

## **New England Archivists Quarterly Board Meeting**

Harvard Business School, Boston, Massachusetts

September 27, 2013, 10:00 a.m. – 2:30 p.m.

Between September 27, 2013 and January 9, 2014 the Board discussed and voted on the following:

- Voted to approve the June 7, 2013 minutes as submitted, it passed with a vote of 9-0-0.
- Voted to appoint Emily Tordo as Registrar for a two-year term, from September 2013 to September 2015; Jessica Holden as the Inside NEA/This Season in New England newsletter Editor for a three-year term, from January 2014 to January 2017; and Carolyn Hayes as the Session Reports/Internet Tidbits newsletter Editor for a three-year term, from January 2014 to January 2017, it passed with a vote of 9-0-0.
- Voted to appoint Elise Dunham, Jennifer Fauxsmith, and Stephanie Warner to the Communications Committee each for a two-year term from September 2013 to September 2015, it passed with a vote of 9-0-0.
- Voted to appoint Pat Webber to the Membership Committee for a three-year term from September 2013 to September 2016, it passed with a vote of 9-0-0.
- Voted to appoint Daniel McCormick, Maria Bernier, and Ellen Doon to the 2014 nominating committee, it passed with a vote of 9-0-0.
- Voted to approve the new job descriptions for President and Vice-President/President elect, it passed with a vote of 9-0-0.
- Voted to approve that NEA and NEA Treasurer serve as the financial agent to the new NEA/Yale joint venture online Journal, it passed with a vote of 9-0-0.
- Voted to approve the 2014 budget as amended during this discussion, it passed with a vote of 9-0-0.
- Voted to approve the registration fees for workshops: Full day: at \$85 member and \$100 for non-members; Half day: \$45 for members; and \$60 for non-members, it passed with a vote of 9-0-0.
- Voted to approve the honorariums full day at \$500 and Half day at \$250, it passed with a vote of 9-0-0.
- Voted to approve the updated Treasurer's job description with new language, it passed with a vote of 9-0-0.

- Voted to approve a new honoraria and speaker registration policy, it passed with 9-0-0.
- Voted to approve an increase in annual membership fees by \$5 for regular and institutional members and \$2.50 for students, it passed with a vote of 9-0-0.
- Voted to approve the amendment to the By-laws which changes the membership year from January 1<sup>st</sup> to December 30<sup>th</sup> to revolving membership to then be brought to the NEA membership for a vote at the spring 2014 meeting, it passed with a vote of 9-0-0.
- Voted to approve the Spring 2014 registration fees as follows:
  - Member (2 days) - \$105
  - Member (1 day) - \$70
  - Student (2 days) - \$52.50
  - Student (1 day) - \$35.00
  - Bridge rate (2 days) - \$78.75
  - Bridge rate (1 day) - \$52.50
  - Non-member (2 days) - \$120.00
  - Non-member (1 day) - \$85.00, it passed with a vote of 9-0-0.

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### **Agenda**

- 10:00-10:05 President's Welcome and New Business
- 10:05-10:15 Approval of Board Minutes, Committee Appointments, and Old Business
- 10:15-10:45 Diversity Committee Final Report Discussion
- 10:45-11:05 President's Report: Alyssa Pacy
  - Spring 2014 Registration Fees
  - Honoraria
  - Scholarships and Awards
  - Newsletter
- 11:05-11:20 Vice-President's Report: Jill Synder
- 11:20-12:00 Budget Discussion: Juliana Kuipers
- 12:00-1:00 Lunch Break
- 1:00-1:45 Records Schedule Discussion: Laura Smith
- 1:45-2:05 Education Committee: James DaMico
- 2:05-2:25 Wild Apricot Update: Veronica Martzahl
- 2:25-2:30 Next Meeting
- 2:30 Adjournment

## **New England Archivists Quarterly Board Meeting**

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September 27, 2013, 10:00 a.m. – 2:30 p.m.

**In attendance:** Alyssa Pacy, Veronica Martzahl, Paige Roberts, Jill Snyder, Silvia Mejía, Juliana Kuipers, Erica Boudreau, Joanie Gearin, Colin Lukens, Jane Ward, Kelli Bogan, Tessa Beers, Judy Farrar, Jim DaMico, Sally Barkan, Jessica Tanny, Laura Smith.

### **President's Welcome and New Business**

Alyssa called the meeting to order at 10:05 a.m. Followed by Board members introductions.

### **Approval of minutes from June 7, 2013**

Alyssa moved to approve the June 7, 2013 minutes as submitted. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

### **APPOINTMENTS**

Alyssa moved to appoint Emily Tordo as Registrar for a two-year term, from September 2013 to September 2015; Jessica Holden as the Inside NEA/This Season in New England newsletter Editor for a three-year term, from January 2014 to January 2017; and Carolyn Hayes as the Session Reports/Internet Tidbits newsletter Editor for a three-year term, from January 2014 to January 2017. Silvia seconded. No discussion. No absentia. **All members voted in favor.**

Alyssa moved to appoint Elise Dunham, Jennifer FauxSmith, and Stephanie Warner to the Communications Committee each for a two-year term from September 2013 to September 2015. Silvia seconded. No discussion. No absentia. **All members voted in favor.**

Alyssa moved to appoint Pat Webber to the Membership Committee for a three-year term from September 2013 to September 2016. Silvia seconded. No discussion. No absentia. **All members voted in favor.**

Alyssa moved to appoint Daniel McCormick, Maria Bernier, and Ellen Doon to the 2014 nominating committee. Silvia seconded. No discussion. No absentia. **All members voted in favor.**

### **Job descriptions**

Alyssa moved to approve the new job descriptions for President and Vice-President/President elect. Erica seconded. All voted in favor. No discussion. No absentia. **All members voted in favor.**

### **Diversity Committee Final Report**

The Board committed \$500 for Diversity activities and it is working on scheduling a one-time bias/sensitive training for Board members. The vice-president will be part of the proposed diversity council since s/he already has voting privileges (adding new voting members to the

Board require bylaw changes which the Board did not see feasible at this time due to time constraints). The Board would like to reach out to the roundtables to help with outreach to high school students and graduate schools but the Board recognizes that the roundtables are not under the control of the Board. The Board will continue the diversity discussion at the January 2014 meeting.

### **President's Report**

Registration fees: The Board agreed to subsidize the registration fee for the spring 2014 meeting. The amount to be subsidized will be decided through an online discussion.

Honoraria: The current honoraria policy has been viewed as unfair and the Board is working on drafting a new one to address these concerns. The current honoraria policy pays honoraria to non-NEA speakers and does not require them to register for meetings while NEA speakers are not paid honoraria and are required to register for meetings.

Awards/Scholarship: The Board charged the Treasurer and the reps-at-large with the task of standardizing all the awards and scholarship processes.

### **Newsletter**

The newsletter committee is expected to report at the January Board meeting on changes made to the newsletter based on the survey responses.

### **Vice-President's Report**

Before Jill presented her report Alyssa thanked her for her work with ARMA/Boston.

Fall 2014: The Committee is in place and will begin planning after the fall 2013 meeting. It was suggested that the fall 2014 meeting be a kick-off party for the Yale Journal. Jessica Tanny will get in touch with the program committee to talk about this possibility.

Spring 2015: Camille Torres has met with the MARAC Program Committee Co-Chair, Sharmila Bhatia and Alyssa has been working with Mary Mannix (MARAC) on finding a location for the meeting, two possibilities include: Boston and UMass Amherst.

Allied organizations: National Association of Government Archives and Records Administrators (NAGARA) members will receive NEA membership rates when attending NEA meetings. The Board approved the following affiliated groups: New England Town Association and New England Museum Association (MEMA).

NEA Speakers Bureau: It was recommended that NEA establishes a speaker's bureau so it could be tapped if NEA gets requests to speak on archival topics to non-archivists as well as promoting the profession and similar activities. The Board suggested creating a list of self-identified members who would like to do this.

NEA has been invited to participate with an NHPRC grant to offer online training. This project will be carried out with Simmons faculty teaching the courses, what NEA's role is has not been defined. Veronica Martzahl will attend the group's meeting in October and report back.

### **Treasurer**

The finances of the NEA/Yale joint journal will be managed by the NEA treasurer. The treasurer's job description will be updated to include the new responsibility.

Alyssa move to approve that NEA and NEA Treasurer serve as the financial agent to the new NEA/Yale joint venture online Journal. Colin seconded. All voted in favor. No discussion. No absentia. **All members voted in favor.**

The Board had a discussion on whether or not to keep the ADA Compliance budget line but it was the Board's consensus to leave it in.

### **Vendor proposal**

This proposal asked to have a vendor present at an NEA meeting. The Board had too many concerns and asked Kelli and Tessa to look further into this and report back to the Board with the understanding that this will not be discussed as part of the spring 2013 programming.

The Board then passed the budget with a deficit of \$12,000.

Alyssa moved to approve the 2014 budget as amended during this discussion. Jill seconded. All voted in favor. No discussion. No absentia. **All members voted in favor.**

### **Archivist**

The conversation revolved around formalizing NEA record transfers (physical and digital to UConn where NEA records have been housed since the 1980s. Laura Smith, the NEA archivist, explained the current UConn policy of electronic records. She said that UConn does not provide metadata and metadata would have to be supplied by the person or group submitting the records. To facilitate record transfers the Board decided to complete its records schedule. Veronica, Joanie, and Jill will work on it and report at the January 2014 meeting. The Board asked Laura to come to the meetings where the policy and records schedules will be discussed.

### **Education**

Alyssa moved to approve the registration fees for workshops: Full day: at \$85 member and \$100 for non-members; Half day: \$45 for members; and \$60 for non-members. Silvia seconded. All voted in favor. No discussion. No absentia. **All members voted in favor.**

Alyssa moved to approve the honorariums full day at \$500 and Half day at \$250. Tessa seconded. All voted in favor. No discussion. No absentia. **All members voted in favor.**

Curriculum development Proposal: Jim explained that Bruce Starks has taught the course since 1991 and holds the copyright to both the Processing Guide and the exercises. However, Bruce has outlined a new curriculum which NEA could retain the copyright of. Jim's proposal asked that NEA retains the copyright to the new curriculum while Bruce will own copyright to the exercises. The Board supported the proposal and Jim will draft a new document and send it to the Board for an online vote.

Task Force proposal for NEA constituencies: The purpose of the proposal is to investigate and identify NEA's constituencies outside of the academic/university setting to receive information

on upcoming local and regional archival, library and museum related meetings and professional development. Jim will team up with the Communications Committee to contact potential members. Jim will put a call to the membership for a task force chair.

### **Wild Apricot**

Veronica provided an update regarding Wild Apricot. She said that two event pages and two informational pages have been successfully created using the new platform. Feedback on the event pages, including payment and registration, seemed to be very positive. Veronica attempted an initial transfer of membership information into the Wild Apricot membership database with mixed success. The contacts did not map fully and went in as contacts rather than members. The Board asked Veronica to finalize the database transfer by November 1<sup>st</sup> in preparation for the renewal period in January 2014.

November 1, 2013 database transferred. Set by Google Wallet stops November 20<sup>th</sup>.

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

The meeting was adjourned at 2:45 pm

Next Quarterly Board meeting will take place on January 10, 2014 (with a snow date of January 24th) at Northeast Document Conservation Center, Andover, Mass.