



TAKING THE PAST INTO THE FUTURE

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

NEA Executive Board Meeting

June 28, 2019

10:00 a.m. – 4:00 p.m.

Maine Historical Society

Portland, ME

AGENDA

- 10:00 – 10:15 Welcome and introductions (Jamie Rice)
- 10:15 – 10:25 Approve minutes from April 2019 Board meeting (Caitlin Birch)
Approve volunteer lists
- 10:25 – 10:40 Spring 2020 meeting report (Amber LaFountain)
- 10:40 – 10:55 Fall 2019 meeting report (Emily Atkins)
- 10:55 – 11:20 Newsletter Committee report. (Sally/Betts)
Action items:
-How to move forward with the digital offering
-Proposed new division of labor amongst editorial positions, considering recent content changes
- 11:20 – 11:35 Immediate Past President's report (Karen Abramson)
Action item: Nominating Committee vote on new members
- 11:35 – 11:40 President's Report
open positions
- 11:40- 12:00 IDC continued discussion
Salary Transparency
- 12:00 – 1:00 Lunch on your own
- 1:00 – 1:30 Treasurer's report (Cyndi Harbeson)
- 1:30 – 2:45 Slack update and implementation & Listserv activity
- 2:45 – 2:55 Afternoon break
- 2:55 – 3:05 Strategic Plan 2020

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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- 3:05 – 3:55 Strategic Plan updates and adjustments (Caitlin Birch)
- 3:55 – 4:00 Fall Board meeting logistics (Jamie Rice)

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In attendance: Karen Adler Abramson, Emily Atkins, Caitlin Birch, Sam Howes, Olivia Mandica-Hart, Cristina Prochilo, Jamie Rice, Jane Ward

In attendance via video conference: Molly Brown, Betts Coup, Nadia Dixson, Cyndi Harbeson, Michael Dello Iacono, Joan Ilacqua, Amber LaFountain, Abbey Malangone, Sally Blanchard-O'Brien, Maryalice Perrin-Mohr

Welcome and introductions

At 10:13 a.m., Jamie Rice called the meeting to order, followed by attendee introductions.

Approve minutes from April 2019 Board meeting

Caitlin Birch moved to approve the April 4, 2019 quarterly Board meeting minutes as submitted, with minor corrections already made. Molly Brown seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

Approve volunteer lists

Caitlin reminded the Board to submit any changes to the membership of committees that they lead to her. The secretary maintains the official record of NEA volunteers. Emily Atkins recommended that Cyndi Harbeson use the official treasurer's email address as her address of record. Cyndi said that she will. Caitlin said that she pulls email addresses from what's listed in the NEA member directory, so she'd need to be notified if the preferred address for the Board list is different.

Spring 2020 meeting report

Amber LaFountain presented the Spring 2020 Program Committee report. The committee met most recently on Tuesday. They finalized the graphic for the "Inside & Outside" meeting theme and can now move forward with putting information on the NEA website. The events manager at the meeting hotel has left her position and the hotel is currently searching for her replacement. In the meantime, the committee has an interim contact and will be connected with the new events manager once hired. Amber said that she is working on the meeting budget and plans to distribute a draft to the Board listserv later this summer. She has meetings for both catering and the audiovisual setup coming up. The committee has already gotten a quote from the hotel for their internal A/V service and will meet with Headlight, an external vendor, for comparison and negotiation purposes. For catering, the food and beverage minimum is \$25,000. The hotel's catering menu prices are locked in, but the



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committee is still looking for discounts. They've spoken with the hotel about green options (like refillable water stations instead of bottle water service), but the former events manager didn't think it was a possibility. The committee will continue to push the issue with the hotel. The current target for vendor revenue is \$8,000. The room block agreement at the hotel requires the reservation of 123 rooms. Amber said that she wasn't sure how to estimate registration revenue but is currently basing it on past meeting data and using a target of 333 registrants. The committee has received verbal commitment from two plenary speakers and will finalize the participation of at least one of them (Elaine Stiles) over the next week or so. The other potential plenary speaker recently moved to a position in the Midwest, so the committee is in the process of making sure they're still available. The committee is putting together the call for proposals and the submission form, then sending it to the Communications Committee for distribution. The distribution target is early next week. The committee has one confirmed Day of Service site: the Culinary Museum of Johnson & Wales University. The service project will involve cataloging the museum's dessert mold collection; the hope is that NEA's efforts may help the institution to attract grant funding that will allow for the completion of the project. The committee is also looking for another Day of Service site within a community organization. For special programming, the committee still plans to offer archives bingo on Friday night (coinciding with the reception) with a prize of NEA membership. They're planning a movie night with digitized films on Thursday night. The Friday night reception may include a combination of passed hors d'oeuvres and food stations, as well as drink tickets. The meeting program will include bystander training in collaboration with the Inclusion and Diversity Committee. Planning for tours is also under way.

Jamie Rice said that it's her understanding that there's a surcharge from the hotel if NEA chooses an external A/V vendor. Amber said that she thought so, too, but she spoke with the hotel's director of sales and they told her there wasn't a surcharge. Jamie said that she remembers it as part of the contract between NEA and the hotel. Emily Atkins said that she thinks the contract gives the hotel the right to approve the vendor but does not stipulate that they'll apply a surcharge for an external vendor. Amber said that she'd prefer to use the hotel's A/V service but is seeking an outside quote to allow her to better negotiate the hotel's price.

Fall 2019 meeting report

Emily Atkins presented the Fall 2019 Program Committee report on behalf of Patrick Ford. Emily said that the Fall Symposium manual is about 75 percent done. It will provide future program committee chairs with a clear timeline to follow; in the meantime, this year's planning is moving along. The call for proposals has been drafted and is being reviewed by the Communications Committee. Emily said that she thinks the Communications Committee may push back on the timing of the Spring 2020 call for proposals that Amber LaFountain described in the interest of getting the Fall 2019 call out, but language could be added to the Fall 2019 call encouraging those who can't participate in the fall to



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keep an eye out for a forthcoming Spring 2020 call. The symposium will include a plenary speaker, a panel of experts, and a round of lightning talks chosen through the proposal process. All programming will be centered around the symposium theme and will relate to map collections, GIS data, etc. The room in which the symposium will be held has a capacity of 120, so registration must also be capped at 120. Patrick submitted a budget to the Board with projections based on two registration targets: 90 attendees and 120 attendees. The budget also included two options for the base registration rate: \$35 and \$40. If there are only 90 attendees at the \$35 rate, NEA would run a deficit on the symposium, but any other combination of numbers would turn a small profit. The committee is waiting to confirm the cost of a facilities fee for the meeting space and the cost of printing for the programs. The base registration rate for the Fall 2018 Symposium was \$50, but that was due to the inclusion of lunch. Emily would like to see rate drop back down to \$35. The Board expressed general agreement. Emily said that marketing for the meeting will highlight Portland as a destination and symposium attendance as an opportunity to take a weekend away in a nice vacation spot.

Caitlin Birch said that many map libraries are run by non-archivists, so it would be good to think of ways to reach those people and market the meeting to them. The Board expressed agreement. Jamie Rice said that the program committee includes members who are map librarians and they may have ideas about how to reach beyond the archivist community. Emily said that it's still to be determined who will develop the content for marketing — the Communications Committee, the program committee, or the meeting coordinator.

Jamie asked what the non-member registration rate would be if the base rate were \$35. Emily said that the non-member rate would be \$50, the bridge rate would be \$25, and the student rate would be \$18. Fall symposiums do not include an advance rate. There's a \$5 increase across the board for on-site registration. Olivia Mandica-Hart said that there may be a slight bump in revenue if the symposium draws a larger number of non-members than usual. Emily said that she has been in contact with Olivia about the timing of registration. The plan is to open registration on Sept. 6 and close it on Oct. 27. Jane Ward asked whether the program will be set before registration opens, since some attendees need to see what the meeting will offer before determining whether they can register. Emily said she thinks the program will be set. Patrick plans to set July 26 as the deadline for proposals.

Emily said that Linda Hocking is working on the contract for the Spring 2021 Meeting and as soon as that process concludes, Emily will be in touch with her to begin planning the Fall 2020 Symposium. Jamie said that she noticed in the meeting coordinator's report that Emily is investigating whether it would be possible to book Spring Meeting venues further in advance. If it's possible, it might be helpful when it comes to the overall timeline of planning both meetings and symposiums. Emily said that NEA's options for hotel venues are limited by the size of meetings, the budget, and other requirements of the organization, but if venues can be booked earlier, the number of options might



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increase a bit (because NEA would not be competing as much for preferred meeting dates) and locking in lower rates might be possible. The Board expressed support for earlier booking if it turns out to be a logistical possibility. Emily said she is working with HelmsBriscoe to identify venues in New Hampshire for the Spring 2022 Meeting. NEA also has its 50th anniversary meeting coming up in 2023 and that should be planned as far in advance as possible. The Board discussed the merits of early planning and also of Boston as a likely location for the anniversary meeting.

Newsletter Committee report

Sally Blanchard-O'Brien and Betts Coup presented the *NEA Newsletter* report. Sally said that the editors have just finished work on the July issue. The issue is mostly composed of session reports, but also includes News and Notes as well as the "Who's Missing from This Table?" column. The editors tabled at the Spring 2019 Meeting with positive results. Tabling and other outreach efforts have led to new interest in submitting content. They've arranged the first two technology reviews for the October issue and hope that their publication will generate interest from others in writing reviews. Sally and Betts will complete their terms in spring 2020 and they'd like to recruit new editors soon to provide a healthy overlap between incoming and outgoing editors.

Proposed new division of labor amongst editorial positions, considering recent content changes

Sally said that she and Betts would like to reconfigure editorial duties. The reviews editor currently has responsibility for the new technology reviews as well as the spotlights on new NEA members and Board members, which represents a lot of work. They'd like to shift responsibilities so that the reviews editor only handles reviews. Each issue will include up to two reviews, with the exception of the July issue with no reviews. Sally and Betts propose having the Inside NEA editor handle the new member and Board spotlight sections. There will be up to two spotlights per issue, again with the exception of July. Sally asked for the Board's feedback.

Jane Ward said that the editors are the ones who are most familiar with the work, so if they think a reconfiguring is in order, the Board will support it. Jamie Rice said that she definitely supports the redistribution if it helps the committee work effectively and questioned whether the issue required a vote. Caitlin Birch said that no vote was required, as this represents internal business for the committee. Michael Dello Iacono asked if, since NEA plans to offer a digital version of the *Newsletter*, there might be an opportunity to include a different type of content that isn't possible in paper format, or whether the digital version will be limited to a PDF of the paper version. Betts said that for now, the digital version will be a simple PDF, but there could be other possibilities in the future. Right now, the focus is on a greener option that eliminates NEA's paper use. Michael expressed interest in building out the digital version's functionality in the future to make the *Newsletter* more attractive to more members, especially students.

How to move forward with the digital offering



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Betts said that the editors would like to offer the digital version for the first time in April 2020 and need guidance on how to move forward. Jamie said that in past Board meeting minutes, the next action was identified as consulting Kelli Bogan to determine Wild Apricot functionality that would allow members to choose a digital or paper version of the *Newsletter*. She asked whether Karen had had a chance to speak with Kelli. Karen said that she did not. Caitlin said that she didn't distribute the minutes early enough, which would have delayed Karen's conversation with Kelli. Jamie asked whether it would be helpful to have the editors communicate directly with Kelli instead of having Karen act as intermediary. Karen said that it would, and Sally and Betts said they'd be happy to do it. **Sally and Betts will contact Kelli.**

Immediate Past President's report

Karen Adler Abramson presented the immediate past president's report.

Nominating Committee vote on new members

Karen said that she has assembled a Nominating Committee for the Board's approval: Karen (chair), Prudence Doherty, Ellen Doon, Sarah Galligan, and Heather Moran. All are members in good standing, confirmed by Elizabeth Slomba. The proposed committee features geographic diversity, with five of six states represented. Karen moved to approve the following members for the 2019 Nominating Committee: Prudence Doherty, Ellen Doon, Sarah Galligan, and Heather Moran. Cristina Prochilo seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**

President's Report

Jamie Rice presented the president's report.

Open positions

Jamie said that an assistant editor position is open for the *Journal of Contemporary Archival Studies*. The Board also agreed to form the Financial Planning Committee, but Jamie wasn't sure whether she or the treasurer would lead that effort. Karen Adler Abramson said the Board hadn't clarified responsibility yet. **Jamie said that she'll work with Cyndi Harbeson to move forward. Emily Atkins suggested involving Juliana Kuipers as well. Jamie will include Juliana.**

Olivia Mandica-Hart said that the registrar position will also need to be filled by September since her term is ending. Jamie asked if she should recruit for the position. Emily said there's a current job description for the position, and other than using that description, the main consideration is to be transparent about the selection process. The Board agreed several years ago to be as transparent as possible when appointing volunteers. Jamie asked whether a selection committee was typically used. Caitlin Birch said that a committee isn't necessary; interested candidates should respond to the call for volunteers with a letter of interest, and the president decides based on clear criteria who they'd like to nominate. The nominee's name is then brought to the Board for a vote. Emily said that while a



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committee isn't necessary, Jamie can consult others for input as needed. Olivia said that when she pursued the position, she was interviewed. Karen and Emily shared more about Olivia's recruitment. **Jamie will begin advertising the position.**

Karen said that on a related note, she remembered that Caitlin was working on job description standardization and she'd be happy to help with that effort. Caitlin said that she began collecting old job descriptions but hadn't done further work. **She'll renew her work and then gladly accept Karen's offer of help with standardization.** Cyndi said that she doesn't have access to PBworks; she emailed Caitlin and didn't get a response. **Caitlin said that she has responded to all access requests she's received but will look into it and make sure Cyndi gets access.**

IDC continued discussion

Jamie Rice introduced a continuation of the discussion begun by the Inclusion and Diversity Committee, on behalf of chairs Rosemary K. J. Davis and Rose Oliveira, who were unable to attend today's meeting.

Salary Transparency

Jamie said the Board had a good email discussion regarding salary transparency in job postings, but the issue grew larger with the introduction of another question: whether unpaid internships would be allowed if the Board prohibited job postings without salary information. Jamie said the internship question and the salary transparency question are related but distinct and need to be disentangled. She is in favor of requiring salary transparency in job postings but working at an organization with a strong volunteer culture, she sees the unpaid internship question as more complex. She welcomes other perspectives and values the conversation the Board has already had and will continue to have. She especially wants to hear from Joan Ilacqua, who is representing the IDC.

Karen Adler Abramson highlighted the difference between unpaid internships and volunteer positions. Jamie said there's sometimes a fine line between the two, and the issue seems to be situations in which unpaid internships are used to replace what should be professional work. Jane Ward said that Internships are generally project-based or time-limited, whereas volunteers represent a more open-ended commitment to the organization. Olivia Mandica-Hart said that in Massachusetts, there are strict laws around the issue. Cristina Prochilo expanded on Olivia's point: Legally, anything that professionals can do themselves can't be outsourced to an unpaid intern. (i.e. The intern is not supposed to supplant the day-to-day work of a paid professional; they're supposed to have a learning opportunity.) Jamie asked whether, under the Massachusetts law, a volunteer can do work that an unpaid intern can't. Cristina said that they could. Jamie asked whether Joan was on the Zoom line. Amber LaFountain said that Joan is not yet in the office for reasons beyond her control. Jamie said that she would like to table the Board's discussion until the fall meeting, when both the IDC and Linda Hocking will be present. **She'll check in with Rosemary and Rose about how to proceed.**



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Michael Dello Iacono asked whether the salary transparency question has been settled even if the unpaid internship question hasn't. Jamie said that the Board seems to be in agreement around salary transparency, but as a policy change it would require a vote. Maryalice Perrin-Mohr said that she's willing to try enforcement of a new policy on the NEA listserv and see how members react. Jamie expressed appreciation to Maryalice and said that the reason the Board hasn't voted yet is because the unpaid internship issue has been part of the discussion. That's the issue that the Board will discuss in the fall.

Michael asked whether the Board could begin categorizing postings into those with salaries and those without, rather than fully shutting out those without. Caitlin said that she understands the rationale there, but the point is to use NEA's influence to try to force systemic change in the profession, to shut out postings that don't include salaries so the institutions that create these types of postings begin to change. Cristina agreed and said that her institution is one that doesn't post salaries and a stance like the one NEA is considering is one thing she could highlight to encourage her employer to change. Jane said that the Society of Southwest Archivists has taken this step already, so NEA would be joining an established effort and should be sure to frame it as such. Emily said that there's a page on the NEA website for official NEA statements and that would be a good place to post a statement on salary transparency. The Board would also need to review the section of the website labeled "job resources," which immediately links out to a page of resources created by the Roundtable for Early Professionals. Either the path would need to be changed so that it first directs to a page with NEA's transparency statement, or the Board would need to work with REPS to add the statement to their page.

Maryalice asked for clarification as to whether anything about listserv policy is changing at the moment. Jamie said that she'll first reach out to Rosemary and Rose to see if the salary transparency and unpaid internship issues can be disentangled so that the Board can vote on salary transparency. At that point a change would be implemented to listserv policy. Jane asked whether an announcement will appear in the fall *Newsletter* if the Board approves the change. Jamie said that would be ideal. Sally Blanchard-O'Brien said that the editors would support that, and the president's column might be a good place for it.

Treasurer's report

Cyndi Harbeson presented the treasurer's report. The final Spring 2019 Meeting budget is available but is still being finessed a bit. **Jane Ward said the vendor number is slightly off. She will send updated information to Cyndi.** Cyndi asked if the format that she used to present the projected budget versus the actual budget is the format the Board would prefer. The Board said the format worked well. Emily Atkins thanked Cyndi for her work, noting that it's the first time the treasurer has prepared a projected vs. actual budget and there was no existing template to use. Karen Adler



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Abramson asked whether this is one of the bigger deficits a Spring Meeting has produced. Emily said it is. Jamie Rice said that it might have something to do with the location of the meeting, but still thinks it was important for NEA to meet in Vermont. Emily said that registration also probably suffered a bit because of the lag in timeline. Cyndi said that the catering and audiovisual costs came out well. Jane asked whether a workshop was canceled. Nadia Dixon said there had been concern that a workshop would have to be canceled due to low registration, but it ultimately went forward as planned.

Slack update and implementation & Listserv activity

Maryalice Perrin-Mohr presented on listserv activity. Maryalice said that she's been trying to reconcile the current NEA membership list with the listserv subscriber list. Numerous discrepancies exist: There are members who aren't subscribed to the listserv; there are members who are subscribed to the listserv using an email address that doesn't match the one listed in the membership database; and there are listserv subscribers who aren't members. Maryalice asked the Board for feedback: Should nonmember subscribers simply be removed from the listserv or first be given an opportunity to rejoin? For member subscribers, does it matter whether the membership email matches the subscription email?

Caitlin Birch said that for nonmember subscribers, this could be an opportunity to do some positive outreach. A message from the membership secretary or the community engagement coordinator could invite individuals in this group to rejoin NEA. Maryalice said there's an additional group of people who subscribed to the listserv and didn't share their name, so their membership status can't be easily determined. Karen Adler Abramson asked if individuals in this group could simply be removed. Caitlin suggested contacting them to find out who they are and then categorizing them into the other status groups accordingly and taking the appropriate action. Sam Howes said that he can ask Elizabeth Slomba to coordinate with Maryalice. Jane Ward asked whether NEA still has institutional members. Maryalice said NEA does and that creates another wrinkle in the listserv subscription data. Emily Atkins said that the membership directory was set up in such a way that instead of prompting for a first name and last name, institutional members are asked for institution name and then individual contact. As treasurer, she and Elizabeth had been working to update institutional member profiles. Caitlin asked whether, in Wild Apricot, members could be automatically enrolled in listserv subscription using their member email address but be given the option to opt out. Emily said that functionality doesn't exist in Wild Apricot. This type of listserv auditing has never been done before, so if it's done on a regular basis going forward, it should be more manageable. Maryalice asked what the Board wants to do about individuals whose membership email addresses don't match their subscription addresses. Emily said that whatever action is taken should be the one that's easiest on Maryalice, but she could personally see situations where members might want their public-facing address to be one thing and the address at which they receive information to be another. Jamie Rice said the first step should be to obtain conclusive data and then tackle one action item at a time. Emily said that the easiest action item to tackle first would be identifying subscribers who are no longer



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members and removing them (after giving them the opportunity to rejoin). Karen said that she would be happy to help Maryalice as needed and Michael Dello Iacono also volunteered to help. **Maryalice said that she will set up her spreadsheet and then consult with Karen and Michael on next steps.** Emily said that Wild Apricot does notify members when their membership lapses; the Board could consider change the text of that notification to also highlight the benefits of membership, such as listserv access. The Membership and Communications committees could collaborate on that. The membership profile template could also be updated to allow for multiple email addresses in a single profile. The Board expressed support. Caitlin asked who should consult with Kelli Bogan on the update. Jamie said that it would make sense for the Membership Committee to do it. **Sam said that he will work with Kelli and Maryalice.** Emily said that in the future, it may also be worthwhile to task the new Financial Planning Committee with investigating the possibility of hiring a developer for Wild Apricot enhancements. **Sally Blanchard-O'Brien asked whether messages to Kelli could be combined into one, since the Newsletter editors also planned to contact her about the opt-in feature for the digital newsletter. The Board supported the idea. Sam will take the lead on it.**

Emily and Caitlin presented an update on the Board's transition to Slack. Emily said that at the spring Board meeting, there was a sense of the Board that Slack would officially be adopted at the summer Board meeting. However, there hasn't been much activity in the Slack sandbox workspace in the time between the two meetings. The Task Force for Documentation Practices has come to the conclusion that the best approach to transitioning will be a "rip the band aid off" approach, but the timeline should now be revised. Caitlin said that Rose Oliveira proposed the following timeline:

- End of July: Create and configure the real NEA Slack workspace
- Early August: Invite all Board Members to the workspace
- Mid to late August: Ensure that all Board members have successfully accepted their invitations and created their profiles
- End of September/Mid October: Shut the Yahoo listserv down
- November: Evaluate transition

Emily proposed a revision to Rose's timeline: Rather than allowing an overlap between Slack adoption and Yahoo shutdown, the Board makes a hard switch in early September. At that point, Maryalice cuts off the Board's access to Yahoo but doesn't shut down the listserv. That way the listserv would still exist in the event it was still needed in the future, but the Board would be forced to use Slack. **The Board agreed with Rose's overall timeline and Emily's revision to it.**

Cristina Prochilo asked if Slack would replace PBworks as the repository for active NEA documentation. Caitlin said that the task force has a set of recommendations for different communication and documentation needs, and the replacement recommendation for PBworks is Google Drive. That recommendation will be addressed in the future, but for now, the Board should



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continue to use PBworks. Emily said that the Board should also continue efforts to develop a records manager position. Caitlin said that she, Karen, and Juliana Kuipers are supposed to be working on the records manager position, so they'll need to connect on that effort. Cristina asked if there's a way to receive notifications of new messages in Slack. Caitlin said that users can control notifications in their preferences, and she's set up desktop notifications for her own use. Caitlin summarized the Board's Slack action items:

- **The Board has agreed to switch from Yahoo to Slack on September 1.**
- **Caitlin will connect with Juliana and begin the process of setting up the workspace.**
- **The task force will develop instructions for setting up Slack accounts.**
- **Board members will receive Slack invites in August and will accept them.**
- **The task force will contact Maryalice about cutting off the Board's access to the Board listserv.**

Emily said that the extended charge for the task force will run out in October. Because the task force has been focusing on Slack, there hasn't been work on implementation of other recommendations. Caitlin said that the task force doesn't feel that its charge should be extended again but implementing the task force's recommendations might be a good first initiative for the records manager to tackle. The Board discussed the benefits of recruiting a records manager and expressed support for turning over the remaining recommendations of the task force to the eventual incumbent of the records manager position for implementation. Jamie said that a good goal would be to have the records manager role filled before a new secretary takes office. **Emily said that she would also be willing to help with the records manager job description. Caitlin said that she will include Emily in the group that will work on the role.**

Sam asked whether committee chairs are supposed to have NEA email addresses. Caitlin said they are, but there are complications for committees with co-chairs who share a single address. Nadia Dixson said that the Education Committee co-chairs have been unable to share their address because only one person can be signed into the account at a time. The Board discussed the logistics of sharing addresses. Emily said that there's a way to disable the two-factor authentication (seemingly the main source of problems for shared addresses). Cristina and Molly Brown plan to try that for the shared representatives-at-large address. They offered to help with the Education Committee address, too. **Sam asked whether testing should be done in Slack to determine if, when a user leaves or is removed from the workspace, their messages are deleted. Caitlin and Emily will work on that.** The Board discussed the use of NEA email addresses and whether their use will be required in Slack for those who have them. Emily suggested asking Sarah Shoemaker to audit the list of existing NEA addresses and make sure that all who need one have one and have the option of using it in Slack. But she suggested that use not be required in Slack. All Board members with NEA addresses should be



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using them for official NEA communications (those directed to the general membership or external parties), though. The Board discussed and supported that idea.

Sam introduced a separate topic for Board discussion: the addition of a co-chair for the Membership Committee. Because other committees have co-chairs, and because Membership's responsibilities are growing with the addition of development work, Sam said a co-chair could be beneficial. Caitlin said that there were previously co-chairs of the Membership Committee and it would make sense to return to that structure. Jamie would need to work with the Communications Committee to put a call out for volunteers, then would need to nominate someone for the Board to approve. Karen said that there's currently a call out to fill the new position of membership development coordinator on the Membership Committee. She asked whether there's a way to leverage that position to cover the need for a co-chair. Jamie asked Sam whether he would still feel the need for a co-chair with the membership development coordinator role filled. **She suggested looking at the development coordinator role to see if it could meet the co-chair need. Sam will review it.** Jane said that the membership development coordinator could also work with Maryalice on the listserv project to contact people who have lapsed in their membership and encourage them to rejoin. Caitlin said that if the membership development coordinator ends up serving as co-chair, the membership chair job description would need to be reevaluated. **The Board ultimately decided to recruit both a co-chair and a membership development coordinator.**

Strategic Plan 2020

Jamie Rice led a discussion of the next strategic planning process. Jamie requested input from members of the Board who took part in the current strategic plan's creation.

Caitlin Birch said that the task force that created the plan was formed in fall 2014 and started work in winter 2015, finishing early in 2016. If the Board followed the same general model for the next strategic plan, a task force would be formed in fall 2019 and begin work in winter 2020, with the new plan taking effect in 2021. Jamie said that according to that timeline, the task force would be forming around the same time that an anniversary task force might be coming together. Karen Adler Abramson said that it would be good to think about the anniversary commemoration and the next strategic plan as complementary.

The Board then had a separate discussion about meeting locations for the anniversary meeting, with general enthusiasm but no formal commitment yet for Boston as the location.

Strategic Plan updates and adjustments

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 16 total items that fell under review this quarter, and of those 16, four have been



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completed, six are in progress, four haven't been started, and two are the responsibility of the Board and require discussion today.

Completed Items

~~"By January 2019~~ June 2019, the Education Committee will offer workshops on topics relating to archival advocacy and grant writing." (4.1.1.c)

~~"By January 2018~~ June 2019, the Education Committee will develop at least one education workshop for mid-career archivists on salary negotiation and career advancement." (4.3.4.b)

~~"By June 2017~~ June 2019, the Education Committee will identify and develop web-based resources, such as skill shares, for frequently requested educational topics that will allow the membership to gain basic, immediate knowledge of a subject or resource." (4.4.1.a)

~~"By June 2017~~ June 2019, the Education Committee will develop a tiered workshop structure, with tiered pricing, that offers continuing education opportunities along three tiers (beginner, intermediate, and advanced) in order to better serve our entire membership." (4.4.2.a)

Caitlin spoke with Nadia Dixson and Becky Parmer about the above item. They reported that the Board had agreed with the proposal for a tiered workshop structure when the Education Committee presented it at the spring Board meeting. At that time, Karen Adler Abramson said that the task of developing a tiered pricing structure would become the responsibility of the new Financial Planning Committee. Nadia and Becky view this item as complete in terms of Education Committee work, but believe the Board needs to consider whether it's still in progress and in need of a deadline extension from a Financial Planning Committee perspective.

Further discussion of this item ensued at the Board meeting.

Karen asked whether the Board agreed that the Financial Planning Committee should take responsibility for the tiered pricing structure. The Board expressed agreement. Caitlin suggested that the Board aim to form the Financial Planning Committee by the winter Board meeting. The committee could then develop the pricing structure in time for an unveiling of the new workshop curriculum at the Spring 2020 Meeting. Jamie Rice said that this timeline was a good goal. **The Board agreed to consider this item in progress with a new deadline of March 2020, and to transfer responsibility from the Education Committee to the Financial Planning Committee.**

Items in Progress

~~"By June 2017~~ September 2018 June 2019, in conjunction with the IDC, the Executive Board will develop a plan to target non-Massachusetts members for volunteer opportunities." (4.2.2.e)



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Caitlin spoke with Rosemary K.J. Davis and Rose Oliveira about the above item. They reported that the Board has not reached out to the Inclusion and Diversity Committee about this item. The Board previously discussed and agreed to survey the membership about a potential change to the Board's structure, to include a representative-at-large from each state. Rosemary and Rose said that it was unclear whether this idea was meant to fulfill the need for targeted volunteer outreach, and they weren't aware of additional work on this item.

Further discussion of this item ensued at the Board meeting.

Caitlin reviewed the Board's last discussion of this item — which included the decision to survey members about the rep-per-state model and an effort to increase member participation in Board meetings — and asked the Board to clarify the item's scope. Karen said that she did not think members would want to attend Board meetings. Nadia suggested recording Board meetings and posting them to YouTube. Michael suggested adding a space to every Board meeting agenda for open comment from the members. The Board was uncertain whether members would have an interest but expressed support for the idea. **The Board determined that this item would be considered complete after survey data regarding the rep-per-state model had been analyzed and an official statement had been posted describing all of the Board's efforts to create geographic diversity among its leadership and volunteers. These efforts include an ongoing commitment to considering location when recruiting candidates for elected and appointed positions. Karen will work with the IDC on this statement. The item has a revised deadline of September 2019.**

~~“By January 2018 September 2018 January 2019~~ June 2019, the Membership Committee should consider whether to rename the committee (i.e. Membership and Development Committee or Member Services Committee), based on new duties and charge.” (4.3.1.b)

Caitlin spoke with Sam Howes about the above item. Sam reported that this item is in progress and will be reviewed further once the Membership Engagement Coordinator position is filled. Sam requested a revised deadline of September 2019.

Further discussion of this item ensued at the Board meeting.

The Board agreed to Sam's revised deadline of September 2019.

~~“By June 2018~~ June 2019, members dedicated to development on the Membership Committee will, aided by membership survey data and the Development Task Force final report (2013), define development for NEA, identify priorities for funding opportunities, identify new and existing sources



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of funding, and explore, in cooperation with the NEA Treasurer, sustainable and responsible financial planning, defining areas that will benefit from development.” (4.3.2.a)

Caitlin spoke with Sam about the above item. Sam reported that this item is in progress. The Board had reviewed and approved the job description for the new Membership Engagement Coordinator role and the position would be posted. Sam requested a revised deadline of January 2020.

Further discussion of this item ensued at the Board meeting.

The Board determined that this item is no longer the responsibility of the Membership Committee and will reside with the Financial Planning Committee going forward. The Board set a revised deadline of March 2020.

“By ~~June 2018~~ ~~October 2018~~ June 2019, the Membership Committee and/or a Task Force (if appropriate), will develop a policy and procedures for outreach to retired and lapsed members with invitations to stay involved as presenters, workshop leaders, and newsletter contributors.” (4.3.4.c)

Caitlin spoke with Sam about the above item. Sam reported that this item is in progress. He said that some discussion have occurred, but no formal policy and procedures have been developed. He requested a revised deadline of September 2019.

Further discussion of this item ensued at the Board meeting.

The Board agreed to Sam’s revised deadline of September 2019.

“By ~~June 2018~~ June 2019, the Education Committee will implement a system with clearly defined processes for hosting and successfully marketing webinars on a variety of topics, such as those offered by SAA, with the goal of mitigating issues of cost and distance and reaching a greater number of participants. IN PROGRESS.” (4.4.1.b)

Caitlin spoke with Nadia and Becky about the above item. They reported that the Education Committee has been working on procedures for this item and presented an update to the Board at the spring Board meeting. The Board had agreed to pilot the proposed webinar pricing structure, but because a pilot opportunity has not yet been available, the Board extended the pilot to spring 2020. The Education Committee successfully tested its webinar planning and implementation procedures on April 30, 2019, through a webinar titled “Approaching Grief and Transitions in Acquisitions Work.” Because this webinar was offered free to NEA members, a pilot of webinar pricing is still needed. Nadia and Becky requested a revised deadline of March 2020.



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Further discussion of this item ensued at the Board meeting.

The Board agreed to the revised deadline of March 2020.

“By ~~June 2018~~ June 2019, the Education Committee, in collaboration with the CEC, will create a mechanism for institutions to request low-cost basic archival training to their employees, volunteers, NEA members and other interested parties.” (4.4.2.b)

Caitlin spoke with Nadia and Becky about the above item. They reported that they’ve had initial conversations with Abbey Malangone about this item but need additional time to implement procedures. They requested a revised deadline of March 2020.

Further discussion of this item ensued at the Board meeting.

The Board agreed to the revised deadline of March 2020.

Items Not Yet Begun

“By ~~June 2017~~ ~~June 2018~~ June 2019, the CEC will work with the NEA Web Coordinator to create a space on the website for general resources about archives for the general public.” (4.1.2.b)

Caitlin spoke with Sarah Shoemaker about the above item. She requested more input from Abbey, but also said that because the Strategic Plan was implemented before the CEC position was created, she has been thinking of CEC-related items as suggestions of the type of work the CEC might do rather than as binding commitments.

Further discussion of this item ensued at the Board meeting.

The Board agreed that it does see the CEC-related items as binding. Jamie will communicate this information to Sarah, and unless the items are no longer applicable to NEA’s direction and priorities, will ask that work on them proceeds.

“By ~~December 2017~~ ~~January 2019~~ June 2019, the CEC will develop guidelines for organizing a day of service, defining responsibilities for volunteers, host institutions, and organizers, which will allow members, either independently or in conjunction with the Roundtable for Early Professional and Students (REPS), to initiate days of service throughout New England.” (4.1.2.c)

Caitlin spoke with Sarah about the above item. She requested more input from Abbey, but also said that because the Strategic Plan was implemented before the CEC position was created, she has been



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thinking of CEC-related items as suggestions of the type of work the CEC might do rather than as binding commitments.

Further discussion of this item ensued at the Board meeting.

The Board agreed that it does see the CEC-related items as binding. Jamie will communicate this information to Sarah, and unless the items are no longer applicable to NEA's direction and priorities, will ask that work on them proceeds.

~~“By June 2017 September 2018~~ June 2019, create a method for NEA members to independently identify opportunities for informal, one-on-one mentoring, so that members of any experience level or career stage may seek out mentoring relationships.” (4.2.1.c)

Caitlin spoke with Sam about the above item. Sam said that work on this item has not yet begun and requested a revised deadline of September 2019.

Further discussion of this item ensued at the Board meeting.

The Board agreed to the revised deadline of September 2019.

~~“By January 2017 January 2018 September 2018~~ June 2019, the Membership Committee, in collaboration with the Web Coordinator, will investigate an expansion of the functionality of the membership database to include more detailed information — such as profile pictures, skill-set descriptions, geographic data, and self-identified one-on-one mentoring interest — so that members can better connect with nearby colleagues and those with expertise relevant to their work.” (4.2.2.c)

Caitlin spoke with Sam and Sarah about the above item. Sam reported that from the Membership Committee's perspective, work on this item has not yet begun. Sarah reported that from the Communications Committee perspective, this item is complete. Kelli Bogan explored the relevant functionality in Wild Apricot and Board members tested it.

Further discussion of this item ensued at the Board meeting.

The Board agreed that this item is complete.

Items for Board Discussion

~~“By January 2018 January 2019~~ June 2019, and building on the work of the Constituency Task Force (CTF), the Executive Board and/or a task force (if appropriate) will identify geographic areas within



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NEA and propose a structure for localized leadership, which will ultimately have responsibility for coordinating locally focused programming and events.” (4.2.2.f)

The Board agreed that this item will be fulfilled through the exploration of the representative-at-large model that provides a representative for each state. The revised deadline is January 2020.

“By ~~June 2017~~ ~~January 2018~~ ~~June 2018~~ June 2019, the Executive Board, advised by the Conference and Education Platform Task Force (2015), will offer at least one low-cost, no-travel option for accessing in part or in full all NEA conferences, workshops, and business meetings through streaming, webinars, or similar means.” (4.5.3.c)

Karen said that the IDC session at the Spring 2019 Meeting was scheduled for a pilot livestream, but a presenter ultimately determined that they were not comfortable with it. Caitlin asked whether another pilot should be attempted at the Fall 2019 Symposium. Jamie said that the Board could try, but it might be difficult given the format of the symposium. Karen said that she thought Amber LaFountain would be willing to try a pilot at the Spring 2020 Meeting. **The Board agreed to move forward with the Spring 2020 Meeting pilot and assigned a new deadline of March 2020.**

Fall Board meeting logistics

This item was tabled due to a shortage of time and low meeting attendance. **It will be discussed via email instead.**

The meeting adjourned at 4:08 p.m.

Respectfully submitted,
Caitlin Birch