEA membership benefits with the following amendments: membership category “regular” be changed to “individual” and within the individual category the Haas and Distinguished Serve awards be removed from listed benefits.

Education Committee

Jaimie Quaglino reported that SAA would like to co-sponsor a workshop on Advanced Appraisal taught by Mark Greene at the Fall 2009 meeting. **All voted to approve that NEA co-sponsor the SAA Workshop Advanced Appraisal.** The committee will meet during the Spring 2009 meeting to review the roles of committee members and discuss the possibility of conducting a survey on the educational needs of members.

Web Committee

Rick Steinmetz announced that two years of web hosting were purchased from Linode.com and that the NEA web site has already been moved to a new server. The Web Committee expects that the new web site to be available for the Board to review by April. The next step will be developing the membership database, which they hope will be ready for use by the Fall 2009 meeting.

Task force to align job descriptions

Joanie Gearin presented the revised job descriptions for a number of NEA committees. There was a discussion about the level of detail necessary in the job descriptions as well as a few recommendations for additional changes. Joanie will make the final edits and submit the revised job descriptions via email to the Board for review and approval.

Strategic Planning Process

The Board decided to move forward with conducting a new phase of long-range planning. Since the mission statement adequately defines the purpose of NEA, it was suggested that the Board prepare a vision statement that defines the goals of the organization for the future. There was a lengthy discussion about how to get the membership involved in the process and Kathryn Hammond Baker recommended that the Board seek membership involvement from the beginning. It was agreed that Kathryn would announce the upcoming planning at the opening of the Spring 2009 meeting and ask members to respond to a variety of questions about NEA. Responses could be submitted on index cards provided by dropping them in the evaluation box or they could be emailed to a Board member at a later date. These responses will be consulted during a planning retreat to be scheduled in May.

Next Meeting Date

The next quarterly board meeting will take place at the W.E.B. Du Bois Library, UMass Amherst on July 23, 2009.

New England Archivists Quarterly Board Meeting

March 27, 2009

Schlesinger Library

12:30 p.m.-4:30 p.m.

During the March 27, 2009 Quarterly Board Meeting, the Board discussed and voted on the following:

- Voted to accept the January 23, 2009 minutes.
- Voted to invite Karen Adler Abramson to remain as Representative-at-Large for up to sixty days during the time of the re-balloting.
- Voted to ask Chris Burns to continue his duties as Past President to count the ballots and resolve the election.
- Voted to approve the proposed NEA membership benefits with the following amendments: regular be changed to individual; within individual membership benefits remove the Haas and Distinguished Service awards from the final point so that it reads "Eligible for the hale Award."
- Voted to approve NEA's co-sponsorship the SAA workshop "Advanced Appraisal" to be held at the Fall 2009 meeting.

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

- Jane Ward will review the fees that other related organizations charge vendors to attend their meetings.
- The Web Coordinating Committee will find out if there is a job description for the Development Coordinator on the web site.
- Joanie Gearin will both standardize the format as well as make additional edits to the job descriptions as recommended by the Board. The final revisions will be submitted for review by the Board in advance of the next meeting.
- Maria Bernier volunteered to put out a call to the Board in the future to recruit members who are willing to visit Simmons archives management classes, so this task will not fall entirely on the Membership Committee.

NEA Executive Board
Schlesinger Library
March 27, 2009
12:30-4:30

- 12:30 Secretary's Report (Appendix A)
Approve minutes of January 23, 2009 meeting
- 12:35 Treasurer's Report (Appendix B)
- 12:40 Spring 2009 meeting: Local Arrangements & Program (Appendix C-D)
- 12:50 Fall 2009 meeting: Local Arrangements & Program (Appendix E-F)
- 1:00 Spring 2010 meeting: Local Arrangements (Appendix G)
- 1:05 Vice President's Report (Appendix H)
- 1:10 Task Force to Align Job Descriptions (Appendix I)
- 1:40 Past President's Report (Appendix)
- 1:50 President's Report (Appendix)
- 2:00 Membership Committee (Appendix)
- 2:10 Education Committee (Appendix)
- 2:20 Outreach Committee (Appendix)
- 2:30 Web Committee (Appendix)
- 2:40 Break
- 3:00 Planning discussion (Appendix)
- 4:20 Reports Requiring No Action
Listserv Report (Appendix Q)
Development Coordinator's Report (Appendix R)
Newsletter Committee Report (Appendix S)
Print Coordinator's Report (Appendix T)
Membership Secretary Report (Appendix U)
Public Relations Coordinator Report (Appendix V)
- 4:24 New Business

New England Archivists Quarterly Board Meeting

March 27, 2009

Schlesinger Library

12:30 p.m.-4:30 p.m.

In attendance: Kathryn Hammond Baker (presiding), Chris Burns, Ellen Doon, Joanie Gearin, Cyndi Haberson, Danielle Kovacs, Rodney Obien, Jaimie Quaglino, Maria Bernier, Peter Carini, Liz Scott, Nova Seals, Jill Snyder, Rick Steinmetz, Susan von Salis, Jane Ward, Melissa Waterworth, Andrew Wentink, Rachel Wise, Diana Yount.

Excused: Karen Adler Abramson, Krista Ferrante, Tara Hurt, Paige Roberts.

Call to order: Kathryn Hammond Baker called the meeting to order at 12:35 p.m. Attendees introduced themselves.

Secretary's report

Danielle Kovacs presented the Secretary's Report (Appendix A). The only business conducted since the last Board meeting was the filing of the proposed amendment to the bylaws to be voted on at the annual business meeting on March 28th. The amendment proposes establishing a new membership category for students with dues at 50% of the regular membership rate. *Melissa Waterworth made a motion to accept the minutes from the January 23, 2009 meeting. Ellen Doon seconded. No discussion. All members voted to approve the minutes.*

Treasurer's report

Nova Seals presented the Treasurer's Report (Appendix B). Tax forms for 2008 were submitted to the accountant and the bulk mail permit was renewed for 2009. The net income for this quarter was quite good at a little over \$9,000 and Nova expects it be even greater after the spring meeting. While NEA is doing well financially, the organization's Fidelity account is not garnering as much interest as it has in the past. Jane Ward asked if the NEA checking account at Citizens was an interest bearing account. Nova explained that the account does not earn much in interest, but it is also not penalized when the amount drops to below \$50,000 (currently it is at \$54,363.79). Jane recommended moving some money to an interest bearing account, and Nova explained she intended to move a portion to a money market account. Maria Bernier questioned how we can bring some of this money back to the membership. Can we charge less on conference fees and membership fees or offer scholarships? Kathryn Hammond Baker suggested we consider these options when discussing our strategies for long-term planning. Peter Carini added that the web site is one place where we can invest some of these resources, which may mean we will not have to rely solely on volunteers to maintain the site in the future.

Spring 2009 Meeting

Local Arrangements Committee

Marilyn Dunn presented the Spring 2009 Local Arrangements Committee Report (Appendix C). As of yesterday they were still accepting registrations for the meeting, and the total number registered was 286 attendees. Some room changes were made to accommodate the increase in numbers. The projected income to date is \$19,000, while the projected expense for the meeting is just over \$8,000. Since there will be fewer rooms used in the Graduate Education Center, some of the fees may be reduced. Diana Yount asked if the cost for the registration mailing was added to the budget. Marilyn responded that she would add the \$1,000 to the budget. Nova inquired if the registration revenue line in the report included membership fees? The revenue line does not include membership fees; it only

includes the cost of the registration fee itself (\$50.00). About 100 people are expected to attend the opening reception and about 200 more attendees are expected tomorrow at the meeting.

Program Committee

Ellen Doon presented the Spring 2009 Program Committee Report (Appendix D). There have been no cancellations or changes in the program. Honoraria costs have not changed (\$900.00 total). Ellen thanked the committee members. It was remarked that it is useful to have the chair of the next program committee serve on the current committee. Jill Snyder added that it was very useful serving on the committee, because it provided her with an opportunity to learn firsthand how to coordinate the activities of the committee.

Fall 2009

Local Arrangements Committee

Jane Ward presented the Fall 2009 Local Arrangements Committee Report (Appendix E). A contract with Doubletree Club Boston Bayside Hotel has been signed; they have offered us the UMass Boston price of \$119 per room. Jane will submit a budget by email within the next few weeks after contacting catering about the food. A reception for Friday evening will be held at the JFK Library.

Program Committee

Jill Snyder presented the Fall 2009 Program Committee Report (Appendix F). The theme for the meeting is appraisal. There will be 12 sessions, an opening reception at the JFK Library and a closing reception on Saturday. Seven sessions have already been confirmed, while others are still in the works. Jane asked that the committee build in more time for vendors into the program, because the fee NEA charges vendors to participate in the meeting is high relative to other organizations. Even though the vendor revenue for Spring 2009 is strong, Jane expressed concerns about the ability to get commitments from vendors in the fall when budgets are strained. Maria asked if NEA should review our fee structure for vendors. Jane suggested we investigate what other meetings cost vendors to attend, because vendors continue to comment that the cost of attending our meetings is too high in relation to how much time they get to spend with our members. According to a question posed at the Fall 2008 meeting, more than half of our members do anticipate using the services of vendors over the next year, so there is still interest in having them attend our meetings. Kathryn asked if we were attracting the type of vendors whose services our members most need and want. Attracting and retaining any vendors, however, will mean giving them more dedicated time to spend with members. Jane also reminded the board that there will be an increase in the cost of registration fees if we do not continue to make some income off vendors. Jane volunteered to review the costs that other organizations charge vendors to attend their meetings. Susan suggested that the board communicate with NEA members to let them know that vendor attendance at meetings helps to keep registration fees lower. Jane also offered to inquire annually about the vendors our members want to see at meetings; she can do this both by listserv and by newsletter. Also meeting evaluations in the future can include questions about vendors.

The Program Committee reported that there is no keynote speaker yet, but they do have some ideas about possible speakers. They also asked that any suggestions be forwarded to the committee.

Spring 2010

Local Arrangements Committee

Danielle presented the Spring 2010 Local Arrangements Committee Report (Appendix G). Preliminary arrangements have been made with the Conference Center at UMass Amherst for rooms for workshops on Friday and program sessions on Saturday, as well as space for registration (both days) and lunch on

Saturday. Danielle submitted an early budget including the cost of these accommodations as well as the cost of the Friday night opening reception at Amherst College. Jaimie pointed out that the Education Committee will be responsible for covering costs of rooms, technology, and food for the workshops on Friday, and Danielle offered to be in touch with her to coordinate the arrangements. Danielle will also increase the block of reserved hotel rooms to 40-50 rooms and she will increase the project number of attendees from 150 to 200. Finally, the Spring 2010 Program Committee will meet at the meeting tomorrow, and will have a report for the board in July.

Vice President's report

Peter Carini presented the Vice President's Report (Appendix H), which included updates already discussed about the Fall 2009 Program and Local Arrangements Committees and the Spring 2010 Local Arrangements Committee.

Task Force to Align Job Descriptions

Joanie Gearin presented the revised job descriptions (Appendix I). She commented that a few did not need much editing, while others needed a lot. The two that required the most editing were the Program and Local Arrangements committees, with additions to the LA Committee requiring the most revision. Jane recommended removing the job of finding vendors from the LA job description, because that is something that the Development Coordinator oversees. Peter suggested that the LA Committee be responsible for seeking out local vendors or sponsors. Joanie will change that task to specify that the LA Chair will work with the Development Coordinator to seek local sponsorship opportunities. Kathryn also asked that Rick Steinmetz of the Web Coordinating Committee find out if there is a job description for the Development Coordinator.

Susan von Salis pointed out that some of the tasks articulated in the job descriptions are so specific that they really should be a checklist included within a handbook. The board discussed the pros and cons of a long job description versus a brief one that points committee members to a more complete handbook. There was also a discussion about whether or not a chair of a Local Arrangements or Program Committee should be required to serve as a member of those committees before acting as chair. Most felt it should not be a prerequisite, but that communication between past chairs and current chairs should be encouraged. Chris added that serving as an unofficial member of the previous committee works very well. He also suggested keeping some of the role of the LA Committee (ex. facilities coordinator) somewhat flexible, so that the Chair can step in to complete or oversee certain tasks if needed.

The topic of the length of the job descriptions came up again during the discussion of the Program Committee. Some thought it was important to preserve all of the details, while others were concerned that potential committee members might feel overwhelmed when reviewing the job description. Joanie volunteered to try to remove some of the task info from the description, keeping more of the policy-related info in place. The job descriptions can always be linked to a more complete handbook.

Susan recommended making a minor change to the Representative-at-Large job description, since they now serve as liaison to more than one committee. Joanie will change the working to "one or more standing committees" in the job description.

Diana suggested we review the Print Coordinator job description to consider how much we want to focus on print in the future. Peter agreed that we should take this up in light of our upcoming web development.

The title of the Public Relations Committee is inaccurate; it is a Public Relations Coordinator. Jane asked that the title be changed in the official job description, and Kathryn asked if we should continue to ask one person to oversee these tasks. Kathryn also asked that two points be added to the job description: the Board should be copied on press releases that go out and noncurrent materials should be transferred to the archives.

It was determined that since many of these job descriptions are formatted differently, they should be standardized at the same time they are reviewed for final revisions. Joanie will undertake the last batch of suggested changes as well as the standardization, and Kathryn asked that we all read the new job descriptions in advance of the next meeting so that we can approve them.

Past President's Report

Chris presented the Past President's Report (Appendix J). There will be no awards distributed at tomorrow's annual business meeting. The election results are in: Elizabeth Slomba won the position of VP/President Elect and Andrew Wentink won the position of Treasurer. There was a tie for the Representative-at-Large position: Karen Adler Abramson and Virginia Hunt. Since both candidates offered to cede the position to the other, Chris determined that a re-balloting as described in the bylaws was required. The new ballots will be sent to the same membership that received the first ballots. The results, including the re-balloting, will be announced tomorrow. *Ellen Doon moved that the Board invite Karen Adler Abramson to remain as Representative-at-Large for up to sixty days during the time of the re-balloting. Nova seconded. No discussion. Motion passes. Nova Seals motioned that the Board ask Chris Burns to continue his duties as Past President to count the ballots and resolve the election. Diana Yount seconded. No discussion. Motion passed.*

President's Report

Kathryn Hammond Baker presented the President's Report (Appendix K). She announced that a member of NEA was selected to attend the upcoming archives institute, and that NEA will reimburse her tuition upon her return.

Kathryn, Paige Roberts, and Joanie Gearin met with members of the Simmons chapter of SCoSAA on February 25th. The meeting was well attended meeting, and the SCoSAA members expressed an eagerness to be more involved with NEA. One barrier to increased involvement is that many students do not know about NEA. Some students learn about the organization because an NEA member has visited their LIS 438 class at Simmons. Despite other outreach efforts, a class visit seems to be the only really effective method. Since this seems to be the way to reach out to Simmons students, Maria volunteered to put a call out to the board in the future to recruit members who might be willing to visit classes, so that this task would not fall entirely to the Membership Committee. Other venues: a table at the Simmons internship fair and NEA announcements on the SCoSAA listserv. Because student leadership will change on a regular basis, it will fall to us to keep our contact with them current.

Michele Cloonan, Dean of GSLIS at Simmons, contacted Kathryn to let her know how happy Simmons was to collaborate with NEA. Jeannette Bastian also contacted Kathryn with some ideas about furthering NEA's connection with the archive program. One idea was a "volunteer database" in which NEA could track various repositories in need of volunteers, so that students who have completed their internships but who are seeking other practical work opportunities could be matched up with a suitable repository.

Students are interested, too, in the educational opportunities of NEA. In particular, they are interested in applied workshops--opportunities that provide practical skills. Cynthia reported that no students

submitted articles recently. Chris suggested instituting a student paper award with winners getting their article and possibly a prize. The Newsletter Committee could serve as the judges. Cynthia agreed to draft up a proposal for the board and Chris will review it.

Membership Report

Maria Bernier presented the Membership Committee report (Appendix L). The Board reviewed the NEA membership benefits as updated by Maria, which include the new student membership category. There was a discussion about whether or not students should be allowed to hold an elected or appointed position. Many members of the board did not like restricting students from serving in this way if they were both qualified and willing. It was determined that student members should not be restricted from holding elected or appointed office, and as such their benefits would differ in no way from the benefits of individual members except that their membership dues would be half of what individual members pay. The proposed bylaw does not indicate how long a student can register at the student memberships rate and it was determined that it was not worth tracking for the time being. There will be no stated time period that limits how long a member can be a student member; we will rely on the honor code. If the bylaw passes at the annual business meeting, the board will vote on the student membership benefits.

Ellen questioned whether eligibility to apply to the Haas award should be listed as a membership benefit since one does not have to be an NEA member to apply. Both the Haas award and the Distinguished Service award will be removed from the benefits list, because eligibility for either cannot be considered benefits of membership.

The topic of whether or not an institutional membership is qualified to vote in NEA elections was introduced. A lengthy discussion followed. Maria stated that SAA asks their institutional members to list a primary contact, and that the primary contact is able to vote and hold office. While a few Board members did not think that institutional members should be eligible to vote or hold office, the majority of Board members did think that any institutional member who designated a primary contact should be able to participate fully in all NEA benefits. Rodney Obien will ensure that institutions that do designate a primary contact will receive a ballot and that those which do not will not receive a ballot for upcoming elections.

Chris Burns moved that the proposed NEA membership benefits be approved with the following amendments: regular be changed to individual; within individual membership benefits remove the Haas and Distinguished Service awards from the final point so that it reads "Eligible for the Hale Award." Seconded by Joanie Gearen. No discussion. Motion passes.

Education Committee

Jaimie Quaglino presented the Education Committee Report (Appendix M). She reported that SAA would like to co-sponsor a workshop on Advance Appraisal at the Fall 2009 meeting. Bruce Stark would like to raise the regular registration fee for his full-day workshop on Arrangement and Description to cover the cost of producing his manual. It was suggested that the manual could be posted on the website or emailed to workshop attendees to eliminate the need for the increase in cost. Jaimie will discuss this option with Bruce. *Peter Carini moved that NEA cosponsor the SAA workshop "Advanced Appraisal" to be held at the Fall 2009 meeting. Melissa Waterworth seconded. No discussion. All voted in favor.*

Jaimie also reported that the Education Committee will meet on Saturday at the Spring 2009 meeting to try to define the roles of committee members so that everyone knows what is expected. They will

consider, too, adding a student member to their ranks. Finally, they will talk about conducting a survey of the membership.

Outreach Committee

Elizabeth Scott presented the Outreach Committee Report (Appendix N). The committee hasn't met in two years, but will meet during the Spring 2009 meeting. Anne Ostendarp resigned from the committee, and they will not seek to replace her. The committee will discuss the Archives on the Road program. There has been low turnout in the past, and they will try to identify strategies for continuing the program. There were no volunteers to serve as a liaison at the last Mass Memories Project. Ellen suggested asking NEA members to volunteer, which could help under these circumstances. Archives Week will be another topic of discussion, which was moved to be aligned with National Archives Week. Nova reminded Liz that there is money in this year's budget for outreach activities based on what was requested in previous years.

Web Committee

Rick Steinmetz submitted the Web Committee Report (Appendix O). Two years of web hosting were purchased from Linode.com for \$400 and the site has already been migrated to a new server with a new CMS. The new web site will be available for review in April, slightly behind schedule. The next step will be the membership database. It is not clear if the \$5,000 budgeted for the membership database will be enough; the Web Committee is awaiting an estimate from the consultant. It is expected that the membership database will be ready before the Fall 2009 meeting. Once it is ready, NEA can make the transition to online elections. Rick assured Rodney that the Web Committee will be in touch in April after the new site is live, so they can discuss next steps for the membership database. Kathryn reminded everyone that there is actually \$6,000 allotted for the membership database because \$1,000 was budgeted to come from the Membership Committee budget.

Planning Discussion

Kathryn Hammond Baker presented the Planning documents (Appendix P) distributed before the meeting. Since the Board has addressed most of the previous Planning Action Points drawn up in 2005, she asked if now was the time to begin our next planning cycle. Peter asked where we want the plan to go and how would we structure it? Who should be involved? What do we want to gain?

Kathryn stated that one reason to conduct long-range planning is when the environment changes radically. Our environment has changed recently due to the slowdown of the economy and it could have huge implications for NEA as an organization. People may be less likely to travel for professional development. They may be less likely to hire and looking to volunteers to accomplish work. All these changes present opportunities and challenges for NEA. We should consider conducting an environmental analysis. What are our peers doing? How can changes in technology extend or support our work?

Having a focus and a vision in an organization does make a difference to its volunteers and to its members. Melissa pointed out that even if volunteers have only one year to contribute, they understand where they fit into the greater organization and they understand the value of their contributions. Planning should involve all the members, too. When members get involved in the planning process, it becomes clear that volunteers are needed at all levels.

It was determined that the Board should begin by reviewing the mission statement on the website as well as the purpose of NEA as stated in the bylaws. Reviewing and possibly revising the mission

statement was discussed, but then dismissed for the present since all felt that it did a good job representing NEA's purpose. Maria suggested we prepare a vision statement as the first step in the planning process. It was agreed that while the mission statement defines our purpose as an organization, a vision statement could define where we want to go from there.

The Board then discussed how to get other members involved in the process. It is clear that some sort of committee will need to be assembled to conduct the planning, but who should be on it and how large should it be? Peter summarized that the planning process should involve a core group that will coordinate a variety of activities by ensuring this it hears from all parts of the membership. Most felt the Board should serve as the coordinating committee and seek input from membership throughout the process. Furthermore, it was agreed that a vision statement could be drawn up quickly if we dedicated a full day to it during a Board retreat. Instead of developing it and asking membership to review it, Kathryn suggested we reverse the process and start with the membership. It was agreed that Kathryn would announce our upcoming planning at the opening of the Spring 2009 meeting and ask members to respond to a variety of questions on index cards distributed during her morning remarks. Anyone either unable to attend the meeting or unable to submit thoughts at the meeting would be asked to submit them via email. Questions to pose to the membership included:

What could NEA achieve in five years?

What is the most important outcome you could imagine for NEA?

How can NEA achieve its mission in the current economic climate?

Do you see ways NEA can explore new technologies? Can we combine web site changes with web 2.0?

What do you want out of a regional professional organization?

Why are you here?

What has NEA done for you?

What would excite you?

How can NEA make a difference?

What do you think NEA could do to have an impact? What impact can you imagine?

What does NEA mean to you?

What could NEA do to make you proud?

Kathryn will reduce this question set to three questions and will get index cards for the meeting. Completed index cards can be submitted via the evaluation box.

Reports requiring no action

Kathryn acknowledged receipt of the following reports requiring no action: Listserv Report (Appendix Q), Development Coordinator's Report (Appendix R), Newsletter Committee Report (Appendix S), Print Coordinator's Report (Appendix T), Membership Secretary Report (Appendix U), and Public Relations Coordinator Report (Appendix V).

Adjournment and next meeting

Peter Carini moved that the Board meeting adjourn. No discussion. All voted in favor. The meeting was adjourned at 4:42 p.m.

The next quarterly board meeting will be held at the W.E.B. Du Bois Library, UMass Amherst on July 23, 2009.

NEA Annual Business Meeting
Saturday, March 28, 2009
Schlesinger Library
1:00-1:35 p.m.

Call to Order and Welcome

Kathryn Hammond Baker called the meeting to order and welcomed conference attendees to the annual business meeting.

Approval of Minutes

The Annual Business Meeting minutes of March 29, 2009 were approved.

Treasurer's Report

Nova Seals presented the NEA financial statements. She reported the financial status of NEA is very strong, especially given the current state of the economy. As of March 28, 2009, NEA had total assets of \$89,880.77.

All members voted to approve the Treasurer's Report.

Nominating Committee

Chris Burns presented his report on the nominating committee. The past NEA election for officers was a successful one: 129 ballots were cast for 3 elected officers. Two positions were decided by the election.

Vice President/President elect: Elizabeth Slomba

Treasurer: Andrew Wentink

The position of Representative-at-Large resulted in a tie between candidates Karen Adler Abramson and Virginia Hunt. According to the bylaws there must be a re-balloting of the same membership in order to settle the tie. A second ballot will be distributed soon to decide the election.

Mr. Burns thanked all the candidates who ran and reminded everyone that we need volunteers in order to keep NEA going. He also thanked Jay Gaidmore and Marisol Ramos, both members of the Nominating Committee.

Awards

Joanie Gearin announced the winner of the Hale Award. Paige Roberts of the State Library of Massachusetts was selected to attend a Rare Books School course at the University of Virginia, "Introduction to the History, Collection, Description, and Use of Maps." Ms. Roberts's application made a compelling case as to how her attendance at this program would benefit her work at the State Library, home to many historic maps and atlases, as well as benefit NEA through an article in the newsletter.

President's Report

Kathryn Hammond Baker thanked the outgoing members of the Board: Chris Burns and Nova Seals. She also thanked everyone serving on the Board currently as well as all committee chairs and committee members.

Ms. Baker introduced the proposed changes to the bylaws to be voted on during the annual business meeting. Danielle Kovacs presented the proposed changes to the bylaws.

Section III. Membership

Current: 2) There are two categories of membership: Regular and Institutional

Proposed: 2) There are **three** categories of membership: Regular, Institutional, and **Student**.

Section VI. Finances

Current: 6) Institutional membership dues shall be \$10.00 more than the current membership rate.

Proposed: 6) Institutional membership dues shall be \$10.00 more than the current **regular** membership rate, **and student membership dues shall be 50% of the current regular membership rate.**

The floor was open for discussion. Maria Bernier, co-chair of the Membership Committee, commented on the importance of the new student membership category in helping NEA to attract and retain student members. She explained that the student membership category will be introduced in September and that students will get all the same benefits that individual members get only they will be able to join at half the membership dues. Peter Carini moved to accept the proposed changes to the by-laws. Jane Ward seconded. A discussion about the proposed changes followed.

One member asked what positive or negative impact this change in membership might have on NEA's finances. Ms. Baker responded that since we have few student members currently, the Board did not think it would have a negative impact on income. Indeed, the hope is that it will have the effect of encouraging students who have not joined NEA in the past to join now. Another member asked how we would define "students"? Do they have to be enrolled in a graduate program in library science or can they be taking one course? Ms. Bernier replied that it is expected that students will be enrolled in a degree granting program at any institution whether it is as a graduate student in library science or as a history student in an undergraduate program. The Membership Secretary will not check student status, though; we will operate on the honor system.

Kathryn Hammond Baker called for a vote on the proposed change to the bylaws. 56 members out of 59 present voted to approve the changes to the bylaws.

Remarks from the Incoming President

Kathryn Hammond Baker introduced Peter Carini as the incoming president.

Mr. Carini began his remarks by referring to Ms. Hammond's remarks as incoming president last year, saying it is still a good time to be an archivist, but that we are all facing a very different picture now given the challenges of the current economy. Recently news of lay-offs in the library, archives, and museum communities have been reported in the media and open positions in these same fields have not been filled due to hiring freezes or elimination of the positions altogether. So while it is still a good time to be an archivist, it is also a difficult time in a cultural institution. As archivists, we know how critical the records we preserve and provide access to are to society. We are, in effect, the custodians of cultural memory, and that

understanding of our pasts and imagining our future depends upon archives. In time like these, we need to be prepared to make the case for our collections. We should not feel like we have to do this alone, however, because we are surrounded by a community of like-minded professionals. NEA is the forum for this community, and over the next year the organization will continue to enhance communication among members with the launch of our membership directory. The Board will also begin a new strategic planning process and they will be seeking member input throughout. As a community we will get through these tough times, and hopefully we will be stronger than ever enriched by new volunteers and new ways to work together.

New Business

No new business.

Adjournment

The Annual Business Meeting adjourned at 1:35 p.m.