

New England Archivists Quarterly Board Meeting

March 19, 2010

W.E.B. Du Bois Library, UMass Amherst

2:00 p.m.-4:30 p.m.

Executive Board Meeting Report

The business handled at the March 19, 2010 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 2:05 p.m. by Peter Carini. Minutes from the January 15, 2010 Board Meeting were presented. **All members voted to accept the January 15, 2010 Board Meeting minutes.**

Officers' Reports

Treasurer's Report

Andy Wentink asked the Board to vote on whether or not to renew our certificate of deposit for the Hale Award with a current balance of \$16,270.84 for another year. Most Board members were in favor of having the flexibility in the future to offer two Hale Awards a year and it was acknowledged that our current income from the endowment would not be enough to fund that. It was recommended that the bulk of the money in the CD should be renewed so that it could continue to earn interest, while \$1,300 be removed and added to the Hale Savings Account, which would open up the possibility to offer more than one award next year. It was also suggested that now would be a good time to increase the visibility of the award (as well as the Haas Award) with the creation of an award logo as well as to increase efforts to raise money for the endowment. **All members voted to transfer \$1,300 to the Hale Savings Account and renew the Hale endowment for \$15,000 for another 11 months.**

Meetings

Spring 2010

More than 230 attendees registered to attend the Spring 2010 meeting at UMass Amherst.

Spring 2011

All members voted to appoint the Spring 2011 Local Arrangements Committee: Aimee Saunders, Redwood Athenaeum, registrar; Jim DaMico, RIHS; Doug Doe, RIDS; Jennifer Betts, Brown; Kimberly Nusco, John Carter Brown Library; Maria Bernier, Salve Regina.

Old Business

Strategic Planning Action

Peter Carini presented the updated Strategic Planning document, which outlined ten objectives, the actions needed to meet the objectives, and a timeline for completing each action. Actions were reviewed individually and a few timeframes adjusted so that the work was more evenly distributed over the entire five year period. Peter will finalize the document and it will be added to the website.

Capturing Audio Content

In order to capture audio content at future meetings an audio recorder will need to be purchased and the Board will need to determine the work flow for ensuring that the recorder is transported to the meeting site, the audio captured and uploaded to the website. After a long discussion about the physical custody of the recorder it was decided that it should be passed on from the current Local Arrangements Committee to the next, so way it will be onsite long before the meeting date. It was also determined that the Web Committee will play a role overseeing the technological aspects of the recorder and the

audio content. Krista Ferrante and Elizabeth Slomba will draft a procedure for the transport of the recorder and the capturing of the audio content (including workflow) as well as add the tasks to the necessary job descriptions; the document will be submitted to the Board for a vote.

Website

Since the website and membership directory will require ongoing web maintenance and development, NEA will need either a service contract or a budgeted retainer with our consultants at Appleseed. The present web budget is \$1,000 and it is not yet clear by how much this budget will increase in the future. The topic of the web budget will be addressed again in six months at which point the Board will determine how much, if at all, to increase the money allotted.

E-Ballot

NEA's first e-vote was very successfully, with the percentage of members participating in the election up. The success of e-voting, however, is contingent on the accuracy of the membership directory. In the future, members will be reminded to update their contact information, so that all members receive their e-ballots as quickly and easily as possible.

Because NEA elections are conducted at a point in the year when membership is at its lowest, Kathryn Hammond Baker suggested that the Board consider moving the time we hold elections. One possible schedule that could increase member participation in the voting process would be to move elections to November, renew memberships in January, and continue to have newly elected Board members take their positions at the Spring meeting. Any decision to change the time of year for elections will require a change to the bylaws.

Privacy Policy

Maria Bernier revised a privacy and confidentiality policy first drafted by Anne Sauer in 2006 in response to a recent solicitation sent from a vendor, also an NEA member, to other members via email addresses found in the online membership directory. The policy defines NEA's commitment to protecting the privacy of members' personal information with specific reference to the use of the online membership directory. The policy will be added to the NEA website after it is approved by the Board.

Online membership renewals and meeting registrations

NEA's website contractor, Appleseed, suggested a few services for moving membership renewal online: PayPal, Google Checkout, and Yahoo. The Web Committee will investigate each option and report back to the Board. Setting up a system for online membership renewals is expected to be relatively easy and inexpensive. Setting up a system for meeting registration will likely require more work. It is an item on the strategic plan, however, and further investigation into implementation will be ongoing.

New Business

All members voted to appoint Lisa Long of Redwood Library as chair of the Communications Committee.

Next Meeting Date

The next Quarterly Board meeting will take place during the summer 2010 at a date and place to be determined.

New England Archivists Quarterly Board Meeting

March 19, 2010

W.E.B. Du Bois Library, UMass Amherst

2:00 p.m.-4:30 p.m.

During the March 19, 2010 Quarterly Board Meeting, the Board discussed and voted on the following:

- Voted to accept the January 15, 2010 Board Meeting minutes.
- Voted to transfer \$1,300 to the Hale Savings Account and renew the Hale endowment for \$15,000 for another 11 months.
- Voted to appoint the Spring 2011 Local Arrangements Committee: Aimee Saunders, Redwood Athenaeum, registrar; Jim DaMico, RIHS; Doug Doe, RIDS; Jennifer Betts, Brown; Kimberly Nusco, John Carter Brown Library; Maria Bernier, Salve Regina.
- Voted to appoint Lisa Long of Redwood Library as chair of the Communications Committee.

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

- Peter Carini suggested the Board create logos for the Hale and Haas awards to increase visibility and help in fundraising. Krista Ferrante volunteered to add the logos to the website.
- Peter Carini will make all the revisions noted during the Board meeting to “Strategic Planning Overall Responsibilities” document and forward it to Krista Ferrante to be added to the website
- Krista will assign someone from the Web Committee to oversee the technology side of the recorder and the audio content.
- Elizabeth Slomba and Krista will draft a procedure for the transport of the recorder and the capturing of audio content (including workflow) as well as add tasks to the necessary job descriptions.
- The board will review the question of how much should be budgeted for a web maintenance retainer in six months at the fall meeting.
- Kathryn Hammond Baker suggested that the Board consider changing the time of year elections are held to a time when membership is at its highest, not lowest, point.
- Valerie Gillispie and Maria Bernier will revise the Privacy and Confidentiality Policy based on the Board’s recommendations and submit it to the Board for a vote.
- The Web Committee will explore what the options are for requiring members to read and agree to the privacy policy.

- Peter asked the Board to consult past minutes of meetings as a way to review the work already done to investigate online meeting registration; the topic will be addressed in the future as part of the strategic plan.
- Krista will find out more about each of the suggestions Appleseed made to implement online membership renewal (PayPal, Google Checkout, and Yahoo) and report back to the Board.

**NEA Executive Board
W.E.B. Du Bois Library, UMass Amherst
March 19, 2010
2:00-4:30 p.m.**

- 2:00 Approval of Minutes (Appendix A)
- 2:05 Announcements
- 2:15 Treasurer's Report (Appendix B)
- 2:30 Strategic Planning Actions (Appendix C)
- 2:45 Capturing Audio Content
- 3:00 Appleseed
- 3:15 E-ballot
- 3:30 Privacy Policy (Appendix D)
- 4:00 Online Membership Renewals and Meeting registrations
- 4:15 Certificate of Deposit Renewal
- 4:30 Reports Requiring No Action
 - President's Report (Appendix E)
 - Vice President's Report (Appendix F)
 - Fall 2010 Program Committee Report (Appendix G)
 - Fall 2010 Local Arrangements Committee Report (Appendix H)
 - Spring 2011 Program Committee Report (Appendix I)
 - Spring 2011 Local Arrangements Committee Report (Appendix J)
 - Education Committee Report (Appendix K)
 - Web Committee Report (Appendix L)
 - Newsletter Report (Appendix M)
 - Public Relations Coordinator Report (Appendix N)
 - Development Coordinator's Report (Appendix O)
 - Membership Committee Report (Appendix P)
 - Print Coordinator's Report (Appendix Q)
 - Outreach Committee Report (Appendix R)
 - Listservs Report (Appendix S)
 - Membership Secretary's Report (Appendix T)
 - Hale Award Report (Appendix U)

New England Archivists Quarterly Board Meeting

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2:00 p.m.-4:30 p.m.

In attendance: Kathryn Hammond Baker, Peter Carini (presiding), Ellen Doon, Krista Ferrante, Joanie Gearin, Valerie Gillispie, Cyndi Haberson, Danielle Kovacs, Rodney Obien, Elizabeth Scott, Elizabeth Slomba, Jaimie Quaglino, Alyssa Pacey, Jane Ward, Melissa Watterworth, Andy Wentink

Excused: Karen Adler Abramson, Maria Bernier, Paige Roberts

Call to order: Peter Carini called the meeting to order at 2:05 p.m. Attendees introduced themselves.

Announcements

Elizabeth Slomba announced that a flyer advertising Summer with NEA was included in the Spring 2010 registration packets. There are four events scheduled for this summer including a Lone Arrangers celebration in Boston on May 26, 2010, a rare books program in June at Brandeis, a program at Saint Anselm in July, and a program focused on literary manuscripts and recorded sound at Yale in August. All of the programs will charge between \$5- \$10 to cover refreshment and room costs. A centralized registration process is in the works. So far there is good feedback from membership about the summer offerings and if all goes well it may be possible to offer six programs next summer.

Secretary's Report

Danielle Kovacs presented the Secretary's Report (Appendix A). *Melissa Watterworth made a motion to accept the minutes from the January 15, 2010 meeting. Peter Carini seconded. No discussion. All members voted to approve the minutes.*

Treasurer's Report

Andy Wentink presented the Treasurer's Report (Appendix B). The question of whether or not to renew our certificate of deposit for the Hale Award with a current balance of \$16,270.84 for another year was introduced. A discussion followed that focused on the desirability of NEA offering two Hale awards each year and how to fund this increase. It was agreed that it would be nice to have the flexibility to offer two awards a year, but that we would not necessarily have to if we did not have enough qualified applicants. Melissa pointed out that there were five applicants for this year's Hale Award and that it does seem timely to look to increase financial benefits to members through a second award. Andy agreed, but also suggested that now was also a good time to encourage people to donate to the award. While we do have a steady income to fund the award, it is not enough and it will go quickly if we decided to offer two awards a year. Kathryn Hammond Baker remarked on the stable finances of NEA; it seems worth the effort to try to increase contributions to the fund if means offering more than one award.

Andy recommended that we move \$1,300 out of the CD and into the Hale savings account and that the remaining \$15,000 be renewed in the CD where we can continue to collect interest on it. Peter suggested that it might be time to create a logo for the Hale and Haas awards to help raise their profile. Krista Ferrante volunteered to add these to the website. *Andy Wentink moved the board transfer \$1,300 to the Hale Savings Account and renew the Hale endowment for \$15,000 for another 11 months. Joanie Gearin seconded. No discussion. All voted in favor.*

Old Business

Strategic Planning Action

Peter Carini presented the updated document “Strategic Planning Overall Responsibilities” (Appendix C). This document provides the Board with a timeline for each action. It was agreed that each objective and action should be reviewed and individually the timeframe altered when required. Below are changes made to actions.

2b. Jane Ward was confused about second point: “Development Coordinator in consultation with the Board comes up with a list of other possible candidates for corporate sponsorship and develops criteria.” Peter clarified the language so that it now reads “other possible opportunities.”

2c. This objective is aimed at easing the transition time in between treasurer’s terms. Elizabeth Slomba suggested changing the timeline to Spring 2012.

3d. The establishment of an Ad Hoc Committee on Electronic Records can be put off for a year to Fall 2011.

5b. Krista asked if the Web Committee can be involved in the objective “Developing informal social networking opportunities outside of conferences.” Peter will add the committee to the assignment list for the objective

6a. Ellen Doon reminded that the Board that we already created and passed an advocacy policy.

6b. Representatives-at-Large pointed out that this action is the first assigned to them and the time frame is rather far off. The dates were moved forward from Spring 2014 to 2011 and Spring 2015 to 2013.

7a. The date for determining “criteria/terms for stand-alone workshops” was moved from Summer 2010 to Fall 2011 as was the date for re-examining and re-defining “mission statement for workshops” from Summer 2010 to Winter 2012.

7c. The timeframe for creating “‘best practices,’ FAQs, or guides” was moved back from Spring 2011 to Spring 2014. The question was raised as to whether or not creating these documents should be a function of NEA or if instead NEA should evaluate submissions and make recommendations. The Education Committee will investigate this matter and suggest ways to fulfill the action.

8b. The Outreach Committee will develop a plan by Spring 2011.

10a. For the action “Diversity Task Force submits recommendations to the Board” change the time frame from within six months of convening to within a year.

10b. Again, change time frame from within six months of convening to within a year.

Peter will make all the revisions above to the document and forward it to Krista to be added to the website.

Capturing Audio Content

Krista discussed workflow issues surrounding the capture of audio content with Elizabeth. Work flow seems to be the biggest obstacle presently, since the recorder itself will cost only \$60 to \$200. The workflow issues are as follows: physical custody of the recorder, capture of the audio content on the day of the event (i.e. someone must plug in the recorder and being the recording process), software issues (i.e. who has a copy of the software that comes with the recorder), downloading the audio content from the recorder to a hard drive, and mounting the audio content to the web (either as streaming or a file download).

Peter observed that passing physical objects from one person to another has always been a problem with NEA, chiefly because as a volunteer organization there is a lot of turnover. As a result, the physical custody of the recorder itself poses a real problem. A lengthy discussion followed concerning the physical custody of the recorder. A few options emerged: Development Coordinator can be appointed to oversee it, the Vice President can be appointed to oversee it, or a large institution (preferably in a central location like Boston) can be asked to hold on it with the understanding that someone from that institution will almost always be attending an NEA meeting. Since the Local Arrangements Committee already receives many items (including the NEA banner) in between meetings, it was finally agreed that LAC should oversee the recorder. This way the committees have about six months to hand it off and the recorder will be on-site well in advance of the day of the meeting in case an emergency comes up that could otherwise prevent someone off-site from transporting it. Krista volunteered to assign someone on the Web Committee to oversee the technology side of the recorder and audio content. Krista and Elizabeth will draft a procedure for the transport of the recorder and the capturing of audio content (including workflow) as well as add tasks to the necessary job descriptions. The document will be forwarded to the Board for a vote. Elizabeth also pointed out that we will need to address copyright issues.

Appleseed

Krista spoke with our contractor at Appleseed about maintenance issues relating to NEA's website and membership directory. Presently Appleseed charges \$100 an hour for maintenance work (i.e. fixing a bug, adding a requested feature, upgrades) on either the website or membership directory; the question is whether pursuing a service contract with Appleseed might be of benefit. Before discussing this in detail with Jason of Appleseed, Krista sought the Board's input on the sort of contract we would be looking for, if any, or the possibility of budgeting a retainer for services.

Peter admitted preferring a retainer over a service contract, since Appleseed does not generally offer a service contract. Krista reported that this year's web budget amounted to \$1,000. As we develop new services, though, a lot more issues with the site are likely to come up. Kathryn pointed out that in the past we have had a difficult time knowing exactly how much money should be set aside in our budget as a retainer for web development. It may be better to review this question when we prepare the next budget, at which point we can assess if the \$1,000 allotted was enough or if more should be set aside. It was agreed that the question of how much should be budgeted for a web maintenance retainer will be reviewed again in six months at the fall meeting.

E-ballot

Two lessons emerged from the first instance of e-balloting. One, the success of the e-voting process is contingent on membership database and accurate email addresses for everyone. Kathryn reported that a campaign in advance of the election for updated email addresses would have been very valuable, since a lot of time and effort went into searching the web for accurate information after the election was underway. Now that members can easily update their personal information in membership directory,

they need to be reminded to do so. Voting during the last election was about 25% and we have increased that percentage now using the e-balloting system.

Two, when we conduct our annual election we do so at a point in the year when our membership numbers are at their lowest. People don't renew their membership in time just to vote, rather most members renew at the time of a meeting. Kathryn suggested that the Board consider changing the time we hold elections. Elizabeth suggested we think instead about changing the cycle of the membership year. Perhaps it should run from April to April. Peter was not convinced, though, that this would have the desired effect if people still wait until a meeting in March or November to renew membership. Jane reminded the Board that whatever decision is made, it will require a change to the bylaws.

A final suggestion was made concerning a change to the election schedule: the election can be moved to November, membership renewal can take place in January, and officers can take their new positions at the Spring meeting.

New Business

Privacy policy

Valerie Gillispie presented the draft of the Privacy and Confidentiality Policy drafted by Anne Sauer in 2006 and revised by Maria Bernier recently (Appendix D). The policy was revisited in response to a recent solicitation sent from a vendor (who was also and NEA member) to other members via email addresses found in the membership directory.

Ellen pointed out that the policy does not make it clear that in order to use any personal information of members (i.e. contact information) you have to go to the Board. Jane explained that that is not the case; mailing addresses of members are regularly given out to vendors who request the list. Peter suggested adding language that makes it clear that distributing member information for any purpose other than the one just stated will require Board approval. He also recommended we clarify that mailing addresses only are released to vendors, while email addresses are shared with other professional organizations that NEA collaborates with. Valerie and Marie will revise the wording in the policy and re-submit it to the Board for review and a vote.

The question of how members will be made aware of this policy and whether they will be required to read and agree to it was introduced. Peter explained that there will be a cost associated with having members agreed to it in the membership directory and asked the Web Committee to explore what issues might arise from this possibility.

Online membership renewals and meeting registrations

Since online membership renewal and meeting registration are two different capabilities, they have to be addressed separately. Peter reminded the Board that we have considered online meeting registrations in the past and that a great deal of effort was already expended to collect information on how to implement it. He suggested the Board consult past minutes of meetings as a way to review the topic. Since this item is on the strategic plan it will be addressed later.

Online membership renewals are simpler than meeting registrations. Appleseed made a few suggestions about how to set this up for us, which they can do fairly inexpensively. Krista pointed out that right now the cost of attending a meeting and renewing membership are coupled and if continued it would force the two different systems to be fully integrated, which be both a challenge and expensive. The three

methods suggested by Appleseed for offering online membership renewal were: PayPal and Google checkout and Yahoo's systems. Krista will find more about each as well as the cost.

Other New Business

Peter Carini moved to appoint Lisa Long of Redwood Library as chair of the Communications Committee. Kathryn Hammond Baker seconded. No discussion. All members voted in favor.

Elizabeth Slomba moved to appoint the Spring 2011 Local Arrangements Committee: Aimee Saunders, Redwood Athenaeum, registrar; Jim DaMico, RIHS; Doug Doe, RIDS; Jennifer Betts, Brown; Kimberly Nusco, John Carter Brown Library; Maria Bernier, Salve Regina. Peter Carini seconded. No discussion. All members voted in favor.

Reports Requiring No Action

Peter acknowledged receipt of the following reports requiring no action: President's Report (Appendix E), Vice President's Report (Appendix F), Fall 2010 Program Committee Report (Appendix G), Fall 2010 Local Arrangements Committee Report (Appendix H), Spring 2011 Program Committee Report (Appendix I), Spring 2011 Local Arrangements Committee Report (Appendix J), Education Committee Report (Appendix K), Web Committee Report (Appendix L), Newsletter Report (Appendix M), Public Relations Coordinator Report (Appendix N), Development Coordinator's Report (Appendix O), Membership Committee Report (Appendix P), Print Coordinator's Report (Appendix Q), Outreach Committee Report (Appendix R), Listservs Report (Appendix S), Membership Secretary's Report (Appendix T), Hale Award Report (Appendix U).

Adjournment and next meeting

Peter Carini moved that the Board meeting adjourn. The meeting adjourned at 4:09 p.m.

The next meeting will be in summer 2010 at a date and place to be determined later.

New England Archivists Annual Business Meeting

March 20, 2010

Campus Center, UMass Amherst

1:00 p.m.-1:45 p.m.

Call to Order and Welcome

Peter Carini 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, 2008 were approved.

Treasurer's Report

Peter Carini presented the NEA's balance sheet for 2009 on behalf of Treasurer Andy Wentink. Overall, NEA's financial status is in good condition with a current balance of \$79,489.25 and overall assets of \$89,603.29. Despite the healthy financial well being of the organization, NEA ran a deficit budget in 2009 and we are on track to do so again this year. The chief reason for the deficit budget is the added cost of reengineering the organization away from paper-based communication and toward online communication through services such as the membership directory, e-balloting, online membership renewal and meeting registration. Decreasing the cost of postage is saving NEA money, but the Board understands that it will need to raise funds to sustain the online presence in the future; one possibility is web sponsorship.

All members voted to approve the Treasurer's Report.

Nominating Committee

Kathryn Hammond Baker presented her report on the nominating committee. This was the first year NEA conducted an e-election and it was very successful. Two lessons were learned: it is critical to keep email information of members up-to-date and e-balloting increases voter participation. Four positions were decided by the election.

Vice President/President Elect: Nova Seals

Secretary: Silvia Mejia

Representative-at-Large: Ellen Doon & Jessica Steytler

Ms. Baker thanks all of the candidates for being willing to serve NEA as well as members of the Nominating Committee: Keith Chevalier, Julia Collins, Christie Peterson.

Awards

Peter Carini announced the winner of the Hale Award for 2010. Maria Bernier of Salve Regina University will use the award to attend the "Rare Books for Archivists" workshop sponsored by SAA.

President's Report

Peter Carini reported that the Strategic Plan is essentially finished and the Action Plan will soon be added to NEA's website. Mr. Carini called for a vote to accept the Strategic Plan.

Two members abstained from voting and one member opposed the plan. The Strategic Plan was approved by the remaining members.

Mr. Carini thanked the Board for their service. In particular, he thanked Maria Bernier, Kathryn Hammond Baker, Anne Sauer, Kelcy Shepherd, Krista Ferrante, and Rodney Obien for all of their hard work over many years on the membership directory. Thanks also to the membership for their great feedback and contributions.

Online Membership Directory

Maria Bernier reported on the recent release of the online membership directory. Members should have received email notification to access the directory. She reminded the membership of the importance of maintaining personal information, so that NEA can continue to reach all of its members. Ms. Bernier encouraged members to offer feedback on the directory including suggestions for added features.

The Board is currently working on the development of a privacy policy to ensure the protection of member's personal information. It will be added to the NEA website upon approval by the Board.

Remarks from Incoming President

Peter Carini introduced Elizabeth Slomba as the incoming president.

Elizabeth Slomba began her remarks by describing what NEA meant to her. She referred to a recent disaster at her own library that resulted in the flooding of her office. She was able to respond to the disaster quickly and effectively due in large part to the training she has received at NEA workshops and sessions over the years. It is her hope that other NEA members have had similar experiences that have called to mind the importance of NEA to them. While her recent disaster is just one dramatic example of the importance of the organization to her, Ms. Slomba could just as easily refer to similar lessons learned about improving access, reference, processing, preservation, digitization, new trends in archives, and a whole range of archival activities.

NEA is embarking on a new strategic plan, compiled by the Board over the past year. Many of the objectives outlined in the plan are in response to members' requests and she hopes members will continue to offer feedback. NEA has also been working to improve communication with members. This year's e-election is one example and there will be others to come, such as online membership renewal and meeting registration. The Board will continue to keep members involved in and aware of the progress of the Strategic Plan. NEA is an organization made up entirely of volunteers; it is what makes our organization so wonderful. Ms. Slomba encouraged members to volunteer to serve NEA, because the organization needs input from all its members in order to remain vital and relevant.

New Business

Cyndi Haberson of the Newsletter Committee announced that the first annual student writing contest awarded its prize to Gabrielle Daniello. Nine essays were submitted and the winning essay will be printed in the next issue of the *NEA Newsletter*.

The Fall 2010 meeting will be held at Keene State College in New Hampshire on November 5-6, 2010. The Spring 2011 meeting will be held at the Pembroke Center at Brown University on April 1-2, 2011.

Adjournment

The Annual Business Meeting adjourned at 1:25 p.m.