

**New England Archivists Board Meeting  
January 10, 2014  
10:30 a.m. - 1:00 p.m  
Northeast Document Conservation Center  
Andover, Massachusetts  
FINAL AGENDA**

**NEA Business**

- 10:30-10:35 President's Welcome and New Business
- 10:35-10:45 Approval of Board Minutes and Committee Appointments
- 10:45-10:55 President's Report: Alyssa Pacy  
Diversity Training Update  
Submission of By-laws Change to Secretary  
Doing Archives
- 10:55-11:05 Vice President's Report: Jill Snyder  
Allied Organizations
- 11:05-11:20 Scholarship and Awards Standardization: Reps-at-Large
- 11:20-11:35 Records Schedule Discussion: Veronica Martzahl, Joanie Gearin, and Jill Synder
- 11:35-12:15 Meeting Updates  
Fall 2013: Colin Lukens  
Spring 2014: Kelli Bogan  
Fall 2014: Abigail Cramer  
Spring 2015: Jill Snyder and Alyssa Pacy
- 12:15-12:25 Membership Database Update: Veronica Martzahl
- 12:25-12:35 Marketing for Journal Launch: Jessica Tanny
- 12:35-12:55 Newsletter Redesign: Judy Farrar and Sally Barkin
- 12:55-1:00 Next Meeting

1:00 Adjournment

**Lunch Break**

1:00-2:00

**Diversity and Inclusion Retreat**

2:00-3:30 Madeline McNeely, Principal, Conditioning Leaders

**Executive Session**

3:30-3:45

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Between January 10, 2014 and March 19, 2014 the Board discussed and voted on the following:

- Voted to approve the September 27, 2013 minutes as submitted, it passed with a vote of 9-0-0.
- Voted to appoint Heather Cristiano as co-senior editor of NEA Newsletter for one-year term from January 2014 to October 2015 and Pam Hopkins as co-senior editor of NEA Newsletter for a two-year term from January 2014 to January 2016, it passed with a vote of 9-0-0.
- Voted to approve Katharine Sietz as student member of the Education Committee for a one-year term from January 2014 to January 2015, it passed with a vote of 9-0-0.
- Voted to approve the REPS (Roundtable for Early Professional) roundtable updated "Goals and Objectives" as submitted to the Board, it passed with a vote of 9-0-0.
- Voted to approve \$1000 honoraria for keynote speakers Vivek Bald and Ian MacKaye, it passed with a vote of 9-0-0.
- Voted to appoint Christina Zamon Chair of the Spring 2015 Local Arrangements Committee, it passed with a vote of 9-0-0.
- Voted to approve the Spring 2015 Local Arrangements Committee: Meghan Bailey, Krista Ferrante, Rosalie Gartner, Meredith Halsey, Megan Schwenke, Emily Tordo, and Jane Ward, it passed with a vote of 9-0-0.

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

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

Alyssa called the meeting to order at 10:30 a.m. followed by Board members introductions.

Silvia moved to approve the September 27, 2013 minutes as submitted. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

### **APPOINTMENTS**

Silvia moved to appoint Heather Cristiano as co-senior editor of NEA Newsletter for one-year term from January 2014 to October 2015 and Pam Hopkins as co-senior editor of NEA Newsletter for a two-year term from January 2014 to January 2016. Erica seconded. No discussion. No absentia. **All members voted in favor.**

Silvia moved to approve Katharine Sietz as student member of the Education Committee for one-year term from January 2014 to January 2015. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

Joanie moved to approve the REPS (Roundtable for Early Professional) roundtable updated "Goals and Objectives" as submitted to the Board. Silvia seconded. No discussion. No absentia. **All members voted in favor.**

### **President's Report:** Alyssa Pacy

Diversity Training: The training was led by Madeline McNeely, who led the World Café session at the spring 2013 meeting.

By-laws Change: Alyssa submitted the By-laws amendment to the NEA Secretary, Silvia Mejía.

Doing Archives: After a brief discussion the Board agreed that this is *not* something NEA should be part of at this time. Alyssa will draft an official letter on behalf of the Board, declining the invitation to partner with "Doing Archives".

### **Vice President's Report:** Jill Snyder

NEA, NAGARA, and NEMA have agreed to cross-post conferences and workshops to their membership.

### **Scholarship and Awards Standardization:** Reps-at-Large

Colin presented the new structure for NEA scholarships and awards. The recommendations

expanded the existing committees that review applications and choose recipients for each NEA award. For the *Archival Advocacy Award* and *Distinguished Service Award* it was recommended that the committee be chaired by the Immediate Past President and to add two Reps-at-Large and two NEA members; that the *Hale* and *Haas* awards committee include two Reps-at-Large, the newsletter senior editors, two NEA members. It was also recommended that the Hale and Haas ask for two letters of recommendations.

The Board agreed with the new structure for the awards, however, the Board felt strongly about keeping the process simple and recommended that the letters of recommendations for Hale and Haas be dropped. The Board also recommended that the new awards structure include a piece asking scholarship recipients to submit receipts for tax purposes. The Reps-at-Large will revise the proposal and present it to the Board for a final vote in the summer.

**Records Schedule Discussion:** Veronica Martzahl, Joanie Gearin, and Jill Synder

The records schedule group proposed that the Secretary position be expanded to include basic records management duties. Committee chairs will be asked to submit their records (both physical and electronic) at the spring meeting with the program committee transferring records a month after the meeting. The proposal will be implemented after a records schedule has been created. The Board suggested a records management training/tutorial during a summer meeting so committee chairs will know what to transfer.

**Meeting Updates**

Fall 2013: Colin Lukens presented his summary. He said that NEA made \$3,300, 137 people attended the meeting and 97% post meeting said that NEA should do this type of meeting again. He reported that streaming was low, it averaged 8 viewers. He also reported that there were about 30 people who registered for the meeting and didn't show up.

Spring 2014: Kelli Bogan presented her report. She said that Vivek Bald and Ian MacKaye will be the keynote speakers. The program will include different types of workshops including a Wikipedia edit-a-thon and a National History Day workshop for public school archivists. Camille Torres is working on a community outreach piece similar to the one held at the Worcester meeting.

Colin moved to approved \$1000 honoraria for keynote speakers Vivek Bald and Ian MacKaye. Tessa seconded. No discussion. No absentia. **All members voted in favor.**

Fall 2014: Abigail Cramer presented her report. She said that the half-day meeting has been scheduled for November 1<sup>st</sup> at Salve Regina, Newport, R.I. The program will focus on creative implementations in archives with an emphasis on translating case studies into workable projects for other institutions.

Spring 2015: The meeting will be held at the Park Plaza Hotel in Boston.

### **Membership Database**

Veronica Martzahl announced that the membership database has been moved to Wild Apricot. The data cleanup will be completed by the Membership committee.

**Marketing for Journal Launch:** Jessica Tanny presented an updated. She said that the journal editorial board has created documentation regarding submissions guidelines, style guide to be used by copy editors, and guidelines to be used by peer reviewers. Work on the journal web site has begun and editorial software training will begin in January 2014. The editorial board plans to have a call for submissions to the journal in March 2014. To promote the journal NEA will include an ad in the spring 2014 program, in addition there will be an information table at the meeting and Mike Lotstein will present at the NEA Business meeting.

**Newsletter Redesign:** Judy Farrar presented a summary of the 2013 membership survey regarding NEA newsletter. She mentioned that 131 out of 500 members responded, she also said that based on the responses: members are generally pleased with newsletter, members don't have a strong opinion about the number of issues per year and 65.5% of those who responded still want a paper copy.

The newsletter committee presented a few changes to the newsletter that can be implemented right away these included: having the Board minutes online only, reduce the number of printed issues to save money, have "Internet Tidbits" and new member list twice a year, and limiting the current issue of the newsletter to just the membership via log in.

Alyssa thanked Judy Farrar and Sally Barkan for their service to the NEA newsletter.

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

The meeting was adjourned at 1:05 p.m.

Next Quarterly Board meeting will take place on March 20, 2014 at Sheraton Portsmouth, Portsmouth, New Hampshire.