

New England Archivists Quarterly Board meeting

January 28, 2011

College of the Holy Cross, Worcester MA

10:00 – 2:00

Between November 6, 2010 and January 5, 2011 the Board discussed and voted on the following:

- Voted to appoint Judy Farrar and Sally Barkan to the Newsletter Committee, with terms running January 2011 to January 2014, it passed with a vote of 7-0-2.
- Voted to approve the Financial Planning Committee job description, it passed with a vote of 8-0-1
- Voted to appoint Jessica Tanny, Schlesinger Library, chair of the Spring 2012 Program Committee. It passed with a vote of 9-0-0
- Voted to appoint Nora Murphy, MIT, chair of the Fall 2011 Program Committee, it passed with a vote of 8-0-1
- Voted to appoint Peter Carini, Dartmouth, chair of the Fall 2011 Local Arrangements Committee, it passed with a vote of 8-0-1
- Voted to so registration costs for the Spring 2011 meeting be set at \$55 for members, \$22.50 for student members, and \$80 for non-members, it passed with a vote of 9-0-0

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Agenda

- 10:00 – 10:05 Call to Order, Welcome, Changes to Agenda
- 10:05 – 10:10 Approval of minutes from Nov. 4 Board meeting
- 10:10 – 10:25 Conferences
 Spring 2011 Program and Local Arrangements report
 Setting conference registration rate
 Fall 2011, Spring 2012 updates, reports
- 10:25 – 10:35 Haas Award
 The Haas Award fund is very low; the Board needs to discuss how to replenish the fund.
- 10:35 – 11:00 Treasurer Report
 The Treasurer will be presenting updated financial statements and giving a report on the progress of the online membership renewal/join project.
- 11:00 – 11:30 Membership Report
 Membership will be presenting a report on the proposed Bridge Rate.
- 11:30 – 11:50 Education Report
 Education is proposing to increase the reimbursement rate for instructors, to reimburse day-of representatives for stand alone workshops for mileage, and to introduce a proposal for an Education Coordinator for discussion.
- 11:50 – 12:00 Org Eff Update
 The Org Eff group will present an update.
- 12:00 – 12:45 Lunch
- 12:45 – 1:45 Website
 There will be a discussion about the current structure of the Web committee and duties of the Web Coordinator, the purpose of the NEA web site, who is responsible for delivering content, and who is responsible for updating the Board information on the website.
- 1:45 Adjournment
- 1:45 – 2:00 Executive Session: Distinguished Service Award discussion

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In attendance: Elizabeth Slomba (presiding), Peter Carini, Amy Greer, Alyssa Pacy, Juliana Kuipers, Joanie Gearin, Krista Ferrante, Jessica Sedgwick, Ellen Doon, Nova Seals, Maria Bernier.

Call to order: Elizabeth called the meeting to order at 10:16 am

Approval of minutes from Nov. 5, 2010 minutes: Delayed to an online vote because board members had not seen them prior to attending meeting.

CONFERENCES

Spring 2011 Program and Local Arrangements report: Amy presented her report. Everything seems to be moving smoothly and most speakers are set. The conference registration fees had been previously approved by the board through an online vote. Amy requested that the Local Arrangements committee have permission to put out a call for 4 students volunteers who will serve at registration desk, as room monitors, session write-ups, and possibly introducing plenary speakers. The board approved request.

Elizabeth moved to appoint Deanna Hauck as Registrar of Spring 2011 meeting. Elizabeth called for a vote. **All members voted in favor.**

Fall 2011 updates: Peter presented his update. Dates for the fall 2011 meeting have been set for October 14-15, 2011. Nora Murphy is putting together a Programming Committee, the member selection is still in process and a liaison to Local Arrangements still needed.

Org Eff Update: Joanie presented her update. The job descriptions work is in process. She said that the Communications committee will be adding functions to their current job description based on web committee changes. The Local arrangement description was last revised in January 2000 and it contains misinformation. The Development Coordinator job description also will need to be updated. The group is looking at policy and procedures to come up with a framework. It was suggested to get the job description project out of the way before work on policy and procedures began. The group was asked to get job descriptions together by next board meeting.

Haas Award: The Haas Award fund is very low at about \$700, which is not enough for this year's award. NEA members have made donations to the fund but the money has not always been added to the fund, it is not clear whose responsibility it is. This is not in the treasurer's handbook or work process. If the money is retroactively added to the fund it will have enough for this year. It was proposed to add \$250 per year, a total amount of \$750 for past few years, including all donations not previously added. It was also suggested to contact ARMA for their contribution to the fund and possibly start fund raising as soon as possible since the money is awarded in mid-April.

Elizabeth motioned to move funds into Hass Award to cover retroactively and currently the budget between 2006 and 2011, \$1425, and retroactive member donations. Motion seconded by Peter. Elizabeth called for a vote. **All members voted in favor.**

Treasurer Report: Maria presented her report. She first updated the board on the Fall 2010 meeting budget. She said overall the meeting was very successful. It ran a \$4,000 profit because Rodney kept costs low. The educational workshops ran a profit as well, and there was a \$10 donation to Hass Award. She went on to say that the statement shows a deficit of \$600 for last year but there is plenty of money in the account. Maria mentioned the extreme expenses in membership directory and online registration to be over \$13,000. She said that we still owe \$2500-\$2600 on other components such as updates. She noted that we now need to start budgeting for online registration. She suggested tracking conference attendance from year to year to help with budgeting. Planning may allow for money to be invested in online registration systems. Maria stated that the balance sheet shows assets and liabilities to be in good shape, there is \$81,000 in the bank some of it is restricted to Hale Award but most of it is unrestricted.

Elizabeth suggested that the financial planning committee start their work after the spring meeting.

Online membership update: Google checkout is now communicating with Appleseed through a SSL certificate system and the cost is about \$50-\$60 for 5 years. Members can sign up online and the information will be sent automatically to the database. There are few things still to iron out. One is how NEA will absorb the cost of maintaining the system. It was suggested to look at other organizations for ideas and/or cut back on print stuff to save money. The board should have more experience by the April meeting to talk about online membership.

Jessica is taking over as co-chair of the membership committee.

Bridge Rate: Membership committee presented their proposal. The bridge rate will be offered to members who self-identify as unemployed and who had been a regular member the previous year. The committee does not propose for this to be a one-time benefit but it should not be offered for consecutive years, and suggested that a note be added to the database membership to keep track of members using the benefit. Proof of unemployment would not be required. Based on the survey comments the membership committee felt that this is something to pursue. A few concerns include how much work this will mean for the membership secretary, how much will this cost with Appleseed and the board decides that this is a bylaws change the implementation will require more work. If NEA were to follow SAA's model of treating the bridge rate as an infrequent benefit rather than a separate membership category NEA Bridge rate would not require a bylaws change. There was a lengthy discussion on the issue of membership benefit vs bylaws changes. It was agreed that this issue needs to be discussed further. Issues to consider: impact on conference registration, board criteria to make decisions, Appleseed costs, and unemployed vs under employed. It was pushed to Nova's term for further discussion.

Education proposal: Education is proposing to increase the reimbursement rate for instructors, and day-of representatives for stand-alone workshops.

Alyssa presented her proposal. She explained that education workshops have brought in about \$1500-\$2000 in profits per year and proposed a \$25 increase for instructors. This will mean an extra \$225 per year if we have three workshops. It was the sense of the board to increase reimbursement to preserve the quality of the workshops.

Elizabeth moved to increase reimbursement rate for instructors from \$150 to \$175. Elizabeth called for a vote. **All members voted in favor.**

After a brief discussion on the issue of reimbursement for day-of representatives Elizabeth moved to reimburse education committee representatives day-of attendance to cover mileage and accommodations up to a maximum of \$175. **All members voted in favor.**

Action item: Alyssa to present to the board a proposal for education coordinator. It was suggested that she look at other committee positions to model her proposal within structure of NEA.

Web report: Krista presented her report. There was a discussion about the current structure of the Web committee and duties on the Web Coordinator, the purpose of the NEA web site and who is responsible for delivering content, and who is responsible for updating the Board information on the website. The conversation moved towards having committees responsible for web content and timelines. This issue will be discussed at the April meeting.

Action items:

- Krista tasked to write web coordinator job description for April board meeting.
- Committee chairs: Alyssa, Juliana, Jessica including Lisa tasked with web content needs
- Krista will look into the different tools for intranet needs

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Appendices:

- A. April 2011 preliminary budget
- B. Communications Committee Report
- C. Development Coordinator Report
- D. Education Committee Report final numbers
- E. Immediate past president
- F. Listsrvs Report
- G. Local arrangement for Fall Revised
- H. Local arrangement Spring 2011 preliminary budget (excel)
- I. Local arrangement Spring 2011 preliminary budget (pdf)
- J. Local arrangement Spring 2011b board report
- K. Membership Committee Bridge Rate proposal
- L. Membership Secretary Report
- M. Print Coordinator
- N. Program & Local Arrangement Fall 2010 Final report
- O. Program Committee – Spring 2011
- P. Registration mailer
- Q. Treasurer 2010 income-expense rev
- R. Treasurer pie charts
- S. Treasurer balance sheet
- T. Treasurer Fall 2010 meeting budget actual
- U. Treasurer budget vs actual
- V. Vice President
- W. Web Analytic GeoMap Rpt
- X. Web Analytic t TopContent Rpt
- Y. Web Analytic TrafficSource Rpt
- Z. Web Analytic VisitorsOverview Rpt
- AA. Web Proposal