

## **NEA Quarterly Board Meeting**

Dartmouth College, Baker Library, Treasure Room

October 14, 2011, 12:30 pm to 5:00 pm

Between June 18, 2011 and October 14, 2011 the Board discussed and voted on the following:

- Voted to approve the registration fees for the fall 2011 meeting: Members: \$40, Students: \$20, Non-members: \$65, it passed with a vote of 9-0-0.
- Voted to approve the Quarterly Board meeting minutes of June 17, 2011, it passed with a vote of 6-0-2
- Voted to approve the submitted slate for web management: Veronica Martzahl - web coordinator; Michelle Romero - assistant web coordinator; David Read - assistant web coordinator, it passed with a vote of 9-0-0
- Vote to approve the creation of an Elections Taskforce as outlined in the Taskforce proposal of 7-0-0
- Voted to approve the amended motion for free registration for students volunteering, to perform duties assigned by the LA Committee, for the fall 2011 at Dartmouth College, it passed with a vote of 6-0-0
- Voted to appoint Donna Webber (Simmons College) and Karen Adler Abramson (JFK Library) to the 2012 Nominating Committee, it passed with a vote of 6-0-0
- Voted to approve the candidate question for 2012 slate, it passed with a vote of 6-0-0
- Voted to appoint Hanna Clutterbuck for the position of co-chair of the Membership Committee for a three-year term (October 2011-October 2014), it passed with a vote of 6-0-0
- Voted to appoint Jasmine Jones, an archives student at Simmons College, for appointment to the Membership Committee for a three-year term (October 2011-October 2014), it passed with a vote of 6-0-0
- Voted to appoint Dan McCormack for an additional three-year term (November 2011-November 2014) to the Membership Committee, it passed with a vote of 6-0-0
- Voted to appoint Russell Franks from Rhode Island Project College to the Spring 2012 Program Committee, it passed with a vote of 6-0-0
- Voted to round the current honorarium for the Fall 2011 speakers up to \$150, it passed with a vote of 6-0-0

- Voted to appoint Suzy Taraba co-chair for the Spring 2012 local arrangements committee, it passed with a vote of 6-0-0
- Voted to approve a \$600 honorarium for the keynote speaker for the Spring 2012 meeting, it passed with a vote of 6-0-0
- Voted to authorize the Education Committee to spend up to \$1200 as an honorarium to the IMAP workshop, it passed with a vote of 6-0-0
- Voted to appoint Beth Carroll-Horrocks, State Library, chair of the fall 2012 program committee, it passed with a vote of 6-0-0
- Voted to appoint Mark Savolis, College of the Holy Cross, chair of Spring 2013 Local Arrangements Committee and Christina Zamon (Emerson College) and Peter Rawson (Hotchkiss School) as co-chairs of the spring 2013 Program Committee, it passed with a vote of 6-0-0
- Voted to accept the budget as presented with the amendments discussed, it passed with a vote of 6-0-0

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### Agenda

12:30-12:35 Call to Order, Introductions, Additional Agenda Items

12:35-1:15 Appointments, Board Motions

- Nominating Committee
  - Appointments
  - Approval of Candidate question for ballot
- Elections Task Force
- NEA's support for SAA Reappraisal and Deaccessioning Guidelines
- Membership Committee Appointments

1:15-1:45 Membership Committee Updates/Discussion

- Membership Survey Results

1:45-2:30 Conferences

- Fall 2011 (brief updates)
- Spring 2012
  - Local Arrangements
  - Program Committee
  - Education Committee (IMAP workshop sponsorship)
- Future Meetings

2:30-2:45 Online Registration Task Force

2:45-3:00 Communications Committee update/discussion (marketing at meetings)

3:00-3:15 Break

3:15-4:00 Finances

- Treasurer's Report(s)
- 2012 Budget

4:00-4:20 Diversity Committee

4:20-4:50 Website Committee discussion (board views/goals)

4:50-5:00 New Business

- Time and Location for January Board Meeting

5:00 Adjournment

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**In attendance:** Nova Seals, Ellen Doon, Lisa Feldmann, Jessica Tanny, Jessica Sedgwick, Veronica Martzahl, Elizabeth Slomba, Maria Bernier, Jane Ward, Paige Patrick, Silvia Mejia, Alyssa Pacy, and Daniel McCormack.

**Call to Order, Introductions:** The meeting was called to order by Nova at 12:34PM. Present members went around and introduced themselves. There was one item added to the agenda, Board listserv policy.

### **Listserv**

It was brought to the attention of the board a concern regarding non-board members being able to join the board listserv without any moderation. After a brief discussion the Board decided to have non-board members join the list as stated on the web site but to do so through the moderator.

### **Appointments, Board Motions**

#### Nominating Committee

Elizabeth moved to appoint Donna Webber (Simmons College) and Karen Adler Abramson (JFK Library) to the 2012 Nominating Committee. Maria seconded. **All members voted in favor. No abstentions.**

Elizabeth moved to approve the candidate question for 2012 slate. Maria seconded. **All members voted in favor. No abstentions.**

#### Elections Task Force

Elizabeth presented an update. She talked to the Membership secretary about the issues that he run in to at the last year's election and based on this information the Task Force will work on making sure those issues don't happen again.

NEA's support for SAA Reappraisal and Deaccessioning Guidelines Nova explained that a team of archivists is seeking NEA's support regarding submission of best practices for reappraisal and deaccessioning to SAA. Before the team can submit the guidelines to SAA they need to have letters of support from allied organizations and a request was sent to NEA. The Board decided to move this to an online vote to give all board members the opportunity to read the guidelines. If approved by the Board Nova and the communications committee will work on drafting a letter. The dateline for support is January 6, 2012.

#### Membership Committee Appointments

Paige moved to appoint Hanna Clutterbuck for the position of co-chair of the Membership Committee for a three-year term (October 2011-October 2014). Elizabeth seconded. **All members voted in favor. No abstentions.**

Elizabeth moved to appoint Jasmine Jones, an archives student at Simmons College, to the Membership Committee for a three-year term (October 2011-October 2014). Paige seconded. **All members voted in favor. No abstentions.**

Elizabeth moved to appoint Dan McCormack for an additional three-year term (November 2011-November 2014) to the Membership Committee. Paige seconded. **All members voted in favor. No abstentions.**

Elizabeth moved to appoint Russell Franks from Rhode Island Project College to the Spring 2012 Program Committee. Maria seconded. **All members voted in favor. No abstentions.**

Nova officially welcomed Veronica Martzahl as the new Web Coordinator.

### **Membership Committee Updates/Discussion**

Jessica presented her update. The committee will be doing Membership clean up in the next year to remove lapsed members from the directory. The committee will be talking to Applesed to see if there is a way to do the clean at their end. There was a brief discussion on what to do with the lapsed members and whether or not to contact them regarding their membership status. The Board also discussed concerns with lapsed members that included cost associated with the database, and mailings. The listserv could also be cleaned up after the database is updated.

Dan talked briefly about roundtables/sections/interest groups and how these groups would be governed. He will have more information for the Board regarding structure for these groups for the January 2012 Board meeting.

Membership Survey Results Jessica gave an overview of the survey ([see survey results](#)). She began by saying that the survey was open for a few weeks in September, 111 completed it and 90% were NEA members. The survey contained several questions on bridge rates more so than last year to dig down and see what members really wanted. As a result of the survey the Membership committee will have a discussion on roundtables next month and present a report to the Board at the January 2012 meeting.

Regarding bridge rates the Board recommended that the Membership committee puts forward a recommendation based on the survey information and present it to the Board prior to the January 2012 meeting for an online vote. The Board spent a few minutes discussing ideas to have more members participate in the NEA annual survey.

## **CONFERENCES**

### **Fall 2011 (brief updates)**

Local Arrangement: Nova presented the Fall 2011 Local Arrangement report on behalf of Peter Carini. She said that over 170 people had registered for the Fall 2011.

Program Committee: Nova gave an update for the Fall 2011 Program committee on behalf of Nora

Murphy. She stated that the program was good to go and that there may be a couple of changes that will be announced in the morning before the keynote speaker.

After a brief clarification on honorarium guidelines the Board suggested that the Vice-President be the person responsible for contacting each Program Committee to inform them about the honoraria guidelines. The issue was deferred to a later meeting.

Ellen Doon moved to round up the honorarium for the Fall 2011 speakers to \$150. Elizabeth seconded. **All members voted in favor. No abstentions.**

### **Spring 2012**

Local Arrangements: Nova reported that Valerie Gillespie will continue to work on local arrangements and Suzy Taraba, University Archivist at Wesleyan, has volunteered to work with Valerie to see the Spring 2012 program local arrangement facilitation through.

Paige moved to appoint Suzy Taraba co-chair for the Spring 2012 local arrangements committee. Elizabeth seconded. **All members voted in favor. No abstentions.**

### **Program Committee**

Jessica Tanny presented her report. The program committee for Spring 2012 met formally once in person and Lisa has talked to them about the Communications Committee role. The committee has begun working on the schedule which is now being flushed out and the committee put a call for presentations on SAA. The committee has identified two potential keynote speakers and to advertise the meeting the committee created a meeting logo and had pencils made, with the communication committee doing a blitz.

Elizabeth moved to approve a \$600 honorarium for the keynote speaker for the Spring 2012 meeting. Maria seconded. **All members voted in favor. No abstentions.**

**Education Committee** (IMAP workshop sponsorship): Alyssa presented her proposal. The Education committee would like to bring the Independent Media Arts Preservation's (IMAP) workshop on Digital preservation to NEA. Alyssa explained that membership have expressed interest, especially those members who have taken similar workshops and are looking for more advanced audio and video workshops. She went on to say that IMAP has asked NEA to pay for the honorarium as well as the expenses for the instructor, estimated to be \$1200. To raise the money the Education Committee plans to solicit donations from other repositories in New England. Wesleyan has already committed to \$150. Alyssa explained that NEA will make no money from this workshop and IMAP will handle registration and will give a discount to NEA members. The Education Committee asked the Board if they would subsidize \$500 for this workshop

Maria moved that the Board authorizes the Education Committee to spend up to \$1200 as an honorarium to the IMAP workshop. Paige seconded. **All members voted in favor. No abstentions.**

## CONFERENCES

### Fall 2012

Paige with help from Elizabeth and Nova is moving forward with the fall 2012 conference.

Elizabeth moved to appoint Beth Carroll-Horrocks, State Library, chair of the fall 2012 program committee. Maria seconded. **All members voted in favor. No abstentions.**

### Spring 2013

Paige stated that the planning for the Spring 2013 meeting is under way.

Elizabeth moved to appoint Mark Savolis, College of the Holy Cross, chair of Spring 2013 Local Arrangements Committee and Christina Zamon (Emerson College) and Peter Rawson (Hotchkiss School) as co-chairs of the spring 2013 Program Committee. Maria seconded. **All members voted in favor. No abstentions.**

### Online Registration Task Force

Maria presented her report. She said that the Task Force had a conference call where they brainstormed different options for online meeting and workshop registration. They have created a very detailed spreadsheet of the features they are looking for and that they are looking for services that already exist online like Event Brite and Event Espresso. Maria stated that the task force doesn't have a recommendation yet but will be narrowing their options. She also said that no matter which service is chosen there will be costs associated with it, initially and later for upgrades. She also said that she would like to pull 2 or 3 services that they can work with the education committee on piloting for floating workshops during the winter.

There was a brief discussion regarding fees and payment for those fees and the Board decided to wait on making any decisions after the task force has come up with the top three recommendations.

**Communications Committee update/discussion (marketing at meetings)** Lisa presented her report. She said that the committee is focusing mainly on marketing NEA activities and testing the workflows. Some of the committee activities for the fall 2011 meeting included: creating a post meeting survey to get feedback from attendees, and targeting teaching organizations for the teaching with primary sources theme.

Lisa expressed that the Communications Committee would like to do more for the Education Committee and to accomplish this they have identified Sarah Shoemaker as the Communication Committee liaison for the Education Committee and Alyssa will assign someone from her team.

Lisa also reported that Facebook is not being used as much. There was a brief discussion regarding timing of marketing releases. Lisa ended her report by saying that she will be bringing the Communications Committee Policies and Procedures to the Board for approval at the January 2012 meeting.

### Finances

Maria presented her report. She began by updating the Board on the online registration. She said that from the first transaction at the end of April through October 10<sup>th</sup> there were 78 transactions

made, these include people who renewed or joined online. NEA paid about \$75 in fees to Google checkout service and so far it seems to be working and Maria has not heard any issues or concerns from the membership.

She then moved to the 2011 budget, she said that it is in good standing and as of October 10<sup>th</sup> there was a profit of \$440, she explained that this number does not include income and expenses from the fall meeting. Maria then moved to the 2012 draft budget and explained that she tried to put in more realistic numbers based on what NEA spent in 2011. She ended her report by going over individual committee requests.

Ellen moved to accept the budget as presented with the amendments discussed. Paige seconded.  
**All members voted in favor. No abstentions.**

### **Diversity Committee**

Karen was not able to present her report and Ellen read the Diversity addendum to the Board. No actions were taken. Nova will get in touch with Karen to ask her what the board can do to help the committee.

### **Website Committee discussion (board views/goals)**

Veronica explained that she has taken over the twitter account and she is tweeting 4 or 5 times a week and that she is also an administrator to NEA LinkedIn. As the new web coordinator she asked the Board how she could be of help to other committees. The Board briefly explained to Veronica some issues that had been discussed in the past by the Board with regard to the web, including getting conference materials from presenters up after the meeting, and podcasts (ones we already have and how to collect new ones), and as workshops expand the web site needs to reflect this. Other topics included reconsidering the search engine for the web site. Veronica will do some background reading to better understand her role and how it all fits in within the organization. The Board expressed the need to explore electronic options for a wiki for internal business, one that is easy to maintain from person to person. Veronica will go back to her team and talk about options.

### **New Business**

#### **Adjournment and Next Meeting Date**

The meeting was adjourned at 5:00pm

Next Quarterly Board meeting will take place on January 13, 2012 (with a snow date of January 20<sup>th</sup>) at the Schlesinger Library, Harvard University.

Respectfully submitted,  
Silvia Mejia



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### Appendices:

- A. Communications Committee Report
- B. Development Coordinator Report
- C. Diversity Task Force Report
- D. Education Committee Report final numbers
- E. Immediate past president
- F. Listsrvs Report
- G. Local arrangement Fall 2011
- H. Local arrangement Spring 2012
- I. Membership Committee
- J. Org Eff report
- K. Print Coordinator
- L. Program & Local Arrangement Fall 2010 Final report
- M. Program Committee – Spring 2012
- N. Survey Summary
- O. Treasurer 2011 Q3 balance sheet
- P. Treasurer 2011 Q3 income expense
- Q. Treasurer 2012 budget draft
- R. Treasurer 2011
- S. Online registration Task Force report
- T. Treasurer's Report
- U. Vice President
- V. Web Analytics GeoMap Rpt
- W. Web Analytics t TopContent Rpt
- X.