

NEA Quarterly Board Meeting

Simmons College, Boston, MA

November 2, 2012, 12:45 pm – 5:00 pm

Between June 2, 2012 and November 2, 2012 the Board discussed and voted on the following:

- Voted to approve the appointment of Joan Gearin, NARA-Waltham, Chris Burns, University of Vermont, and Rodney Obien, Keene State University to the Nominating Committee for 2012, it passed with a vote of 9-0-0.
- Voted to charge a small group of NEA members to plan and document NEA's sole administration of the award going forward; [this group] will submit a recommendation to the Board prior to January meeting. This short-term group's proposal will likely outline a new standing committee structure to start in the spring. Proposed members of [the] short-term planning group: Ellen Doon (existing member of Haas committee), Nora Murphy (member of original Haas committee that set up the award with ARMA), Eliot Wilczek, and Jill Snyder, it passed with a vote of 9-0-0.
- Voted to authorize the raffling of five admissions to the spring 2013 meeting at the upcoming fall meeting, it passed with a vote of 8-0-0.
- Voted to accept the June 1, 2012 Board meeting minutes, it passed with a vote of 9-0-0.
- Voted to approve the 3DTF proposal as presented by the task force with the amendment to extent the trail period through fall 2012, it passed with a vote of 9-0-0.
- Voted to approve the basic archives curriculum with amendments as submitted by the Education Committee, it passed with a vote of 9-0-0.

AGENDA
New England Archivists Board Meeting
Simmons College, Boston
November 2, 2012

12:45-12:50 Call to Order, Introductions, Additional Agenda Items

12:50-12:55 Approval of the June 1, 2012 Meeting Minutes

12:55-1:45 Meetings

Fall 2012 (brief updates)

Three Day Task Force: Colin Lukens

40th Anniversary Task Force: Alyssa Pacy

Spring 2013 Local Arrangements: Mark Savolis

1:45-2:45 Finances

Treasurer's report: Maria Bernier

Budget FY 2013

2:45-3:00 Break

3:00-3:15 Web Committee: Veronica Martzahl

3:15-3:30 Professional Archives Journal: Ellen Doon

3:30-3:45 Membership Committee: Jessica Sedgewick and Hanna Clutterbuck

3:45-4:00 Education Committee: James DaMico

4:00-4:30 Diversity Task Force

4:30-4:45 Summit of Regional Archival Organizations at SAA: Paige Roberts

4:45-5:00 New Business

January 2013 Board Meeting

Other

NEA Quarterly Board meeting

Simmons College, Boston, MA

November 2, 2012, 12:45 pm – 5:00 pm

In attendance: Paige Roberts, Maria Bernier, Veronica Martzahl, Mark Savolis, Jason Woods, Collin Lukens, Alyssa Pacy, Jane Ward, Jessica Steytler, Judy Farrar, Sally Barkan, Ellen Doon, Joanie Gearin, Nova Seals, Hanny Clutterbuck, Jessica Sedgwick, Silvia Mejía, James DaMico, Michelle Gachette, Karen Adler Abramson.

Call to Order, Introductions, Additional Agenda items

The meeting was called to order at 1:05 p.m. by Paige Roberts. Present members went around and introduced themselves. There were no additional agenda items.

All members voted to accept the June 1, 2012 Board Meeting minutes.

MEETINGS

Fall 2012

Jason Woods presented his update. There were 299 registrants for the meeting and he expected to have over 300, including some walk-ins on Saturday. There will be about \$8,000 in profit from the meeting. Jason thanked Justin Snow for all his work.

Three Day Task Force

Colin Lukens presented his report. He explained that the membership survey responses showed that half of the membership supports changes to the current meeting structure while the other half did not. To satisfy both sides the task force recommended: a one-day meeting for fall 2013 and a longer meeting (Thursday through Saturday) in the spring 2014. After the trial period is over the task force will survey the membership for feedback. Other task force recommendations included: a tiered registration system and registration costs to be as low as budget allows for the spring meeting, and scholarships be developed to assist with registration costs.

Colin thanked the 3DTF: Maria Bernier, Jill Snyder, Jessica Steytler, Amanda Strauss, Jane Ward, and Christina Zamon.

Nova moved to approve the 3DTF proposal as presented by the task force with the amendment to extend the trial period through fall 2014. Jessica Steytler seconded. No discussion. Paige called for a vote. **All members voted in favor. No abstentions.**

40th Anniversary Task Force

Alyssa Pacy presented her update. She said that the meeting will take place on Friday and Saturday and that almost all proposals are in. There will be a speaker on Friday night, Dr. George Church, who will talk about his forward thinking idea of capturing and storing data and converting it into DNA structure. And a keynote speaker has been scheduled for Saturday morning.

Storycorps: There will be a total of 9 interviews with 18 people during the 3-day meeting, half from

the Worcester community (funded with Storycorps grant money) and half from NEA (funded by NEA). The Storycorps grant funding is attached to NEA availability to raise half of the money. Alyssa is looking for funding through grant proposals. She is partnering with Worcester area cultural institutions to identify groups that can be interviewed. Completed interviews will go to the Smithsonian National Folk Life Museum, NEA and the Worcester Museum.

Spring 2013 Local Arrangements: Mark Savolis presented his report. He said that workshops will be on Thursday, there will be no tiered registration outside the 25% discount unemployed members already receive and 40 hotel rooms will be blocked.

FINANCES

Treasurer's report

Maria Bernier provided a brief update. She mentioned that since the NEA and MARAC relationship regarding the Haas award has been dissolved, the bank account is closed and the money will be put in an NEA savings account until the Haas Award Committee determines how they will move forward. She also mentioned that NEA has used Constant Contact for a couple of fall workshops and the feedback is positive.

Budget FY 2013

Maria mentioned that the budget currently has a deficit of \$46,000. The Board decided to run a \$20,000 deficit this year because some of the expenses for 2013 will be a one-time expense to celebrate the 40th anniversary. This left \$26,000 to be cut from the budget and the Board with help from committee chairs made cuts to every committee budget. The education and web committees' budgets were significantly reduced. Maria agreed to update the budget to reflect the changes and circulate the updated budget via email for a vote before January 2014.

Web Committee:

Veronica Martzahl presented her report. She talked about her plan for the web site redesign. She said that she could put out the request for proposal document (RFP) for the Board in the winter, do the work in the summer and have the new site ready for next September. The board agreed with this timeline.

Professional Archives Journal

Ellen Doon presented a proposal on behalf of Michael Lotstein. The proposal asked NEA for sponsorship to start an academic archives journal. The journal will be peer-reviewed and it will provide a venue for students and young professionals to get their foot in the door. There is a start-up fee of \$1,500 and Michael will do the leg work to pull people together to serve on the editorial board, work on the business plan, etc. The board asked that a formal proposal be submitted. Ellen agreed to email the proposal to the board.

Membership Committee: Jessica Sedgewick presented her report. She mentioned that the first meet-up went well with a lot of students attending. She also mentioned that the committee is thinking of ways of having more events per year, including having NEA members from different parts of New England host one.

Roundtables: The membership committee will have an information booth set up at the fall meeting so people can ask questions. The committee developed an easy to fill out form for those interested in forming a roundtable as well as making available an informational brochure.

Education Committee: James DaMico presented two action items to the Board. Given the budget cuts recently approved by the Board the treasurer explained that the Education committee's budget for 2012 will be \$2,700 which will include \$1,000 for the curriculum development, up to \$500 for one time honorarium and 5 workshops (4 workshops and 1 floating). The Board asked Jim to contact the Board for authorization for honorarium over \$300.

Nova moved to approve the basic archives curriculum with amendments as submitted by the Education Committee. Alyssa seconded. Paige called for a vote. **All members voted in favor. No abstentions.**

Webinars: Jim has two student members who are looking webinar products NEA could use that would work well with the website.

Diversity Task Force

Michelle Gachette presented a comprehensive report of the Task Force activities. She explained that the task force surveyed other professional organizations with similar efforts as well as searching NEA records. The task force has begun to build relationships throughout committees, has an email account, and a web page. She also mentioned that the task force submitted a panel proposal to SAA which was not accepted. The task force has plans of repurposing the SAA panel proposal for NEA spring 2013 meeting. The proposal has been endorsed by the board. The task force will have a table at the fall meeting for members to ask questions and/or provide feedback.

Michelle thanked Jessica Sedgewick, Hanna Clutterbuck, and Veronica Martzahl for their work with the Diversity Committee.

Summit of Regional Archival Organizations at SAA

Paige Roberts provided a brief summary. She said that there was a great turnout of people from around the country at the Summit. Each representative submitted issues they felt might be of concern. She then read some recommended actions which included: create a formal SAA committee, charge with facilitating communications in a variety of efforts among the regional and SAA, create a formal committee charged with creating an advocacy tool kit, and creating a clearing house for sharing and developing educational curriculum material.

Paige also mentioned that NEA & MARAC were the two largest organizations in terms of programming at the summit and if these two organizations were to collaborate it could serve as a model for other organizations.

Other

Nova asked to think about and submit names for the next NEA election.

The Newsletter group is losing a member and asked the Board about their obligation on soliciting new volunteers. The Board explained that putting a call for volunteers through the listserv or through word of mouth is what it has been done in the past.

Adjournment and Next Meeting Date

The meeting was adjourned at 4:52pm

Next Quarterly Board meeting place and date to be determine.

Respectfully submitted,
Silvia Mejía