

New England Archivists Board Meeting  
June 26, 2015  
10 am - 3:30pm  
Harvard University Archives  
Cambridge MA

Between June 26, 2015 and September 25, 2015, the Board discussed and voted on the following:

- Voted to approve March 19, 2015 minutes as submitted. The motion passed with a vote of 7-0-0.
- Voted to approve the Fall 2015 symposium budget as revised. The motion passed with a vote of 8-0-0.
- Voted that NEA adopt the trial-period Spring meeting format as standard prospectively and extend the trial-period for the Fall meeting until Fall 2017. This motion included the following:

The Spring Meeting will include:

- Hosted in a variety of NE locations
- An array of registration and scholarship options
- Run from Thursday through Saturday
- Will feature programmatic elements including:
  - Day of Service
  - Workshops
  - Concurrent sessions
  - All-plenary events, including plenary speakers
  - Roundtable meetings
  - NEA business meeting
  - Spring NEA Executive Board meeting
  - Social events (on- and off-premises)
  - Membership services, including resume review.

The motion passed with a vote of 9-0-0.

- Voted to appoint Krista Ferrante as Chair of the Spring 2017 Program Committee. The motion passed with a vote of 9-0-0.
- Voted to appoint Janaya Kizzie to the Fall 2015 Program Committee. The motion passed with a vote of 9-0-0.
- Voted to create the Conference and Education Platforms Task Force (CEPTF) for a term of July-December 2015, with the following charge and members:
  - Charge: Recommend platforms for NEA to consider to deliver conferencing and web-education functionality to the board and our membership.
  - Members: Pamela Hopkins – Chair; Amanda Strauss; Lily Troia; Abby Cramer; and Blake Relle.

The motion passed with a vote of 8-0-0.

- Voted to accept the new awards and scholarship protocols as presented, including naming the student meeting scholarship as the Susan J. von Salis Student Meeting and Travel Scholarship. The motion passed with a vote of 9-0-0.
- Voted to appoint the following three people to the Communications Committee: Jennifer Fauxsmith, Press Release Coordinator (October 2015-September 2016); Moira O'Connell-Morganstein, Announcement Coordinator (September 2015-August 2018); and Amanda Landis, Social Media Coordinator (September 2015 to August 2018). The motion passed with a vote of 9-0-0.
- Voted to approve the purchase of three sandwich boards for the use of NEA program committees in providing directional signage to meeting attendees, at a total cost of \$150. The motion passed with a vote of 9-0-0.

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**AGENDA**

- 10:00 - 10:05 Welcome, Introductions, and New Business
- 10:05 - 10:15 Approval of Board Minutes (March 2015)
- 10:15 - 10:35 FOTO15 NEA Fall 2015 Symposium: Lisa Long Feldmann (Chair FOTO15 Program Committee)
- 10:35 - 11:00 Mentoring Task Force: Camille Torres Hoven (Co-Chair Mentoring Task Force)
- 11:00 - 12:00 Three Day Meeting Structure: Colin Lukens (NEA President)
- 12:00 - 1:00 Lunch
- 1:00 - 1:15 Regroup: Colin Lukens (NEA President)
- 1:15 - 1:35 Budgeting Discussion: Juliana Kuipers (NEA Treasurer)
- 1:35 - 2:00 Distribution of Meeting Attendee Information: Emily Tordo (NEA Registrar)
- 2:00 - 2:15 Corporate Email Accounts, Board Reports Format: Colin Lukens (NEA President)
- 2:15 - 2:30 Break
- 2:30 - 3:30 NEA Membership Survey: Casey Davis & Marilyn Morgan (Co-Chairs Membership Committee), Colin Lukens (NEA President)
- 3:30 Adjourn

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**In attendance:** Stephanie Call, Anna Clutterbuck-Cook, Abigail Cramer, Casey Davis, Lisa Long Feldmann, Liz Francis, Carolyn Hayes, Pam Hopkins, Camille Torres Hoven, Jennifer Gunter King, Juliana Kuipers, Colin Lukens, Silvia Mejia, Marilyn Morgan, Heather Mumford, Adrienne Pruitt, Megan Schwenke, Jill Snyder, Jessica Tanny, and Emily Tordo.

### **Welcome and New Business**

At 10 a.m. Colin Lukens called the meeting to order, followed by Board member introductions.

### **Approval of Board Minutes**

Silvia Mejia moved to approve the March 19, 2015 quarterly board meeting minutes as submitted. Juliana Kuipers seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**

### **Fall 2015 Symposium**

Lisa Long Feldmann presented an update on the Fall 2015 symposium, FOTO15. The caterer came in under budget and will be providing pizza, fruit salad, and whoopee pies. Providence Public Library is donating the coffee and tea, saving \$500. The entire rental is only \$350, quite inexpensive; PPL is a great place for a meeting. Numbers in the budget have been adjusted in accordance with the registrar's guidelines. One budgetary concern is that Martha Mahard might require her students to attend, which could impact income negatively. The notion of capping student attendance was dismissed as counter to the mission, and the treasurer said that NEA could afford to lose money on the fall symposium if that's what happens. Emily Tordo said that we would need to make an accommodation for Mahard's class if it's actually a class requirement. Lisa will discuss with Martha. The question of whether the price should be lowered was raised and the consensus was no, the price point was right. Belfor is donating \$200 for swag. Marketing will be ramping up soon. The Board thanked Lisa and the committee for their hard work. Juliana Kuipers moved to approve the Fall 2015 budget as presented. Abigail Cramer seconded. **All members voted in favor (7-0-0).**

Jessica Tanny mentioned that there have as yet been no submissions to the photo-themed *Journal of Contemporary Archival Studies*. She will target other communities, like museums, in hopes of generating submissions.

### **Mentoring Task Force**

Camille Torres Hoven presented task force recommendations. They recommend is that the mentoring circle structure be kept as-is, with some fine-tuning. In the first year, there were three mentors, all solicited, with an open call for mentees. In year two, there were six mentors, with an open call for both mentors and mentees. Due to incomplete applications and logistical difficulties, several people were turned down. Some mentors dropped out, and there were some difficulties with mentees. In the third year, they may not accept all mentors, and recommend starting in January rather than September. Starting in September means that there's not enough time to promote it. If promotion starts now, with info on the website, fliers, clear guidelines, and a more stringent application process, they should be in a better place to start in January. The end of January would be a good time for the first meeting.

Other recommendations include improving the software available to hold virtual meetings (an NEA task force will look into this; Marilyn Morgan recommended EverNote), creating a how-to manual for those running the program, and moving the onus of scheduling back to the mentors from the liaisons, who have been doing it. In the third year, to begin January 2016, a three person team could run the programs, with a three-year appointment, and there would be no more than six circles. It should be independent and report directly to the Board, which would serve in advisory capacity. Jill Snyder raised the concern that without structure or leadership, the program would founder. Juliana noted that without a formal structure, they would have no mechanism for submitting budget requests. It was suggested that it be a subcommittee under Membership. After a year this arrangement could be reviewed. The task force was not formally dissolved and decisions were tabled until September.

### **Three Day Meeting Structure/President's Report**

The trial period for the new meeting structure is over. The large spring meeting is popular, approval ratings are high, and it makes money. People like meetings held at hotels, and the ability to attend on either a workday or a weekend was another benefit. The main complaint, that attendees aren't able to attend both days, could be addressed with messaging: a one-day rate is available. Juliana suggested that to address the issues of those who can't attend both days, presentations be posted online, in an arrangement similar to MARAC's DRUM. Filling entry-level workshops at the spring meeting has been difficult, so they will no longer be offered at the spring meeting. NEA will be restarting the DAS curriculum in New England, offering more digital and a/v workshops. The structure of the fall meeting may be more flexible for a while as we find what works best – workshops, close to Boston or far-flung, partnered with other institutions, or not. If fall meetings were to be held in places inaccessible to public transport, NEA might look into renting transportation. Perhaps some questions regarding the fall meeting could be included in the next survey. Several ideas for the Fall 2016 symposium were floated – it could be held in Western Mass., in conjunction with Aaron Lansky at the Yiddish Book Center, Ken Burns, or Michael Lesy. A digital focus was also suggested. The Fall 2016 program committee could potentially be populated with a call to the list-serv. Jennifer Gunther King does not yet have a program chair. General consensus was that keeping the Spring meeting in the new structure and continuing to experiment with the structure of the Fall would be best. Because neither Jessica Sedgwick or Erica Boudreau were present to give input, no motion was put forward. **No vote at this time.**

### **Budget**

Juliana Kuipers presented the treasurer's report. NEA's fiscal year is the same as the calendar year, and the budget will be presented and discussed at the fall meeting. She will be in contact with committee members to give them a snapshot of their financial situation so far this year. Some questions arose this year because of the new Inclusion and Diversity Coordinator position. Because the position was new and its budgetary needs undetermined, a specific amount was set aside for it. Juliana prefers itemized requests rather than "placeholder" amounts with no specific purpose. Itemized expenses are better for potential audits, but it's inflexible. Anna Clutterbook-Cook suggested that a hybrid model – a discretionary fund, with any other specific expenses being presented for Board approval – might be most flexible. The other question was the type of things that it is appropriate for NEA to fund. Generally there is consensus, but catering at events is a gray area. Catering is funded by NEA at events where the membership is invited, but is not funded at closed committee meetings. This principle is extended to reimbursement of expenses incurred as part of NEA service. Some job descriptions require attendance at the annual meeting, like the registrar's job, so reimbursement is built in for those jobs. And board members who travel more than 100 miles can apply for reimbursement at the IRS rate. Anna offered the example of members of the Contingency Research Group, who wanted to hold a conference call but requested that the phone time be reimbursed. Although in this case Juliana could see the sense in

reimbursement, she was hesitant to set a precedent. Nominal discretionary funds used according to guidelines might address this issue, be more equitable, and be less precedent-setting. These will be included in the budget and subject to NEA's fiscal health. Discussion will occur at the fall meeting.

### **Meeting Attendee Information/Registrar's Report**

Emily Tordo presented the registrar's report. Lists of meeting attendees are provided to vendors, but there is a question about also providing the attendee list to other attendees. Privacy preferences set up in Wild Apricot do not currently carry over to meeting registration. Some options include putting the opted-in list online, either behind the membership log-on, or not; email all registered attendees with the list; or provide a paper list at the registration table. Previously, we provided a paper list with name and institution, with no contact info. Emily can set up a "yes, share my contact info" check box for people to opt in when registering, or it might be possible to loop the privacy options into registration. There are currently about 100 people who don't want their email addresses made available to anyone, including other members. Emily would prefer if there was one list to be provided to both vendors and attendees from a management standpoint. But members may have different feelings about this and NEA should be transparent about who is receiving information. Jane Ward was not present to represent the vendor point of view.

There were questions about NEA's privacy policy. The current policy was adopted in 2010. This policy was revised by Maria Bernier from a previous privacy policy authored by Anne Sauer in 2006. Emily would like a FAQ page for registration on the web page. For the fall meeting, just names and institutions would be available as a printout at the registration desk. No other decisions regarding providing meeting attendee information were made at this time.

### **Corporate Email Accounts/Board Reports Format**

Colin Lukens stated that corporate email accounts would help with records management and support the transferral of information when office holders change. Anyone who wants a corporate email account should contact Kelli Bogan. He asked if board reports should be submitted in uniform formats (.docx; .pdf; .xlsx); the consensus was that any format was fine for now. Further recommendations would be forthcoming from the Records Schedule Implementation Guidance Task Force.

### **NEA Membership Survey**

40% of those who answered the survey have been members for 1-5 years, though only 8% for less than a year. 16% have been members for 15 years or more. 26% had non-consecutive membership. Only 8 people identified as students. There were 176 responses, out of 673 members, a response rate of less than 25%. The low response rate means that analyzing data can be tricky. In recent years the response rate has peaked at 33%; prior to 2008 the response rate occasionally reached the low 40s. Response rate across all disciplines rarely reach 50%; even when response is incentivized, as it was this year, response rate is low. The survey was long. The timing could be improved, perhaps to a less busy time of year. Members may also be experiencing survey fatigue, as this was close to the Spring Meeting survey. Including a date on "survey closing" announcements may help improve response. Jessica is also working on a project to have all NEA announcements go through Wild Apricot rather than the Yahoo listserv. Of those who completed the survey, 47% said the survey captured their feedback well; 31% said somewhat well; 18% neutral.

60% of board work occurs January-March; the survey might be best sent out in early fall next year and then perhaps November the year after. Academic archivists in the Boston area dominate the membership. The majority of respondents (70%) live in Massachusetts. Regarding job security, 80% are

employed full-time; 20% are looking for work. Students who were employed full-time could not choose multiple options in the employment question, which may skew numbers. This raised questions about how NEA serves jobhunters; there will be a resume workshop next year. Term employment is not called out in the survey, but should be. There were no compensation questions.

The majority of those who answered (86%) were satisfied with how NEA communicates with members, and prefer the newsletter and listserv as means of getting information. People would like more notice for membership expirations, but our current system is set to 30 days, and this is deemed satisfactory for most. Workshops are advertised up to 6 months in advance. The website was identified as an area for improvement. The FAQ, and other info pertinent to the general public, might be made more visible.

Regarding education, 80% want webinars, 50% want skill shares. As an institutional member of SAA, NEA could host webinars. Skillshares could potentially be free, and are less intimidating than a workshop. Desired topics include digital preservation, a/v, records management, and teaching. More basic workshops will be developed, even if they're not as popular, because they're good to have available, especially for outreach. NEA will also look into partnering with other institutions, as instructors can be hard to find. Webinars might also appeal to the general public, and not just members.

Colin will convene a task force to investigate webinar technology. Wild Apricot may have a preferred vendor. Peach Tree, Adobe Connect, Canvas were mentioned as possibilities. This may have communications and records management implications. There may be an opportunity to ask for vendor support, or to investigate things like TechSoup, where products are offered to nonprofits at a reduced price.

Jill Snyder reminded the Board that subgroups of the Strategic Planning Task Force will look at the membership survey data and come up with an informed list of strategies that can be put into place, based on survey information. Caitlin and Jill will then assign the strategies and goals to sections for Board review. Colin will prepare an executive summary of the membership survey to distribute to the membership. The Board thanked Marilyn Morgan and Casey Davis for their work on the survey.

#### **Next meeting**

The next meeting will be held on September 25, 2015, from 10 a.m. - 3:30 p.m. at the Massachusetts Historical Society in Boston.

#### **Adjournment**

The meeting adjourned at 3:30 p.m.

Respectfully submitted,  
Adrienne Pruitt