



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | secretary@newenglandarchivists.org

New England Archivists Executive Board Meeting
March 23, 2017
1 p.m. – 5 p.m.
Resort and Conference Center at Hyannis
Hyannis, MA

AGENDA

- 1:00 - 1:15 Welcome & Introductions
- 1:15 - 1:20 Approve minutes from January Board Meeting
- 1:20 - 1:30 Treasurer: Change to Accounting System (Juliana Kuipers)
- 1:30 - 1:45 The Meeting Guide (Colin Lukens, Juliana Kuipers, and Emily Atkins)
- 1:45-2:05 Membership Committee (Heather Mumford and Pam Hopkins)
- 2:05-2:15 Updated Communications Committee vote (Jessica Tanny)
- 2:15-2:35 Spring 2017 Meeting (Krista Ferrante and Erica Boudreau)
- 2:35-2:55 Fall 2017 and Spring 2018 Meeting Updates (Ellen Doon)
- 2:55-3:10 *Break*
- 3:10-3:30 Committee Vacancies (Ellen Doon for Jennifer Gunter King)
- 3:30-4:00 Strategic Plan Status Updates (Caitlin Birch)
- 4:00-4:25 Vendor Policy (Colin Lukens, Claire Lobdell, and Sean Parke)
- 4:25-4:35 Community Archives Advocates Roundtable Petition (Liz Francis)
- 4:35-4:45 Board Rotations (Ellen Doon for Jennifer Gunter King)
- 4:45 Adjourn early to allow time for dinner before Bystander Intervention Training

NEA's mission is to connect and support the diverse individuals and organizations in New England responsible for the care of cultural heritage and the documentary record, through advocacy, education, communication, and the forging of a strong, inclusive professional network.

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In attendance: Elizabeth Andrews, Emily Atkins, Caitlin Birch, Erica Boudreau, Stephanie Call, John Campopiano, Rachel Chatalbash, Anna Clutterbuck-Cook, Abigail Cramer, Ellen Doon, Krista Ferrante, Liz Francis, Sarah Hayes, Pam Hopkins, Juliana Kuipers, Colin Lukens, Silvia Mejia, Heather Mumford, Sean Parke, Bonnie Marie Sauer, Jessica Sedgwick, Jessica Tanny, Jane Ward

In attendance via video conference: Claire Lobdell

Welcome & Introductions

At 1:04 p.m., Ellen Doon called the meeting to order, followed by attendee introductions.

Approve minutes from January Board Meeting

Caitlin Birch moved to approve the January 27, 2017 quarterly Board meeting minutes as submitted. Colin Lukens seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Treasurer: Change to Accounting System

Juliana Kuipers reported on a change to the accounting system that NEA uses. Juliana has transitioned all accounting work to Quickbooks Online, which is an improvement over previous practices because it provides the treasurer with automatic data backups. Juliana said that the Board will notice a change in the way that NEA budgets look. NEA's accountant was concerned with how Board-designated funds and donor-restricted funds were being tracked. Juliana responded to that concern by redesigning NEA's accounting practices so that they reflect accounting standards for non-profit organizations. The Board used to track money by committee, which was inaccurate since committees don't have designated funds — they draw money from the general NEA fund. Now the NEA fund is divided into two sections: 1) administrative, and 2) programs (meetings, roundtable activities, networking events, etc.). When budget requests are submitted to the treasurer, they will now reflect this change.

Pam Hopkins asked whether the change to the accounting system has been applied retroactively. Juliana said it has. Pam asked NEA will be flagged for an IRS audit in the future because of that. Juliana said NEA would not. Jane Ward said that if anything, NEA has a lower risk of getting flagged than before the change was made, since the organization is now in line with nonprofit standards. Juliana said that she worked with certified public accountants to make sure the change was handled properly. Elizabeth Andrews said that as a past NEA treasurer, she thinks the change makes sense and has been handled well. Ellen Doon asked whether the new accounting system would be at risk of unraveling in



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the future, prompting another transition like this one. Juliana said that as long as Emily Atkins follows the new system in her role as incoming treasurer, another transition will be unnecessary. Juliana organized NEA's account and created documentation so that the system is easy to maintain. Ellen said that the NEA bylaws include instructions to consult an accountant every three years, so the Board will continue to do that.

Elizabeth said that years ago, she proposed the creation of positions that would be responsible for financial work and advising. Juliana said that the Board did assemble a financial planning committee at one point, but eventually disbanded it. Colin Lukens said that the treasurer's job has changed, and it would be worth considering additional volunteers to support the work of the treasurer. Ellen suggested that the Board review the previous proposal for additional volunteers and examine why it was not pursued. Ellen volunteered to work on the review, and asked whether there were other volunteers. Juliana said that although she is rotating out of her role as treasurer, she would participate in these discussions in her new role as clerk of the corporation. **Ellen said that she, Juliana, and Emily will review the past proposal and report their findings to the Board at either the summer or fall quarterly Board meeting.** Elizabeth suggested the Massachusetts Town Clerks website as a good resource to consult during this process.

Colin said that NEA has never tied a strategic plan to a budget. The current strategic plan includes a section about development, but doesn't have a strong fiscal focus. Colin suggested that budget considerations might be worth incorporating in the next strategic plan.

The Meeting Guide

Colin Lukens, Juliana Kuipers, and Emily Atkins presented on the revised NEA Spring Meeting Guide. Colin said that the guide intersects with the work of every Board member, so all members should be familiar with it. It's a living document, reflecting current practices for planning the Spring Meeting, and is meant to be updated as needed. The old version (which is still available on PBworks) contained information that was relevant at the time that it was written, but no longer is. Emily said that the guide is primarily for the benefit of the program committee chairs. It doesn't go into all the details of how other positions should carry out their Spring Meeting responsibilities; it looks at the role other positions play from the perspective of the program committee chairs. Other positions should already have more detailed documentation about their responsibilities, as well as the existing knowledge that naturally develops from staying in a position for a few years. The program committee chairs serve a single year, and can benefit from the detailed information available in the guide. Colin said the program committee chairs will now be expected to review and add to the guide at the end of their tenure, as appropriate. He, Juliana, and Emily did not work on a Fall Meeting Guide, and he is unsure whether one is necessary.



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Ellen Doon asked Elizabeth Andrews if she, as a chair of the Fall 2017 Meeting, would find it useful to have a Fall Meeting Guide. Elizabeth said it would, and that she'd find timeline information particularly helpful. Juliana said that it wouldn't be too much trouble to put together a Fall Meeting Guide. Emily said that one of the reasons that she, Colin, and Juliana did not begin work on a Fall Meeting Guide is because the Fall Meeting has been in an experimental phase and each meeting over the last few years has been unique. Juliana said that there are still some basics that don't change. **Juliana and Emily will work on a Fall Meeting Guide. Ellen suggested that they should consult with Elizabeth and Nora Murphy while working on the guide, since they can provide feedback on elements of planning the meeting that are unclear to them as they plan this year's meeting.**

Ellen thanked Colin, Juliana, and Emily for their work on the revised Spring Meeting Guide, noting that it's clear and useful.

Membership Committee

Heather Mumford and Pam Hopkins presented the Membership Committee's report. Pam introduced a discussion on the structure of the committee. Following the discussion at the January 2017 Board meeting, she and Heather have determined that the committee should be restructured so that each member has a designated role. Elizabeth Slomba's position of Membership Secretary will be folded into the Membership Committee.

Jessica Tanny asked if that meant that the Membership Secretary will no longer be an ex-officio member of the Board. Pam said that is correct. **Heather said she and Pam are rewriting the job description, and will likely ask the Board to vote on it at the next Board meeting.**

Pam said that two members are rotating off the committee this year, and they'll be recruiting new members. Jessica T. said that they Pam and Heather should contact Kelli Bogan and Michelle Chiles when they're ready to solicit volunteers, since Kelli and Michelle are in charge of the NEA website. Pam said that the Board will be kept up-to-date on the restructuring.

Pam said that the Membership Committee will participate in an upcoming Simmons College event. Micha Broadnax will also attend to represent the Mentoring Program. Pam and Heather are actively looking for volunteers to take over the administration of the Mentoring Program next year.

Juliana Kuipers asked what the difference is between Mentoring Program administrators and liaisons. Pam said that liaisons work directly with program participants and address questions and concerns as they arise, whereas administrators carry out the higher level management of the program. Caitlin Birch said that the Mentoring Task Force suggested a delineation between administrators and liaisons because the workload was unsustainable when the same volunteers performed both roles.



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Sarah Hayes presented the results of this year's membership survey. NEA is doing a good job retaining younger members. The number of respondents indicating that they have been a member for 6 to 10 years has been increasing since 2013. Responses featured a lot of positive feedback about the Roundtable for Early Professionals and Students (REPS), including responses to questions that weren't about roundtables. Some mid-career and advanced-career respondents seem to feel a disconnect with NEA, and would like more programming tailored to their career stage. Responses to questions about meetings and events indicated that location continues to be a concern for NEA members. By location, what is likely meant is cost: the cost of travel and of taking time off from work in situations where paid time off is not an option. Members indicated that they would welcome more communication between meetings and more communication from the roundtables. About 14 percent of members responded to the survey.

Jessica T. said that the end-of-the-year timing of the survey wasn't ideal because the Communications Committee was sending out a high volume of communications at that point. Jessica Sedgwick said that the survey should return to summer distribution. Pam said that for student members, the survey also coincided with the end of a semester. Colin Lukens said that the survey was incentivized a few years ago, and it might be worth reinstating an incentive for future surveys. Juliana said that a free membership is an easy incentive for the treasurer to handle, but free workshop registration is difficult.

Colin said that it's interesting that student membership numbers are dropping each year. It would be good to know if students typically transition their membership to the individual level once they finish school. Emily wondered whether longtime members working for institutions with institutional memberships are choosing not to join as individuals.

Colin said that the Board streamed the Fall Meeting and it was not a success, so it's interesting to see respondents requesting more webinar offerings. Sarah H. said that there's likely more interest in online education sessions and workshops, and less interest in online access to meetings.

Jessica T. said that she and Sarah Shoemaker have been working on the implementation of e-announcements, but there's a lot to figure out — scheduling, editing, graphic design, etc., as well as how these announcements would fit into the picture when NEA offers a newsletter, too. Jane said that members don't always know the amount of work that goes into fulfilling some of their requests, nor can they. Sarah H. said that respondents, on the whole, were positive about the leadership and direction of NEA.

Emily Atkins suggested that once Elizabeth transitions into her new role within the Membership Committee, she might be able to crossreference membership data with membership survey data and draw additional insights and conclusions.



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Colin said that the Board discussed mid-career member retention a few years ago. One of the main recommendations to come from those conversations was a mid-career recognition program (an award). Colin asked whether there are other ideas that might appeal to mid-career members, and noted that those members don't always participate in the Board's programming. Ellen Doon said that peer-to-peer mentoring might be an option worth exploring. Juliana said that peer-to-peer mentoring is part of the current strategic plan. Pam said that the Membership Committee is planning a meet-up.

Jane said that one thing to consider when looking at student retention rates is that many new graduates leave the region to take jobs elsewhere.

Jessica T. said that future surveys should be distributed through the membership database instead of the listserv, if possible. There's a checkbox in the database that allows members to opt in to receiving email, and that email functionality is separate from the listserv. Emily said that the membership survey is distributed to anyone listed in the database unless they've opted out of email. Jane asked how many people opt out. Emily said about 5 percent opt out. Caitlin said the listserv is opt-in, which many new members don't seem to know. Emily said that it might be time to rethink procedures for on-boarding new members. This is something that Elizabeth might consider once she takes her new place with the Membership Committee. Jessica T. said that the NEA Strategic Plan 2016-2020 includes provisions to think about how the database can function differently.

Ellen called for final comments on the survey. Sarah said that the Membership Committee is open to suggestions about how the survey can be improved. The Board expressed thanks to Sarah for her work on the survey.

Communications Committee

Jessica Tanny presented the Communications Committee report, beginning with the new committee description. Jessica T. said that all PDFs of committee descriptions should utilize the official letterhead. Emily Atkins said that the web team has updated PDFs on their wishlist.

Jessica T. said that Kelli Bogan is rotating off the committee in August. Her position of web administrator now oversees the new position of web content manager. Other committee positions include the announcements coordinator, copy editor, graphic designer, and social media coordinator. The web content manager is responsible for managing the actual content of pages, making frequent updates, whereas the web administrator oversees the website's architecture and functions. New pages still need the approval of the web administrator.

Emily asked whether the creation of new pages requires a Board vote. Colin Lukens said that the Board discussed that issue at a past meeting and decided that a vote would not be required.



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Jessica T. said that Michelle Romero, the web news/events content manager, is rotating off the committee and the responsibilities of her position will be absorbed into the web content manager position.

Jessica T. said that in the social media realm, Twitter is the platform with the highest engagement, so the Board should tweet at the Spring 2017 Meeting. Krista Ferrante said that the meeting hashtag is printed on attendee name badges.

Pam Hopkins praised the graphic design that Jessica T. did for the meeting. Jessica T. said that buttons are available. Anna Clutterbuck-Cook said that attendees can create their own buttons at the registration table.

Colin moved to approve the new Communications Committee description. Jessica Sedgwick seconded. Ellen Doon amended the motion with the following caveat: In the event that a qualified volunteer is unavailable for the position of graphic designer, the Board will outsource graphic design responsibilities. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Ellen moved to appoint Caroline White to a second term as copy editor, March 2017 – March 2020. Caitlin Birch seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Spring 2017

Krista Ferrante presented the Spring 2017 Program Committee report. Krista said that the catering budget worked out well. The minimum required expense is \$15,000, and the Program Committee is projecting an expense of \$15,024. The meeting will feature an open bar (up to \$3,000) at Friday's reception. If open bar expenses come in under \$3,000, extra snacks will be available on Saturday. Krista thanked the Board for its support and help with meeting planning, and the Board thanked Krista, Erica Boudreau, and the Program Committee for their work.

Krista said that the hotel charges \$50 per day per vendor table for electricity, but NEA may not be charged. Erica said that the hotel believes that it did not give NEA advance notice of the charge, and therefore doesn't find it fair to charge NEA. Erica said the Program Committee knew that electricity carried a cost, but not what the cost was. Jane Ward said that she has already asked each vendor to pay \$25 per day to cover their electricity, with NEA covering the other half of the charge. She asked whether NEA would reimburse each vendor their \$25 if the hotel does not charge NEA. Emily Atkins said she would issue reimbursement checks. Juliana Kuipers said that a full financial picture for the meeting is uncertain because of lower registration numbers, and suggested waiting to make reimbursement decisions until more financial information becomes available. Jane said that waiting isn't a problem, but that vendors will eventually need some kind of compensation, whether it's a



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check or discounted advertising in the NEA Newsletter. Colin said that NEA's contract with the hotel says that there is a fee for electricity, but does not specify the amount. Other fees are specified, so it makes sense that NEA would not be responsible for this one.

Emily reported on registration numbers for the meeting. There are three workshops offered. The Society of American Archivists workshop has 100 percent attendance. Some attendees will only attend that workshop, and will not attend the meeting. The National Historical Publications and Records Commission grant writing workshop didn't attract as many registrants as had been hoped, but the uncertain fate of the NHPRC in the current political climate may have something to do with that. The born-digital access boot camp received high levels of interest and had a waitlist. Jessica Tanny said that the Communications Committee hardly did any advertising for the boot camp because it filled so quickly. Stephanie Call said that "born-digital" is a buzzword that tends to generate a lot of interest, and the boot camp was also a full-day workshop at a half-day price so it makes sense that it performed well. Emily said that revenue from workshops wasn't as high as had been hoped, but that this year's offerings have been a success in terms of responding to what members want.

Emily said that registration for the meeting is lower than in recent years. Two years ago the Spring Meeting was in Boston and was jointly hosted with the Mid Atlantic Regional Archives Conference. Last year the meeting was in Portland, which was a popular location. Single-day registration is higher this year, which may be an effect of tightening budgets for professional development. Registration, including vendors and guests, is at 300. There is a higher than usual rate of attendance from religious organizations this year, which could be due to the Archivists of Religious Collections roundtable.

Fall 2017 and Spring 2018 Meeting Updates

Ellen Doon welcomed Rachel Chatalbash and Bonnie Marie Sauer of the Archivists Round Table of Metropolitan New York (ART), present to report on the Spring 2018 Meeting.

Fall 2017

Elizabeth Andrews presented the Fall 2017 Program Committee report. She, Myles Crowley, Nora Murphy, and Chris Tanguay will handle local arrangements, since they are all employed by MIT, the expected location of the meeting. Other Program Committee members from outside MIT include Louise Sandberg, Julia Logan, Elizabeth Slomba, Irina Sandler, and Emily Gonzalez. The committee is working on a theme/name for the meeting. If a department at MIT (such as the MIT Library) sponsors the meeting, NEA will be able to reserve rooms at no cost. Reservations could not be made until May. Based on other events that are scheduled at MIT, September 23, 2017 is probably the best option for the meeting date. October 14 and 21 are also options, but Elizabeth could not attend on the 14th. The committee would like to reserve four or five classrooms for meeting sessions, plus a larger room that could accommodate all attendees. Ideas for the meeting theme are thus far centered around questions like "Who are we? Where are we going?" Many long-time members seem to have stopped



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attending meetings, so encouraging them to return is one of the goals underlying the planning for this meeting. The committee is considering a late morning start time for the meeting with substantial refreshments available prior to the start. Parking will not be available on campus, but there are public parking garages and easy T access. The cost of the meeting should reflect the fact that some attendees will have to pay to park.

Jessica Tanny asked if the meeting could be held on a Sunday instead, since parking is free in Cambridge on Sundays. Silvia Mejia said that Sundays are down time for many people. Ellen said that church attendance could also be a factor with a Sunday meeting. Elizabeth said that the cost of parking at Alewife is \$7 per day, so that might be a good option for attendees who don't mind taking the T. There's also information readily available on MIT's website about travel to campus, and that information could be repurposed for the meeting.

Emily Atkins encouraged the Program Committee to keep in mind that the size of the rooms reserved will determine the cap for the meeting attendance. Colin Lukens said that the committee should look at survey data from past meetings to see what has and hasn't worked for the Fall Meeting. Juliana Kuipers expressed concern about an attendance cap, since Boston meetings tend to be popular. Ellen asked whether more money should be allocated to meeting space, or to other line items like catering. Juliana said the current meeting budget of \$5,000 is a placeholder. As long as expenses are in line with income, that figure can change.

Ellen expressed concern that the meeting date would not be set until May, and wondered how that would affect communications about the meeting. Jessica T. said that one way to address the communications issue would be to do a bigger splash on the meeting in the July Newsletter. Claire Lobdell said that there isn't a lot of space available because of vendor ads, but the option could be explored. Emily said that an earlier meeting date would also force an earlier registration timeline, likely in late July. It might be possible to do a shorter registration window of 6 weeks in response. The expected popularity of the meeting could make that possible.

Ellen said that the meeting budget should be approved at the next Board meeting, so the Program Committee should prepare it by then. Emily said that there's a formula for the Program Committee to use to determine registration rates. Elizabeth asked what constituted a profit for the Fall Meeting. Juliana said a couple hundred dollars would be considered a profit.

Anna Clutterbuck-Cook suggested a buddy system as a way to engage mid-career members. The idea would be for each attendee to recruit a member of a different career stage to attend as well. Emily said that instead of building special features into the meeting, perhaps a post-meeting meetup could provide needed engagement. Jessica T. suggested a lunch buddy program.



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Ellen moved to appoint the following individuals to the Fall 2017 Program Committee: Myles Crowley, Louise Sandberg, Julia Logan, Elizabeth Slomba, and Irina Sandler. Caitlin Birch seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Spring 2018

Rachel and Bonnie presented the Spring 2018 Program Committee report. Rachel said the meeting will take place March 22-24, 2018. Ellen has been working with ART to negotiate how financial arrangements will be shared.

Ellen said that ART will meet in April to discuss their capacity for contribution, and then NEA will incorporate their contribution into the budget as a line item so that things don't become complicated for the treasurer.

Bonnie said that six ART members have volunteered for the Program Committee. Rachel said that six NEA members have also volunteered for the Program Committee. **The Program Committee will meet in New Haven on April 7, 2017 to tour the Omni Hotel and begin planning.**

Juliana Kuipers asked whether Rachel and Bonnie had received the new NEA Spring Meeting Guide. Rachel said that they did receive it, and they're acquiring Spring Meeting survey data from Jessica T.

Ellen move to appoint the following individuals to the Spring 2018 Program Committee: Mike Brenes, Camila Tessler, Jeanne Lowrey, Amber LaFountain, Rosemary Davis, and Anna Robinson-Sweet. Colin seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Committee Vacancies

Ellen Doon reported on committee vacancies on behalf of Jennifer Gunter King. The position of Education Committee chair will be vacant when Stephanie Call's term concludes at the end of March 2017. Ellen said that Jennifer asked whether the Board thinks the next chair of the committee needs to have prior experience on the committee. Stephanie said that prior committee experience would be helpful, but that any event planning experience would help a volunteer to pick up the position responsibilities quickly.

Caitlin Birch asked whether targeted outreach to the roundtables might help identify a volunteer. The Roundtable for Early Professionals and Students (REPS) may have members who are eager for volunteer opportunities. Stephanie said that the chair role might not be the right fit for a student since it requires a three-year commitment and most students are uncertain about where they'll be in three years. Caitlin said that a member early in his or her career might be a better fit. Colin Lukens said that all candidates for elected office who were not elected have been approached about the position, and none of them are interested.



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Ellen said that another upcoming vacancy is the Inclusion and Diversity Coordinator. Anna Clutterbuck-Cook's term concludes in November 2017, and the Board has expressed a preference for an overlap between the incoming and outgoing IDCs. Perhaps potential volunteers could be recruited at the bystander intervention training. **Anna said that she'll share the opportunity with attendees.**

Ellen said that the position of registrar is also becoming vacant, and that this vacancy is immediate with Emily Atkins transitioning into her new role of treasurer at the end of the Spring Meeting. She cannot serve in both positions simultaneously. **Jennifer and Ellen will recruit for the registrar position throughout the Spring Meeting.**

Stephanie asked with whom the Education Committee should communicate if a new chair is not in place by the end of her term. Ellen said that each committee has a representative-at-large.

Ellen asked the Board to spread the word about the three vacancies and encourage members who might be a good fit to consider volunteering.

Strategic Plan Status Updates

Caitlin Birch reported on the implementation of the NEA Strategic Plan 2016-2020. The report recurs quarterly to ensure that the Board continues to make progress toward achieving the plan's goals. There were five total items that fell under review this quarter, and of those five, zero have been completed, three are in progress, one hasn't been started, and one is the responsibility of the Board and requires discussion today.

Items In Progress

"By March 2017, the Inclusion and Diversity Coordinator (IDC), in collaboration with the Communications Committee, will integrate promotion of resources to support access and accommodation at NEA events for individuals with particular physical, cognitive, or other accessibility needs into the production of all relevant organizational literature (brochures, emails, website updates)." (4.5.1.a)

Caitlin spoke with Jessica Tanny and Anna Clutterbuck-Cook about the above item. Jessica T. reported that the item is both unofficially in progress (it's work that the Communications Committee was already doing before the Strategic Plan was written) and officially yet to be started (any new efforts in this area have not occurred). Jessica T. questioned whether this item could ever be considered "complete" given the ongoing nature of the work described. She suggested that the Board define what "complete" means for this item. If the Board determines that more work is needed, Jessica T. suggested a revised deadline falling in the summer of 2017, which would allow Sarah Shoemaker, the



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incoming chair of the Communications Committee, to become involved. Jessica T. noted that the Communications Committee is always ready to implement any ideas the Inclusion and Diversity Coordinator has (within the committee's capabilities) to communicate information about accessibility within NEA.

Anna reported that she had not moved forward with this item. Her primary focus has been the Spring Meeting, and with the Communications Committee in the midst of a leadership transition, she felt that it would be best to table work in this area for the time being. Anna suggested that once the Communications Committee has completed its transition, a point person from the committee might be identified to work with Anna on conducting an audit of NEA's current literature. Anna said that accessibility information is present, but that it is ad hoc in nature.

Further discussion about this item ensued at the Board meeting.

Anna said that a regular audit of accessibility information would be beneficial to ensure that NEA is always presenting the most current, relevant information. Jessica T. asked if communications around accessibility are described in the new Spring Meeting Guide. Colin Lukens said this information is not directly addressed in the guide. Ellen Doon said that communications about accessibility accommodations might involve conversations with the meeting hotel, depending on the type of accommodation.

Caitlin asked if the creation of a formalized process for auditing accessibility information, to be repeated on a regular basis by the IDC and Communications Committee chair, would that be helpful. Anna said such a process would be helpful, and questioned the best way to communicate that process to new volunteers assuming the IDC and chair roles. Anna asked where documentation would live.

Emily Atkins said that there's not clarity in the Strategic Plan as to what would qualify this item as "complete." She asked if the item could be considered "complete and ongoing." The Board agreed that it could. **Ellen said that the Board has acknowledged collective responsibility for accessibility and accommodations generally, and now needs to state that a regular communications audit will occur as a joint effort of the IDC and the Communications Committee.**

Emily said that on the NEA website, a page exists for the IDC, but a page does not exist specifically for a person in need of accommodations to locate information on the topic. Perhaps such a page, making meeting accessibility information clear and readily available, would be helpful. Jessica T. said such information should cover all NEA events, not just meetings. She suggested that revisions could be undertaken for the IDC section of the website. Anna encouraged the Board to arrange any new content on the website so that it doesn't create a separating effect for people with disabilities. Jessica



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T. suggested an accessibility statement appearing as a footer on every page of the website. Emily said that a bigger conversation would be necessary for changes to the website.

Anna said that she will follow up with Kelli Bogan, Michelle Chiles, Emily, and Sarah. Ellen said the Board will consider this item complete and ongoing within the Strategic Plan.

~~“By January 2016~~ **March 2017** the NEA Executive Board liaison to the Regional Archival Associations Consortium (RAAC) will take responsibility for monitoring and soliciting in the areas of archival advocacy and working with the Communications Committee and the RAAC to release statements on behalf of NEA.” (4.1.1.a)

Caitlin spoke with Jessica Sedgwick and Jennifer Gunter King about the above item. At the January 2017 Board meeting, the Board determined that Jennifer would check in with Jessica S. to see what work remained to be done. Jennifer did check in, and Jessica S. reported that revisions to the advocacy protocol had been completed, and that the next step would be for her to contact the Communications Committee to create a web version to share with the membership. At the current Board meeting, **Jessica S. said that she will work on the web/public version of the protocol this spring, and that this item should continue to carry an “in progress” status until that’s done.**

~~“By June 2016~~ **March 2017**, the Executive Board will create a list, to be added to the meeting manual for consideration by Program Committee chairs when planning bi-annual NEA meetings, of inclusive and participatory activities and strategies to encourage increased mingling and participation within meetings.” (4.2.2.a)

With the completion of the new Spring Meeting Guide, the Board considers this item complete.

Items Not Yet Begun

~~“By September 2016~~ **June 2017**, the Communications Committee, in collaboration with the IDC, will establish a communication plan to increase awareness of conference scholarships. (4.5.3.b)”

Caitlin spoke to Jessica T. about the above item. Although the item is not yet due, Jessica T. encouraged further Board discussion (the Board last discussed at the January 2017 Board meeting), as both she and Anna were in need of clarification and unsure of who the Board expected to lead this item.

Further discussion about this item ensued at the Board meeting. Jessica T. said that the Communications Committee already does the type of work described in this item. Anna said that the motivation behind the item was increased visibility of scholarship opportunities, since application rates have been low. Anna asked about this year’s rates. Jessica S. said rates were down. Jessica T.



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said that timing is an issue. Jessica S. said that the general timeline is appropriate, but the representatives-at-large were behind in implementing it this year. Abigail Cramer said that scholarships and awards need to be treated as two different things. Advertising for scholarships should go hand-in-hand with Spring Meeting advertising, while communications about awards should be separate. Anna said that the IDC and representatives-at-large need to identify the barriers to applying for scholarships and address those. Jessica T. said that the Communications Committee is ready to implement whatever solutions are identified. Abigail said that the Spring Program Committee chairs should participate in the conversation so that scholarship communications become part of meeting planning. She said that some members believe that they have to prove financial need in order to apply for a scholarship, and since that's not true, the Board should look for ways to address the perception. Emily said that scholarships are not currently part of the Spring Meeting web page, which might be worth changing. Caitlin said that **the Board has identified the conversation that needs to occur on the topic of scholarships as well as the parties to that conversation (IDC, representatives-at-large, Communications Committee chair, Program Committee chairs), so the next step is clear. This item is in progress.**

Items for Board Discussion

"By ~~January 2017~~ March 2017 NEA will establish the Community Engagement Coordinator (CEC) as a non-voting Executive Board Member, to increase public appreciation and understanding of archives. (4.1.2.a)"

Colin said that he discussed this item with Jill Snyder and developed a description of a three-year CEC position, including an outline of the position's purpose and responsibilities. The description is in rough draft form and is included in the Immediate Past President's report. Ellen said that the Board will vote on the job description at the next Board meeting, but that preliminary recruitment efforts should begin right away. Emily asked whether there are criteria to qualify for this position. Colin said that there aren't strict criteria because the position is experimental. Anna said that some level of criteria will be necessary in order to make the recruitment process fair and transparent. Ellen said that **the immediate next steps will be for the Board to vote on the job description at the next meeting Board meeting and to undertake informal recruitment for now, just to get a sense of interest. Jessica T. will put a small blurb on the website about the position.**

Vendor Policy

Colin Lukens, Claire Lobdell, and Sean Parke presented on a potential vendor policy. Claire said that the Board needs to establish a policy that prevents vendors from using NEA Newsletter article space as free advertising for their products/services. Colin said that he, Claire, Sean, and Jane have created a new vendor policy that mirrors the existing language around vendor presentations at meetings.



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Ellen Doon said that it's important to adopt the vendor policy soon. It can always be revised, but it's important to establish a foundation now. Sean also emphasized the urgency of adopting the policy. Claire said that a situation currently exists involving a vendor requesting article space. It's difficult for the Newsletter editors to articulate why the vendor cannot use article space without a policy in place.

Emily Atkins said that she is in favor of applying the new policy to the NEA Newsletter, but is concerned about applying it to vendor presenters. There are two non-member vendors presenting at the Spring Meeting. They are not exhibiting as vendors at this particular meeting, but are presenting on their products. The proposed vendor policy states that a presenting vendor must be an "invited guest." Emily asked what that language meant. Colin said that there's a session at this meeting with three presenters talking about a specific tool, and they wanted the person who wrote the code for the tool (the vendor) to be part of the session. Emily said that the problem with the policy language is that some vendors will see an accepted proposal as an invitation to present, even though the Board would not consider that an invitation. Jessica Tanny said that the Program Committee should bear responsibility for interpreting the policy when they review proposals. Juliana Kuipers asked whether this year's Program Committee was aware of the vendor policy when they accepted the session. Emily said that the committee was likely unaware. Jessica T. said that going forward, the Board should ensure that the Program Committee chairs are aware of the policy and how to enforce it. Jane said that in the specific case Colin mentioned, the vendor was asked by the presenters to participate. The vendor was not the proposal submitter. Emily said that the Board needs to consider who can/should be responsible for inviting vendors. Colin said that the policy was written in response to specific cases, and that it will continue to evolve as other cases inform it. The Board should vote the policy into action and make future revisions as necessary. Emily said that the policy needs to be clearer in regards to who can invite vendors to present, and what type of panel composition is required when a vendor participates. Emily also said that agreeing to the policy should be required for all proposal submitters. Ellen said that the Board should continue to discuss improvements to the policy language outside of this Board meeting.

Ellen moved to approve the vendor policy as written, with the acknowledgement that the Board will continue to discuss language revisions. Abigail Cramer seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**

Community Archives Advocates Roundtable Petition

Liz Francis moved to approve the petition to establish the Community Archives Advocates Roundtable. Jessica Sedgwick seconded. Discussion: Jessica Tanny asked what "community archives" means. Anna Clutterbuck-Cook said that the phrase refers to archives that are created and managed by the community that they document. Liz said that the topic of community archives is timely, with the Society of American Archivists planning a full-day symposium at this year's annual meeting. Anna said that the Board could ask the new roundtable to clarify on their web page what it means to be a



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community archive. Liz encouraged the Board to approve the proposal and let the leaders of the roundtable establish themselves and work on their messaging. Jessica S. said that a clarification of the roundtable's scope would be helpful once they're established. The Board decided to vote on the proposal as submitted, with the understanding that the roundtable will clarify its scope in the near future. No abstentions. **All members voted in favor (7-0-0).**

Board Rotations

Ellen Doon, acting on behalf of Jennifer Gunter King, recognized the service of NEA leaders whose terms in their current positions are concluding: Colin Lukens, Silvia Mejia, Juliana Kuipers, Jean Nielsen Berry, Stephanie Call, Jessica Tanny, Krista Ferrante, and Erica Boudreau.

Adjournment

The meeting adjourned at 4:35 p.m.

Respectfully submitted,
Caitlin Birch