

New England Archivists Board Meeting  
September 25, 2015  
10 am – 4:15 pm  
Massachusetts Historical Society  
Boston MA

Between September 25 and December 4, 2015, the Board discussed and voted on the following:

- Voted to approve June 26, 2015 minutes as submitted. The motion passed with a vote of 5-0-0.
- Voted to create the Fall 2016 Program Committee and approve the following as members of the committee: Kris Kobialka; Xaviera Flores; Blake Spitz; Annalisa Moretti; Myles Crowley; Elizabeth Cousins; and Christina Tanquay. The motion passed with a vote of 9-0-0.
- Voted to approve the IDC-sponsored session pilot program, as edited, for a period beginning in 2016 and ending in 2018. The motion passed with a vote of 8-0-0.
- Voted to amend the vendor policy FROM:  
Vendor as Presenter - Original Policy  
In an effort to eliminate conflict of interest, New England Archivists (NEA) does not allow vendors or individuals representing companies, products, or services to be session panelists at meetings or symposiums. For a set fee, NEA offers vendors and individuals representing companies, products, and services dedicated space in a variety of formats, including but not limited to the NEA newsletter, the vendor showcase at meetings, and advertisements in programs or online. As a means to be impartial and fair, session panelists are reserved for students, members, and nonmembers who are presenting their research or professional perspectives and opinions.  
TO  
Proposed Policy - Vendor as Presenter  
New England Archivists (NEA) defines a vendor as any individual or group that represents companies, products, or services, for-profit or not-for-profit. For a set fee, NEA offers vendors and individuals representing companies, products, and services dedicated space in a variety of formats, including but not limited to the NEA newsletter, the vendor showcase at meetings, and advertisements in programs or online. In an effort to eliminate any conflict of interest yet provide optimal educational opportunity, vendors may present at a conference or meeting only as an invited guest on a panel, discussion group, or other programmatic component, and where their participation improves the event.  
The motion passed with a vote of 8-0-0.
- Voted to create the Spring 2017 Program Committee and approve the following as members: Krista Ferrante (chair); Jessica Sedgwick (Representative at Large Liaison); Rosalie Gartner; Ashley Nary; Ben Johnson; Dave Sherman; and Kate Markopolous. The motion passed with a vote of 8-0-0.
- Voted to approve the Records Schedule Implementation Guidelines as submitted. The motion passed with a vote of 8-0-0.

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|-------------|--|
| 10:00-10:10 | Welcome, Introductions, and New Business   |
| 10:10-10:15 | Approval of Board Meeting Minutes (June 2015)  |
| 10:15-10:40 | Spring 2016 Meeting: Megan Schwenke (Chair - Spring 2016 Program Committee)                          |
| 10:40-11:10 | The Future of Mentoring: Camille Torres Hoven & Caitlin Birch (Co-Chairs - Mentoring Task Force)     |
| 11:10-11:30 | NEA Website Redesign: Jessica Tanny (Chair - Communications Committee)                               |
| 11:30-12:00 | NEA Born-digital Records: Adrienne Pruitt & Jill Snyder (Records Schedule Implementation Task Force) |
| 12:00-1:30  | Lunch  |
| 1:30-1:45   | Regroup  |
| 1:45-3:00   | NEA Strategic Plan: Jill Snyder & Caitlin Birch (Co-Chairs - Strategic Plan Task Force)              |
| 3:00-3:15   | Break  |
| 3:15-3:30   | MA History Conference, PBWorks Permissions: Colin Lukens (President)                                 |
| 3:30-4:00   | Fall 2016 Meeting, NHPRC Outreach: Jennifer Gunter King (President-elect/VP)                         |
| 4:00-4:15   | 2016 NEA Candidate Slate (Executive Session): Jill Snyder (Immediate Past President)                 |
| 4:15        | Adjourn  |

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**In attendance:** Emily Atkins, Caitlin Birch, Erica Boudreau, Stephanie Call, Anna Clutterbuck-Cook, Abigail Cramer, Lisa Long Feldmann, Carolyn Hayes, Pam Hopkins, Jennifer Gunter King, Juliana Kuipers, Colin Lukens, Silvia Mejia, Heather Mumford, Adrienne Pruitt, Megan Schwenke, Jessica Sedgwick, Jill Snyder, Jessica Tanny.

### **Welcome and New Business**

At 10 a.m. Colin Lukens called the meeting to order. There was no new business.

### **Approval of Board Minutes**

Adrienne Pruitt moved to approve the June 26, 2015 quarterly board meeting minutes as submitted. Juliana Kuipers seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

### **Fall 2015 Symposium**

Lisa Long Feldmann presented a brief update on the Fall Symposium. The workshop sold out in 8 hours, and 74 people registered for the symposium. Kate Wells made Daguerre and Talbot buttons for the two groups. Committee members would be bringing in photos so that there would be sufficient examples. There were only three non-member registrants, and more students than expected. AS220 offered to give the workshop again in the spring if NEA was interested. Juliana Kuipers said that some financial questions would need to be addressed before a decision was made.

### **Spring 2016 Meeting**

Megan Schwenke presented an update on the Spring 2016 meeting and distributed the preliminary budget. Attendance was projected using an average of Spring 2014 and 2015. Time for networking is built in. The Spring 2015 meeting brought in more income than expected, and those funds will be used to improve the number and quality of food breaks for Spring 2015. Because the surplus was generated during the Spring meeting, the funds will be used towards the Spring meeting. Although reducing the cost of registration was considered, the overall reduction would have been negligible, and it was considered that more goodwill would be generated by improved breaks. The Board agreed that \$105 was a reasonable registration cost.

The awards ceremony could possibly be done during the Saturday afternoon break, and not as part of the business meeting. The business meeting will be held at lunchtime. A Friday mid-morning coffee break should be included, and the reception food enhanced. Breaks could be adjusted to a headcount 75% of registration. NEA is not obligated to provide lunch for the SAA workshops for participants, but Stephanie Call will see if the instructors expect lunch to be provided. The budget will need to be adjusted to remove SAA workshop income. It was suggested that vendors be approached for giveaways. No postcard announcement will be sent, as it was rated lowest communication method on the member survey. The room blocks will be advertised ASAP via the list-serv and in the January newsletter. Registrants must book rooms by March 1. In the future, the room blocks can be advertised as early as the summer.

If Board members could attend the New Member Breakfast, it would be appreciated. Friday afternoon will be “carnival” scheduling - for roundtable meetings, usability testing for the new website, a workplace politics discussion, and resume and cover letter review. Juliana and Adrienne volunteered for

resume and cover letter review. Friday evening is an “Archives Story Slam” and the reception. There will be a day of service at the Maine Historical Society on Thursday. Volunteers will make custom enclosures for rare books. A call for that will occur around registration time. Megan will submit a paragraph about the meeting to Jessica Tanny for promotional purposes. **No vote at this time.**

### **The Future of Mentoring**

Caitlin Birch discussed the future of the mentoring program. The final report, presented at the previous meeting, suggested a three-person team to administer the program. The timeline, which originally proposed a rollout in September, is obviously delayed. The updated guidelines and manual were put on hold after the last meeting, pending Board discussion. Caitlin noted that her contact information is still on the website and requested that this be updated as people are still interested in the program. Jessica Sedgwick offered to be the interim contact person. Caitlin also requested that it be communicated clearly to the membership what the status of the program is. The task force will get updated language for the website to Jessica Tanny. A waitlist of interested participants could be compiled in the meantime.

The task force would like a mechanism for mentors and mentees to self-select in the membership database to facilitate one-on-one mentoring; this will be discussed further during the strategic plan discussion. The manual, guidelines, and language for the website will be submitted in December, at which point the task force could sunset. Caitlin discussed the timeline for a mentoring program life cycle. The Board consensus was that a three-member mentoring subcommittee would be formed under the Membership committee, with no other duties other than administering the mentoring program, and the Membership Chair reporting out to the Board. By January a new leadership should be in place, to begin accepting applications in March, for mentoring sessions to begin in Fall 2016. Camille and Caitlin will create job descriptions for this subcommittee as part of the manual. Kelli Bogan and Elizabeth Slomba will be consulted regarding the capabilities of the membership database. The Communications Committee will assist with advertising for new members and informing the members of the program status.

### **NEA Website Redesign**

Jessica Tanny presented a mockup of the NEA website redesign. Board suggestions included adding logos to the “hero” images, and linking them out to related content; moving the log-in to the top of the page; removing the Home button from the main page; changing the top level navigation to read “Meetings – Membership – News – Education – Awards – About NEA”; possibly adding a Publications page; adding scholarship information to the Meetings navigation page, and possibly linking past meeting to presentations; adding a Donate button; adding a FAQ page for registration (for which Emily Atkins will provide content); enhancing the “About” page with NEA history; and providing a style guide and a system for people who wish to update a page. The Board requested that after Jessica discussed this feedback with Kelli, an update about the proposed top navigation be sent so that everyone is commenting on the same thing.

Further feedback should be sent to Kelli Bogan by December 31. When the strategic plan is complete, there may be some tweaking needed. Testing will be done at the Spring meeting. Jessica also mentioned that the brochure was updated before SAA and is available on request.

### **NEA Born-digital Records**

Jill Snyder presented the Records Schedule Implementation Guidance document. It will be updated after today's discussion and then submitted for final review and comment. Adrienne raised the question of NEA's electronic records. The NEA website is currently being collected by the Internet Archive. In the future, possibly an institution with Archive-It would be willing to add the website to their collections and donate those files to the archives. UConn does have a dark archive, and no current size limitations for electronic record submissions. The digital archivist at UConn, Melissa Watterworth Batt, may be able offer more guidance regarding submission and retrieval, and Adrienne will contact her directly.

Other possible electronic records like conference presentations, audiovisual materials, etc., should be considered when the retention schedule is revised in the future. Adrienne will ask about the deed of gift/donor agreement between NEA and UConn to see if it needs to be revised in light of born-digital materials.

It was suggested that file formats be listed in order of preference; Adrienne will make that change. When the revised document is distributed to the Board, we will examine the issues again.

Emily Atkins asked that in the future NEA develop a data policy; she is very concerned about electronic information security. For example, what kind of information can be saved in a GoogleDoc, and how are we transparent with members about how we use their information? Developing this policy may be a useful next step.

### **NEA Strategic Plan**

Caitlin Birch thanked all of the sub-team leaders for their hard work. The plan will be updated after Board discussion and Colin will review the strategic plan for mission cohesion; it will then go to the Board again. It is hoped that it can be approved by the time of the next Board meeting. One outstanding question was whether or not an action plan should be developed, or if a more detailed strategic plan would suffice. Juliana said that action plans articulate responsibility and help manage the strategic plan. It was suggested that perhaps action plans could be left to task forces or committees; task forces are a good way for people to contribute and can be more nimble, and committees already have a lot of work. If there were more task forces, it might be useful to have more coordinators – and perhaps representatives-at-large could serve that purpose. If tasks and responsibilities are assigned in the strategic plan, it should be done consistently across the sections. Caitlin will create a list of task forces currently proposed by the plan, and also a timeline.

Many strategies overlap. Some felt that certain things seem too specific and routine to be in the plan. It was noted that the plan embodies a radical shift in how NEA is conceptualized; not necessarily as a centralized monolithic entity, but as a network that empowers the membership to take on a more active role in their own communities. NEA has not historically succeeded at engaging its more far-flung members. The work of the Constituency Task Force should be built on.

It was decided that a smaller group of people would create a more streamlined, regularized, cohesive draft for further review. Consensus was that responsibilities should be assigned in the strategic plan. Volunteers from the task force will work on the next draft and submit for review. Emily Atkins mentioned that data mining could inform many areas of the plan, and will have something to present at the December meeting.

### **MA History Conference, PBWorks Permissions**

Colin Lukens reported that he had written guidelines and policy for use of the PBWorks wiki, and deleted users who were no longer active. Board members and committees chairs are wiki admins, and everyone else has writer status. Users will be deleted when inactive for a year. The Board list-serv user list should also be reviewed every year. Once the implementation guidance has been voted on, and all electronic records submitted, the wiki will be reviewed again.

This year NEA contributed \$500 to the Mass History Conference. Marilyn Morgan attended, and NEA had a table promoting the organization. They had invited Colin to be part of their planning process. He reported they are no longer interested in incorporating a dues-paying member-driven organization. Instead they are focused on fundraising and sustainability. They remain interested in incorporating archives into their programs, and are considering seeking partners to contribute \$500-\$1000 yearly. For a \$500 contribution, one NEA member could attend for free and add our flier to the conference packet. A \$1000 contribution includes the benefits aforementioned, a seat on the planning committee, and a 75-minute conference session. This may change our relationship, and we may wish to put that money elsewhere in the budget, or rotate that funding among other worthy causes, like a workshop along the lines of Historic Northampton. Perhaps data from the Constituency Task Force survey could help us decide where those resources would most effectively be deployed. There might also be a need for a workshop at the Mass History Conference.

### **Fall 2016 Meeting, NHPRC Outreach**

Jennifer Gunter King reported that while there were many volunteers for the Fall 2016 program committee, there was no chair as yet. When she identifies a chair, the committee membership will be voted on by the Board. The Chair may also bring forward appointments as needed. Open calls on the listserv are favored in light of transparency and encouraging volunteers. If the event is held at the Yiddish Book Center, then it will be on a Friday. A potential theme could be "active collecting." They may wish to consider arranging transport. The format is currently undecided but could be flexible – possibly a tour and then a symposium. Krista Ferrante, chair of Spring 2017, will put a call out to the membership for volunteers. When an expanded slate has been assembled, the Board will vote.

Jennifer reported that the NHPRC would like to see more proposals from the New England region, and a more diverse pool of applicants. A representative may attend the Spring meeting in Hyannis to speak directly to the membership. NEA may possibly offer space for a state board meeting between the Mass SHRAB and other regional organizations at an upcoming meeting. Other chances for NEA to support NHPRC could be for a representative to speak at a session on successful grants, or hosting a grant-writing workshop. NEA can also promote any NHPRC events or opportunities to the membership.

### **2016 NEA Candidate Slate**

The voting members of the executive board convened for an executive session from 4 to 4:15 p.m. Minutes from this session are closed.

### **Next meeting**

The next meeting will be held at Hampshire College on December 4, 2015, from 10 a.m. – 4:15 p.m.

### **Adjournment**

The meeting adjourned at 4:15 p.m.

Respectfully submitted,  
Adrienne Pruitt