

New England Archivists Executive Board Meeting
July 8, 2016
10 a.m. – 4 p.m.
MITRE
Bedford, MA

Between July 8, 2016 and October 20, 2016, the Board discussed and voted on the following:

- Voted to approve the March 31, 2016 quarterly Board meeting minutes as submitted. The motion passed with a vote of 8-0-0.
- Voted to appoint Erica Boudreau as Co-Chair of the Spring 2017 Program Committee. The motion passed with a vote of 8-0-0.
- Voted to approve the petition to establish the Roundtable of Archivists of Religious Collections. The motion passed with a vote of 8-0-0.
- Voted to pass the re-revised Registration & Cancellations policy as submitted. The motion passed with a vote of 8-0-0.
- Voted to join the National Coalition for History for \$500 annually, and support RAAC's membership at \$250 annually. The motion passed with a vote of 7-0-2.
- Voted to approve the Fall 2016 meeting budget. The motion passed with a vote of 6-0-3.

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- 10:00 - 10:15 Welcome and Introductions
- 10:15 - 10:25 Approval of Board Minutes (March 2016): Caitlin Birch (NEA Secretary)
- 10:25 – 11:10 NEA Website: Jessica Tanny (Chair Communications Committee), Emily Atkins (NEA Registrar)
- 11:10 – 12:10 NEA Strategic Plan: Jennifer Gunter King (NEA President)
- 12:00 – 1:00 Lunch
- 1:00 – 1:15 Strategic Plan Follow up: Jennifer Gunter King (NEA President)
- 1:15 – 1:30 Communications Committee Chair & other major changes in committee leadership: Jessica Tanny (Chair Communications Committee)
- 1:30 – 1:50 RAAC (Regional Archival Associations Consortium) Mentoring/Skillshare proposal : Jessica Sedgwick (Representative-At-Large)
- 1:50 – 2:30 NEA Meeting Planning
- Recap Spring 2016 Meeting: Megan Schwenke (Chair Spring 2016 Program Committee) (10 minutes)
- Fall 2016 Program Committee: Blake Spitz and Annalisa Moretti (Co-Chairs Fall 2016 Program Committee) (15 minutes)
- Spring 2017 Program Committee: Krista Ferrante (Chair Spring 2017 Program Committee) (15 minutes)
- Spring 2018 Meeting: Ellen Doon (NEA Vice President/President Elect) (10 minutes)
- 2:30 – 2:45 SAA 2016: Jessica Tanny (Chair Communications Committee)
- 2:45 – 3:00 Break
- 3:00 – 4:00 Work Life Balance: Anna Clutterbuck-Cook (Inclusion and Diversity Coordinator), Stephanie Call (Education Coordinator)
- Petition to Establish an Archivists of Color Roundtable: Anna Clutterbuck-Cook (Inclusion and Diversity Coordinator)

Code of Conduct Enforcement/Intervention Training: Anna Clutterbuck-Cook (Inclusion and Diversity Coordinator)

4:00 Adjourn

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In attendance: Emily Atkins, Caitlin Birch, Stephanie Call, Anna Clutterbuck-Cook, Ellen Doon, Krista Ferrante, Liz Francis, Carolyn Hayes, Pam Hopkins, Jennifer Gunter King, Juliana Kuipers, Colin Lukens, Silvia Mejia, Maryalice Perrin-Mohr, Heather Mumford, Jessica Sedgwick, Jessica Tanny, Jane Ward

Welcome and Introductions

At 10:11 a.m. Jennifer Gunter King calls the meeting to order, followed by attendee introductions.

Approval of Board Minutes

Jessica Sedgwick moved to approve the March 31, 2016 quarterly Board meeting minutes as submitted. Silvia Mejia seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

NEA Website

Jessica Tanny and Emily Atkins presented the proposal for a new navigation structure for the NEA website. Kelli Bogan is the third member of the proposal team but could not attend the Board meeting. Jessica walked the Board through the proposal. All of the proposed changes to the website reflect Kelli's experience administering the site as well as feedback that the Board has received from NEA members in the course of everyday site use. The goal is to finalize the new website in August, since there is a window that month in which Kelli, Jessica, and Emily are all available for the work. Some areas of the new site do not yet have content, and that will need to be generated before the new site goes live.

The Board discussed the proposal and made several suggestions. Jessica Sedgwick suggested that the Roundtable Handbook be added to the "About NEA > Policy and procedures" page. It was agreed that even though the handbook is currently located under "Membership > Roundtables," it is not a problem to have it in both places. Jane Ward suggested that the "Meetings" page feature content for potential vendors, and it was agreed that this would be beneficial. There was disagreement as to whether the Meeting Manual should be included on the website behind the member login, as currently proposed. The Board discussed the value of including that manual on the site but not others (such as the Treasurer's Manual). It was determined that the Board will revisit this discussion after revisions to the Meeting Manual have been completed and a vote on those revisions taken. The Board also discussed whether future additions to the website will require a Board vote. It was determined that the Communications Committee should exercise discretion with new content, granting requests from NEA volunteers that are relatively straightforward, and bring more complicated requests to the Board for discussion.

The Board also posed several questions. Anna Clutterbuck-Cook asked whether accessibility will be addressed in the site redesign. Emily explained that some functionality is automatically built in to the way code and accessibility technology interact. More complex functionality will require extensive manual work on the website. Jessica said that this is not part of the first phase of redesign, but it will be addressed at later stages. Jane asked if there are plans to include job resources (links to existing resources such as the Simmons Jobline) on the new site. It was agreed that this would be worthwhile. Caitlin Birch asked whether the color scheme could be adjusted in Wild Apricot to match NEA's colors. Emily and Jessica were unsure and will take that question back to Kelli.

The next step in the website redesign is to generate content for pages that are currently missing it. Jessica requested assistance from the Board for this step. Emily will distribute the pages to the appropriate NEA leaders and give them access to the working areas (Google docs). She, Jessica, and Kelli will set a deadline for when the content needs to be completed.

Krista Ferrante suggested that the Board set a regular schedule for reviewing the website and making necessary upgrades (every three years, for example). The Board will continue to discuss this. Caitlin suggested that user testing be completed with NEA members who are not part of the Board. User testing was part of the original redesign plan, and while the current timeline will not allow for it prior to the site launch, it is something to be revisited after the launch. The Board agreed that the site redesign is very effective and thanked Jessica, Emily, and Kelli for their work.

NEA Strategic Plan

Jennifer Gunter King thanked the volunteers who worked on the Strategic Plan. Colin Lukens reviewed the steps that the Board and the Strategic Plan Task Force took to create the Strategic Plan. A regularly updated version of the Strategic Plan will appear on NEA's website so that members can follow the Board's progress. The Board will regularly check in with the Strategic Plan at quarterly meetings to assess progress and revise timelines as necessary.

Jennifer led a review of the strategies with deadlines in 2016.

January 2016 strategies

Jessica Sedgwick reported that the RAAC strategy is more complex than initially anticipated and the deadline has been revised to Fall 2016.

March 2016 strategies

Pam Hopkins reported that the Membership Committee put out a call for a volunteer to lead the Mentoring Program. One candidate has expressed interest. The Board discussed and will follow up with the candidate directly.

June 2016 strategies

Colin Lukens, Juliana Kuipers, and Emily Atkins are already updating the Meeting Manual, so they will address the strategy of adding inclusive/participatory meeting activities to the manual as a part of this work.

September 2016 strategies

Anna Clutterbuck-Cook requested clarification on Inclusion & Diversity strategies: Since they are spread across many areas of the organization, should the initiative rest with the committees/individuals in those areas or with Anna as the Inclusion and Diversity Coordinator? Jessica Sedgwick said that the Representatives-At-Large have not yet allocated the work for which they are responsible in the plan, so she will start that conversation and they will inform Anna about strategies as work begins on them. Colin Lukens said that the scholarship descriptions will not need extensive updating, so the two related I&D strategies will be completed on time.

Members of the Board will individually review the strategies with deadlines in 2017 and provide progress updates in the fall quarterly reports.

NEA Meeting Planning

Recap Spring 2016 Meeting

Megan Schwenke, via Skype, presented her report on the Spring 2016 Meeting. Feedback on the conference hotel (Inn by the Bay) was positive and Megan's experience working with the hotel was positive as well. She recommends working with this hotel again. Feedback on the plenaries was mixed and it may be worth exploring an alternate plenary format in the future, rather than the traditional format of speaker presentation followed by questions from the audience. The Program Committee solicited some pieces of information from members via Google forms this year (example: Day of Service registration), which worked well. The forms are accessible to the Board and future program committees may reuse them. There were two key structuring changes to this meeting that were both well-received by members: the "carnival" in the afternoon, and the separation of the awards ceremony from the business meeting. Some members have suggested additional activities along the lines of lunch buddies and a dine-around. The Program Committee did not have the time to plan activities like that, but future committees might if one or two additional committee members were added. Anna Clutterbuck-Cook thanked Megan and the Program Committee for supporting and collaborating on the new inclusion and diversity aspects of the meeting. Jessica Tanny suggested branding any future Google forms with NEA's logo to improve their reusability. This year's forms were branded with the Spring 2016 logo.

Fall 2016 Program Committee

Blake Spitz and Annalisa Moretti were unable to attend the Board meeting, so Jennifer Gunter King shared the updates that they submitted by email. Stephanie Call stated that the Society of American Archivists is interested in hosting a workshop (Privacy and Confidentiality, a Digital Archives Specialist course) the day before the meeting, and an instructor has been identified. Jennifer suggested Hampshire College as a logical location choice for the course.

The format of the meeting will be a plenary followed by a panel. The meeting will be collaborative and encourage networking. Jane Ward reported that the Student Chapter of the Society of American Archivists (SCoSAA) at Simmons College is interested in supporting a bus to transport attendees from Simmons to the meeting, but SCoSAA will not have their budget in place until mid-August so nothing has been finalized. The Board discussed the possibility of arranging repository tours for the morning of the meeting, but determined that a Day of Service would be better due to light attendance at repository tours at the Fall 2013 Meeting (the last time the meeting was in the Five Colleges area). Colin Lukens suggested the Sexual Minorities Archives as an option for the Day of Service, since NEA has an existing relationship with the owner of the archive and knows that there is a need to be met.

Emily Atkins is working with Blake and Annalisa to set registration rates. The budget needs to be set soon, since registration opens in August. Juliana Kuipers volunteered to help Blake and Annalisa with the budget. Jessica Tanny reported that the Communications Committee placed a save-the-date announcement in the July Newsletter and issued a save-the-date by email, too. Jennifer will ask Blake and Annalisa to submit a quarterly Program Committee report to the Board, after the meeting, so that it can be part of the meeting records. The Board agreed to schedule the bus around the meeting schedule rather than pre-meeting activities. Emily will need to know the cost of the bus before setting registration rates.

Spring 2017 Program Committee

Krista Ferrante presented the Spring 2017 Program Committee report. Two plenary speakers have been selected: K.J. Rawson, an English professor at the College of the Holy Cross and the creator of a digital timeline of transgender history using archival materials; and Michael Lesy, a professor of literary

journalism at Hampshire College and a photograph historian. The Board discussed the possibility of an alternate plenary format at this meeting, including these options: speaker presentation followed by an in-depth on-stage interview led by a member of the Program Committee; speaker presentation followed by commentary from an NEA member with related expertise followed by audience questions; pre-meeting interview in the Newsletter with the speaker followed by speaker presentation at the meeting; speaker presentation followed by a moderated Q&A. Nothing was decided.

The resort will require NEA to book 100 room nights (not 100 rooms). The budget will be more heavily weighted toward food than usual because the meeting location is isolated and offsite restaurant options are limited. Lunch will likely need to be provided to workshop participants. There are onsite food options at the resort. Krista is planning to tour the resort in September. Emily Atkins is going to adjust some of the demographic projections for Krista's budget, since the different type of location this year might affect attendance.

The deadline for the call for proposals (CFP) and the deadline for printing the meeting program will dictate all other deadlines. Krista will send the draft of the CFP to Jessica Tanny for review. Meeting marketing will not begin until after the Fall 2016 Meeting. The proposal submission form will include a "Do you want your proposal considered for the Inclusion and Diversity session?" checkbox this year. The Program Committee is responsible for creating the proposal submission form. The meeting program needs to be online by Jan. 16 because that's when registration opens, but posting it earlier than that would give attendees more time to review it and reference it when asking for funding support from their employers. If the earlier timeline does not allow the Communications Committee the time they need to format the program into Wild Apricot, a simple PDF version can be used as a placeholder to the more complex HTML version.

Krista requested that Erica Boudreau be appointed Co-Chair of the Spring 2017 Program Committee. Colin Lukens moved to appoint Erica. Juliana Kuipers seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Spring 2018 Meeting

Ellen Doon reported on the Spring 2018 Meeting. The meeting will be in New Haven, Connecticut. The hotel has a \$20,000 food and beverage minimum, which Juliana Kuipers said we would be able to meet. The Beinecke Library offered to host a reception for meeting attendees and cover the cost, and the Board was in agreement that this would be a good addition to the meeting. The Archivists Round Table of Metropolitan New York (A.R.T.) is interested in collaborating on this meeting with NEA. A.R.T.'s involvement would necessitate a joint program committee. A.R.T. does not host conferences of their own, but the organization is comparable in size to NEA. Rough estimates suggest that 150 people from A.R.T. would attend a co-hosted meeting in New Haven, and the hotel can accommodate those additional attendees. Some concerns were raised about the higher-than-usual room rate, but it was agreed that the rate was still reasonable and the Board could offer attendees suggestions for lower cost lodging options to consider as well. The Board agreed that Helms Briscoe has been successful in matching NEA with appropriate meeting hotels, and it may be worthwhile to remain with this hotel circuit now that successful meetings have been held at these hotels.

RAAC (Regional Archival Associations Consortium) Mentoring/Skillshare proposal

Jessica Sedgwick presented a proposal by RAAC to pilot a mentoring program geared toward mid- to late-career professionals who want to develop born-digital skills. Participants would be matched with early-career archivists with those skills. RAAC wants to pilot the program on a regional level, and they

would like NEA to be the pilot region. The RAAC timeline calls for the program to be implemented this fall, but that timeline would need to be pushed back in order for NEA to participate. The Board would also want to brand the program as skillsharing rather than mentoring, as that might be a more appealing concept to mid- to late-career archivists. Stephanie Call said that the Education Committee could implement this pilot, assuming several more volunteers were added to the committee to work on it. Juliana Kuipers suggested that if there is a cost to implementation, it would be best to delay the program until next year so that it is budgeted. The question also arose as to who is responsible for creating program content, RAAC or NEA. **Jessica is going to express the Board's interest to RAAC and seek answers to the Board's questions.**

RAAC (Regional Archival Associations Consortium) and National Coalition for History membership

Jessica Sedgwick presented a proposal by RAAC to become a member of the National Coalition for History (NCH) at a cost of \$4,000 annually. Membership at this level would provide RAAC with a seat on the NCH Policy Board, the potential for the RAAC representative to serve as one of four Policy Board officers, invitations to Congressional History Caucus events, and the ability to promote two RAAC events per year on NCH's "Member Events" webpage. RAAC has received financial commitments from several regional groups totaling about \$3,000, and they continue to solicit commitments to cover the remaining \$1,000. The Board needs to decide if NEA wants to make an annual contribution to RAAC's membership costs. Because the Society of American Archivists (SAA) is already an NCH member and NEA is an institutional member of SAA, the question arose as to whether RAAC's membership would provide NEA with any benefits it isn't already receiving. It was also suggested that if NEA were to contribute money toward an NCH membership, it might be more beneficial for NEA to become a member at the lowest membership level rather than contribute to RAAC's membership. The lowest level of NCH membership is \$500 per year and would give NEA the opportunity to contribute to NCH's policy agenda. It was agreed that because NCH has an impact on policy decisions in Washington, it would be a good expenditure of NEA money to influence NCH's decisions. **The Board resolved to explore NCH membership as well as the possibility of a small contribution to RAAC's membership costs. Juliana Kuipers will contact NCH about the actual cost of membership, since the \$500 price point is part of a range.**

Work Life Balance

Following the Board's conversation on the listserv over the spring, Anna Clutterbuck-Cook solicited volunteers to begin identifying resources on three work-life balance issues: supervision and mentoring of staff, workers' rights around life and family needs, and negotiation of employment terms. The volunteers are Julie Nelson, Emily Gonzalez, Maggie [last name?], and Aliza Leventhal. **They are charged with surveying the existing resources over the summer and reporting back to Anna in the fall. There will be designated space in the website redesign for the resources they select.**

Code of Conduct Enforcement/Intervention Training

Anna Clutterbuck-Cook researched existing resources for code of conduct enforcement/intervention training. Existing resources tend to be geared toward training employees to comply with code s of conduct, not toward training code of conduct enforcers. Anna identified a 1-day workshop dedicated to nonviolent de-escalation of conflict workshop. The cost is \$1,000, and Anna would be willing to take the workshop on behalf of NEA. Heather Mumford and Juliana Kuipers suggested that any money spent might be better spent on hiring an instructor to train multiple NEA representatives instead. Anna agreed, particularly because that approach would equip more than one person with the necessary skills. **Colin Lukens suggested that training occur after the new year and include members of the Spring 2017 Program Committee. Anna will identify instructors and prices and communicate her findings to the Board by email.**

Petition to Establish a Roundtable of Archivists of Religious Collections

Liz Francis presented a petition to establish the Roundtable of Archivists of Religious Collections. Jessica Sedgwick moved to pass the petition as submitted. Ellen Doon seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

SAA 2016

NEA will have a table at the Society of American Archivists annual meeting, located near other regional organization tables. The table will feature the new NEA banner, brochures, the NEA infographic, press releases, Newsletters, and magnets. Jessica Tanny would like to information about the NEA Mentoring Program, and will request feedback on the content from Pam Hopkins and Heather Mumford. A member of the Board will be required to set up the table on Aug. 3 and break down the table on Aug. 6. It would also be good to have an NEA representative sitting at the table during the conference when time allows. **Ellen Doon will do setup on Aug. 3, picking up materials that will have been shipped to hotel. Caitlin Birch will do breakdown on Aug. 6, shipping materials back from the hotel.**

Communications Committee Chair & other major changes in committee leadership

Jessica Tanny is rotating off the Communications Committee at the end of August. In preparation for that change, the responsibilities of the Communications Committee Chair need to be reevaluated. Jessica currently serves as the graphic designer as well as the chair, but the graphic design work can be separated from the chair position. Ellen Doon knows an NEA member who would likely be interested in doing graphic design work for the organization. It was agreed that the new chair would not be expected to perform graphic design responsibilities. Jessica identified some key duties of the chair: coordination; handling all NEA announcements; marketing of meetings; promoting non-meeting events like Day of Service, Roundtable for Early Professional and Students (REPS) events, and Membership Committee events; and attending Board meetings. Jessica also noted that the new chair will be responsible for implementing the parts of the Strategic Plan that fall under the Communications Committee.

Other changes in the Communications Committee: The Press Release Coordinator position will be discontinued this fall. A Meeting Marketing Coordinator position to focus solely on marketing the fall and spring meetings should be created. **Colin Lukens will be revising the Communications Committee Chair job description**, and a job restructuring within the Communications Committee may be in order. **Jessica and Colin will work on an organizational chart for the committee. A call for the new chair should go out to the membership once the job description is revised.**

Other business

The Digital Archivists Roundtable asked Liz Francis whether wiki space is available to the roundtables for use with all of their members (rather than just roundtable leaders). There is designated PBworks space for the roundtables, and each roundtable may provide permission to any member. **Liz will communicate this information to the Digital Archivists Roundtable.**

Emily Atkins has re-revised the Registration & Cancellations policy. Colin Lukens moved to pass the re-revised Registration & Cancellations policy as submitted. Juliana Kuipers seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Carolyn Hayes stated that the Newsletter Editors will begin accepting writing samples from potential new Newsletter volunteers in August. The Board will vote on new members at the next quarterly meeting.

Emily requested that for the next fiscal year, the Board consider purchasing a laptop for the treasurer to use during the year and the registrar to use at meetings. This would remove a potential barrier to participation in NEA leadership (having to supply one's own technology for NEA work). Juliana Kuipers agreed that this would be beneficial to the next treasurer.

Next meeting

The next meeting will be held on October 21, 2016, from 10 a.m. – 4 p.m., location to be announced.

Adjournment

The meeting adjourned at 4 p.m.

Respectfully submitted,
Caitlin Birch