



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

## NEA Executive Board Meeting

November 8, 2019

10:00 a.m. – 4:00 p.m.

Maine Historical Society

Portland, ME

## AGENDA

10:00 – 10:05 Welcome and introductions (Jamie Rice)

10:05 – 10:15 Approve minutes from June 2019 Board meeting & volunteer lists (Caitlin Birch)

10:15 – 10:40 Membership Survey Report (Colin Lukins, via Zoom)

10:40 – 10:55 Spring Meeting report (Amber LaFountain)

10:55 – 11:20 IDC (Rose Oliveira)

- Request discussion and vote on changing the structure of the Inclusion and Diversity Committee
- Continued discussion on unpaid internships /salary information on the listserv
- Discuss NEA Strategic objective 4.5.3.d: By January 2020 ...increase application rates for scholarship funds by 50%.
- Discussion on possibility of childcare at the spring meeting for 2021

11:20 – 12:00 Treasurer's Report (Juliana Kuipers)

12:00 – 1:00 Lunch on your own

1:00 – 1:15 President's Report

1:15 – 1:45 Slack implementation, board communication and Yahoo listserv

1:45 – 2:15 Education Committee (Nadia, via Zoom)

- Discussion re Strategic Plan Goal: 4.4 2b: "create a mechanism for institutions to request low-cost basic archival training to their employees..." and moving forward
- Checking in in on the tiered pricing plan

2:15 – 2:45 Newsletter Committee (Sally & Betts, via Zoom)

- Do significant changes to the Editors' Manual require Board approval in January?
- Discussion and plan for moving toward digital newsletter options

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.

NEWENGLANDARCHIVISTS.ORG



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

- 2:45 – 2:55 Afternoon break
- 2:55 – 3:45 Strategic Plan updates and adjustments (Caitlin Birch)
- 3:45 – 3:55 Strategic Plan 2020 (Jamie Rice)
- 3:55 – 4:00 Fall Board meeting logistics (Jamie Rice)

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.

NEWENGLANDARCHIVISTS.ORG



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

NEA Executive Board Meeting  
November 8, 2019  
10:00 a.m. – 4:00 p.m.  
Maine Historical Society  
Portland, ME

**In attendance:** Caitlin Birch, Linda Hocking, Sam Howes, Juliana Kuipers, Amber LaFountain, Rose Oliveira, David Read, Jamie Rice

**In attendance via video conference:** Karen Adler Abramson, Sally Blanchard-O'Brien, Molly Brown, Betts Coup, Nadia Dixson, Colin Lukens, Becky Parmer, Maryalice Perrin-Mohr, Sarah Shoemaker

#### **Welcome and introductions**

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

#### **Approve minutes from June 2019 Board meeting & volunteer lists**

Caitlin Birch moved to approve the June 28, 2019 quarterly Board meeting minutes as submitted, with the amendment that the list of NEA volunteers be corrected to include Rosemary K.J. Davis under the *Journal of Contemporary Archival Studies*. Juliana Kuipers seconded. No discussion. No abstentions.

**All members voted in favor (6-0-0).**

#### **Membership Survey Report**

Colin Lukens presented the NEA Membership Survey report. The 2018 survey went out in January 2019. Although that was later than usual, it worked out well because respondents could reflect on the entirety of 2018. The survey consisted of 60 questions and took an estimated 26 minutes to complete. There were 133 responses, constituting a 20 percent response rate. Past response rates have typically ranged from 30 to 35 percent. The survey was open for 5-and-a-half weeks with most responses submitted in the first three weeks. Responses indicated that NEA is doing well. Members noted what they saw as NEA's strengths, including the website, membership retention, conferences/meetings, the listserv, the *NEA Newsletter*, and communication about conferences/meetings. They also noted opportunities for improvement, including Fall Symposium attendance, roundtable participation, engagement outside of meetings, being less Boston-centric, and webinars (especially on digital preservation and archival ethics).

It's common in survey analysis to create personas and Colin created some based on member responses. The first persona represents the most common member type based on survey data: a regular member who renews annually, has been a member for between one and five years, is also a member of the Society of American Archivists, lives in Massachusetts, is employed full-time in an academic environment, doesn't participate in roundtables, probably missed the fall and spring



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

meetings, and feels well-informed about NEA. The second persona represents the second most common member type based on survey data: a regular member who renews annually, has been a member for between six and 10 years, is also a member of SAA and the Association of College and Research Libraries, lives and works in Connecticut, is employed full-time in a special archives/library, is currently looking for a new job or promotion, participates in the Digital Archives and Local History roundtables, attended the Spring Meeting but not the Fall Symposium, and feels well-informed about NEA.

Colin shared some compelling comments from the survey responses. Regarding roundtables, some members said that it's not obvious how to interact with them, that they don't see the benefit of them, that roundtables should meet more frequently, and that they'd like to see more information about roundtables. Regarding meetings, some members said that they focus too much on academic archives, that they need to be public-transit accessible, that parts of meetings should be streamed online, and that content needs to be more relevant to different career stages. Overall, Colin said that most survey comments were positive. Among the fewer negative comments were criticisms that NEA is too bureaucratic and that it has become more of a political organization than a professional one.

Colin said the survey was too long, that 26 minutes is too much time for most potential respondents to spend. The Board could mitigate that in the future by removing some of the pretext fields and by eliminating some of the demographic questions, since there are other ways to gather that data. He also suggested that some members of the Board serve as survey testers, which might help identify other opportunities to streamline the 2019 survey. Also for 2019, Colin plans to create a form to solicit survey questions from committees rather than doing email outreach. He suggested that the 2019 survey also include a question about how the membership wants to see the survey data reported as well as a contact link for members who have accessibility concerns or don't feel comfortable putting their responses in writing.

For long-term considerations, Colin suggested tying the survey questions to the next strategic plan that the Board undertakes. He suggested keeping the survey open all year, or tying it to membership renewal, or creating another feedback form that's open all year. The survey was long this year because there were numerous questions tailored to specific data points that interested the Board. Putting such questions in shorter, specialized surveys throughout the year would lead to more timely data and a shorter overall membership survey.

Jamie Rice thanked Colin for his work and presentation on the survey, then opened the floor to feedback.



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

Caitlin Birch said that it's an interesting idea to tie the survey to membership renewal, but if the Board takes that step then specialized questions should definitely be removed from it and handled through separate surveys.

Juliana Kuipers asked if there were any incentives for completing the survey this year. Colin said a free year's membership was offered again but many respondents skipped that incentive when filling out the survey. That may mean that their motivation for completing the survey was solely to offer feedback, but could also mean that a free membership isn't a compelling incentive.

Juliana said that NEA's SurveyMonkey account can only have two users. One is the treasurer for billing purposes and the other is the survey coordinator. The Board periodically needs to distribute other surveys (on meetings, for instance), and when that happens the survey coordinator has to be temporarily removed from the account to provide access to someone else. To avoid that situation, Colin has been coordinating surveys for other members of the Board and it seems to make sense to formalize that arrangement in the survey coordinator's responsibilities. Colin agreed with Juliana. Jamie thanked Colin for his willingness to add to his responsibilities and said the Board should update the survey coordinator job description before Colin's term ends. Colin said another reason to centralize survey responsibility with one position is to limit the number of Board members accessing SurveyMonkey, since there are privacy issues with the data stored there. **Caitlin said that the meeting guidelines should also be updated to reflect the new process for post-meeting surveys. Jamie agreed. Juliana will reach out to Emily Atkins to facilitate that update. Jamie will update the survey coordinator job description and share it with Colin for review.**

### Spring Meeting report

Amber LaFountain presented the Spring 2020 Program Committee report. The PC completed a site visit of the hotel in August. The meeting rooms are on two levels and are all accessible. Catered food and vendor tables will be located outside the Grand Ballroom. Extra room for vendors is available in the ballroom if needed. Area restaurants are about a 15- to 20-minute walk from the hotel so the PC plans to prepare detailed information about restaurant locations and approximate walking distances. Emily Atkins has suggested to Amber that the PC contact area food trucks to see if stationing some trucks outside the hotel is possible and she plans to pursue that idea. There's an on-site restaurant as well. The PC has confirmed two plenary speakers. Elaine Stiles of Roger Williams University will speak on historic preservation, public history, and preserving sites for marginalized groups. Becci Davis of the RISD Museum and the Providence Public Library will speak on inclusion and exclusion and her work with archival collections questioning historical narratives about marginalized communities. There are 21 sessions scheduled. The PC plans to spread roundtable meetings throughout the program in response to past member feedback about not being able to attend more than one roundtable meeting when they all meet simultaneously. The PC also hopes to offer a session to introduce the roundtables ("roundtable speed dating") so attendees can check out the roundtables in



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

a low-pressure environment. Juliana Kuipers asked if that session would be scheduled toward the beginning of the meeting so that attendees who find a roundtable that they like can later attend the roundtable's meeting. Amber said that's a great idea. She shared another of Emily's suggestions: to offer a session for attendees to meet the Board. A similar session was a success a few years ago. The session would be short introductions to members of the the Board and their responsibilities. Caitlin Birch suggested targeting the session at attendees who might be interested in NEA service and including information about the paths that Board members have taken in their own service. Jamie Rice said that might be a good way for the Nominating Committee to identify those interested in serving, too. Juliana suggested a repeat of the breakfast held a few years ago where Board members were present and approachable for attendees who wanted to ask questions. Jamie suggested that the Board be more visible during the meeting by adding identifying ribbons or buttons to nametags. Caitlin suggested that the session focused on Board service could be structured as "speed dating" just like the roundtable session, except in this case different tables could represent different types of service. Linda Hocking suggested having an opportunity at the session for attendees to provide their names and contact information if they'd like to be approached about serving in the future.

Amber said that the Inclusion and Diversity Committee will again offer a book club as a lunchtime discussion on the non-business meeting day. Special programming on Thursday night will feature silent movies and meet-and-greet dinners. Friday night will feature archives-themed bingo and a reception. There will be two tour routes on Thursday and one day-of-service option at Johnson and Wales University's Culinary Museum. The PC plans to coordinate a Books Through Bars book drive for members who want to support the local community but can't attend the day of service. Four workshops will be offered as a part of the meeting: three arranged by the Education Committee and one by the IDC. Emily is working with the Communications Committee to set up a schedule for meeting communications.

The base registration rate will be \$125 to avoid a deficit meeting budget. The PC based registration estimates on attendance at the Spring 2016 Meeting, since Portland is the most comparable location to Providence. The high food and beverage minimum has made the budget a bit tight. The catering line in the budget is higher than the F&B minimum and may be tweaked as planning continues. Audiovisual services will be provided by Headlight; the company provided a better quote than the hotel's in-house service and the Board was please with their work in 2016. Juliana asked if the hotel charges a penalty for not using the in-house service and Amber said there was no fee. Amber also confirmed that setup can occur in all rooms the day before the meeting. Jamie asked if there are A/V coordinators on-site during the meeting and Amber said there would be two there all weekend. The tax on the A/V quote looks too low but Amber did confirm with the vendor that it was correct. She'll check again just to be sure. Amber opened the floor to questions.





TAKING THE PAST INTO THE FUTURE

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

Juliana said that there was still a state tax in the budget, which NEA won't have to pay after having filed for tax-exempt status in Connecticut. **Amber will update the budget and confirm with the hotel that they received NEA's tax-exempt paperwork.**

Caitlin moved to approve the Spring 2020 Meeting budget as submitted. Juliana seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

### IDC

Rose Oliveira presented the Inclusion and Diversity Committee report.

#### *Request discussion and vote on changing the structure of the Inclusion and Diversity Committee*

The IDC's structure currently consists of two co-chairs with three-year terms, two members with two-year terms, and two members with one-year terms. Rose and Rosemary K.J. Davis realized that this structure will pose a challenge to the committee because members will turn over at the same time as the co-chairs. In the interest of continuity, they propose a chair and chair-elect structure. Stephanie Bredbenner, a current member of the IDC, has volunteered to serve as the first chair-elect while Rose and Rosemary finish their terms as chairs.

The Board discussed and supported the proposal. Juliana Kuipers moved to approve the reconfiguration of the IDC as recommended. Caitlin Birch seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

#### *Continued discussion on unpaid internships /salary information on the listserv*

Rose said that she planned to focus only on the issue of salary information on the listserv today. One job has been posted without a salary since NEA's policy change took effect. The IDC wants to clarify what the procedure should be when that happens. Rose suggested that the website be updated with more information about the policy and that an official statement be added to the site. **Jamie Rice said the IDC can draft the statement she'll review it so that it can be posted to the website. The IDC should also work with the Communications Committee to update the listserv page on the website.** When there are listserv violations, all communications to the violator should come from the listserv moderator. Maryalice Perrin-Mohr suggested sending a message to the listserv reminding the membership of the policy change. Rose agreed. A small reminder can go in the *NEA Newsletter*, too. Sarah Shoemaker said that a few times, members have contacted the Communications Committee about posting a job and she's emphasized that they need to include salary information in the posting.

*Discuss NEA Strategic objective 4.5.3.d: By January 2020 ...increase application rates for scholarship funds by 50%.*



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

Rose said that the IDC wanted to bring Strategic Plan objective 4.5.3.d to the Board before its due date to see what actions might be recommended. Juliana said that although the objective focuses on scholarships, it's related to the low participation in award applications, too. Rose suggested targeting roundtables in scholarship and award advertising — for example, targeting the Moving Image and Recorded Sound Roundtable for the A/V Professional Development Award. Juliana asked how active the roundtables are. Molly Brown said that she's working with the roundtables to boost activity. She can communicate with them about applying for awards and scholarships. Juliana suggested catchy email subject lines to encourage members to open emails about awards and scholarships. Caitlin suggested using the application rates from 2015 to set the base rate for what it would mean to increase by 50 percent and meet the Strategic Plan objective, since that's the year the plan was written. She confirmed that the data is available on PBworks. There were four applications in 2015. Juliana confirmed that by that metric, application rates have increased by 50 percent already.

#### *Discussion on possibility of childcare at the spring meeting for 2021*

Rose said that initially, the IDC was going to try to pilot a childcare option at the Spring 2020 Meeting. That's no longer feasible and the committee plans to offer it for the first time at the Spring 2021 Meeting. Linda Hocking said if the option is offered, it should be part of the communications about the meeting as early as possible so attendees factor it into their planning. Jamie said that liability for childcare had been in question, so those involved in meeting planning would need to work with the hotel early on that. It might be too late for 2021, from that perspective. Karen Adler Abramson said that the Board actively pursued this issue about a year ago and began work on a draft contract with Kyle Courtney. **The Board should revive conversations with Kyle to get a final reading on liability. Rose will take the lead on reviving the conversation and bring in Linda, Karen, Juliana, Emily Atkins, and Rachel Jirka.** Jamie said offering childcare in 2021 is a good goal but even if it's pushed to 2022, the Board should still consider that a success given how complex the issue is.

#### **Treasurer's Report**

Juliana Kuipers presented the treasurer's report, beginning with a proposal for NEA's future involvement in the finances of the *Journal of Contemporary Archival Studies*. *JCAS* was founded in 2014 and is co-sponsored by NEA, Yale Manuscripts and Archives, and the Beinecke Library at Yale. When it was founded, NEA agreed to be the journal's financial agent because *JCAS* is not set up to accept or make payments. In the last few years, *JCAS* has become popular, leading to a financial workload that has become too much for the treasurer to handle on top of NEA financial responsibilities. Juliana is concerned that the treasurer's overall workload has become extensive enough that it will be difficult to find volunteers to fill the office; one step that the Board could take to lessen the load is shifting *JCAS* finances away from NEA. In addition to benefitting NEA, this step might also help *JCAS* leaders to gain a better sense of their own finances. Juliana spoke with Rosemary K.J. Davis and Jamie Rice and they support the proposal that *JCAS* begin managing their own finances. NEA would still be involved but involvement would be limited to paying and receiving money and





TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

handling tax forms. This change likely wouldn't take effect until January 2020 to allow *JCAS* time to reconfigure board responsibilities if needed. Juliana moved to have the *JCAS* Editorial Board assume responsibility for management and oversight of *JCAS* finances, while NEA will continue to serve as the financial clearinghouse. Caitlin Birch seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Juliana provided an update on a topic first addressed by Emily Atkins last year. Wild Apricot is applying a new fee to NEA's account beginning in 2020 because NEA opted not to use WA's payment processing system. When the Board last discussed the fee, Emily demonstrated that it would cost NEA less to continue using Paypal and incur the fee than it would to avoid the fee by switching to WA. Juliana wanted to see what the implications will be in the upcoming year and found that it will still be cheaper to remain with Paypal. However, she advises the new treasurer to revisit the issue for the 2021 budget because there may be some advantages to switching to WA.

Juliana provided an overview of how to read the annual budget. Historical data for the last three years is provided in the budget alongside proposed spending for the upcoming year. As it stands, NEA faces a projected \$4,000 deficit in the 2020 budget. NEA will also end 2019 with a sizeable deficit of roughly \$6,000. The deficit would have been larger by \$2,500 if awards had been distributed as budgeted. Juliana also learned from Patrick Ford that the University of Southern Maine will not charge NEA for the space rental or catering for the Fall 2019 Symposium, meaning an additional expense is avoided in 2019 that would typically add to a deficit. NEA is losing ground with its assets. Assets totaled \$115,000 at the close of 2017 and were down to \$103,000 at the close of 2018. At the close of 2019 they'll be down further to \$98,000. Juliana said that although that may seem like plenty of money, it's important for the Board to keep in mind that now that NEA books hotels for the Spring Meeting, all it will take is one canceled meeting to incur a \$30,000 to \$40,000 loss. With that said, Juliana doesn't see a way to avoid a deficit in the upcoming year's budget because NEA has already committed to all of the expenses and they're all meant to serve members in ways the Board considers important. While the deficit budget seems unavoidable this year, the Financial Planning Committee should begin considering ways to avoid future deficit budgets as soon as it's formed.

Caitlin said that she agreed that the deficit budget trend is troubling and should be a priority for the Financial Planning Committee. If the deficit arises from meeting member expectations, though, she wonders at what point the Board has to pass on some of the increased costs to the membership in the form of increased dues. Juliana said that membership dues are definitely due to be raised. If the Board raises dues, though, it might also consider creating a way for members with means to donate dues on behalf of members who can't afford them. Nadia Dixon noted that at the time the Board discussed the Education Committee's proposal for tiered pricing of educational offerings, tiered membership pricing was also discussed. That could also be an idea for the Financial Planning Committee to consider. Juliana said the Board needs to begin looking more critically at its expenses,



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

such as the financial commitment to the National Coalition for History. Caitlin agreed and said that in cases like NCH, the Board needs to be able to draw a clear line between money spent and how it benefits NEA members. She also suggested questioning longstanding expenses such as the persistence of a print *NEA Newsletter* when a digital-only version might now be possible. Jamie said that the Board should look critically at expenses and revenue from meetings and consider changes that might make sense. For example, it may be unnecessary to hold a Fall Symposium every year, given the more robust model for the Spring Meeting. The Board could also question the timeline for meeting planning; are opportunities for savings on hotel venues missed on the current timeline? Juliana said that it might be worth shifting the timeline so that NEA negotiates each hotel an additional year in advance, which might lead to savings like lower food and beverage minimums. David Read said that he was shocked by the food and beverage minimum he saw and pursuing a lower number is worthwhile. Linda Hocking asked whether having a joint meeting with another organization affects finances. Juliana said that it increases attendance and there are some shared costs, but the last time a joint meeting was held the year still ended in a deficit. Joint meetings also take a lot more work to pull together, so while it's something NEA should do sometimes, it's not a consistent solution. Juliana said NEA has been offering some free workshops and webinars and might need to reconsider charging a nominal registration fee for those. Nadia said that the Education Committee proposed a fee for webinars and it's just awaiting the Board's implementation. She noted that instructors have to be paid if registration fees are charged. Juliana said the Board authorized a second Zoom license last year and it'd be good to get feedback from those using Zoom as to whether it makes sense to continue with two licenses. Karen Adler Abrmason said that it may be time to evaluate whether it's worthwhile to continue pursuing geographic diversity with the Spring Meeting and taking a financial hit from it when meetings could be limited to locations that get strong attendance numbers. Caitlin said that Karen's point was valid and that while she's been an advocate for geographic diversity, she'd support the Financial Planning Committee considering the question. She said it should be done in conversation with NEA's values, though, which have included geographic diversity. There's a healthy tension between values and finances and that should ground the committee's decisions. Rose Oliveira agreed and suggested a compromise: holding every other Spring Meeting in Boston, and traveling to other smaller but major hubs in the off years. Rose asked whether the formation of the Financial Planning Committee would be delayed until the new treasurer took office. Jamie said that it would, since two positions on the committee are currently held by the same person (Juliana). The external committee members can be recruited after this year's election so they're ready to begin when the new treasurer joins the Board.

Juliana moved to approve the FY2020 budget as submitted. Caitlin seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

### President's Report

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.

NEWENGLANDARCHIVISTS.ORG



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

Jamie Rice presented the president's report. She welcomed David Read as registrar and thanked Olivia Mandica-Hart for staying on during the transition. Jamie thanked Sarah Shoemaker for her work as chair of the Communications Committee and identified the need to find a new chair as soon as possible. Sarah said there are committee members rotating off as soon as January and they don't plan to renew their terms, so the new chair is going to need to staff most of the committee.

### **Slack implementation, board communication and Yahoo listserv**

Jamie Rice introduced a discussion on the Board's communication tools. She said that the transition between David Read and Olivia Mandica-Hart in the registrar role highlighted the challenges of attaching a Slack account to a position as opposed to a person. David said during the transition, Olivia lost access to Slack because the registrar account transferred to him. The Board discussed how these transitions should be handled and identified challenges and complications. There was general agreement that there's a need for further testing in Slack to iron out the wrinkles. Overall, the Slack implementation has been successful. Discussions take a little longer as Board members continue adjusting to a new platform but it's much easier to follow them.

Jamie said that Yahoo is discontinuing some support of its listserv platform so the Board needs to consider from a records management perspective what should be done with NEA data. Maryalice Perrin-Mohr said that historical message data can be retained. She requested it from Yahoo and will be informed when it's ready to download. Jamie said that Yahoo will continue to support email functionality for the listserv for the time being but group pages will be discontinued. The Board should expect an eventual discontinuation of the email functionality, too, and should transition the NEADiscuss list to another platform. Juliana Kuipers said that Wild Apricot has good email functionality that allows NEA leadership to contact members. Jamie said the issue would be that members wouldn't have a way to post, so another platform would still be needed. Juliana asked Maryalice how often members post to the listserv themselves rather than going through an administrator to post. Maryalice said this occurs a few times per week.

Jamie transitioned the discussion to the topic of Board meetings. She noted that there are more people on Zoom today than in the room and that was the case at the June meeting, too. Zoom is fairly new to the Board and the number of people calling in to Board meetings as opposed to attending in person has been increasing. Her experience is that attending Board meetings in person makes it easier to follow the discussions. At the same time, traveling to meetings can make it a long day for some Board members and there's a financial barrier for those without institutional support. Jamie proposed as a trial using only Zoom for the January Board meeting. From a technical standpoint, she expects Zoom to be a smoother experience if all attendees are using it instead of splitting between Zoom and in-person. Conversely, there may be less discussion and more distraction in attendees' individual workspaces. Jamie said it's important to try the virtual-only option before the Board decides whether it's a good idea or not.



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

David said that as a new Board member, he experienced hurdles to attending in person. Making meetings more accessible is important. Karen Adler Abramson said that Jamie's proposal is an interesting one and it would be good to try it. If the Board returns to in-person meetings after the trial, setting locations and dates further in advance might boost attendance. Jamie agreed that it would be helpful but said she wasn't sure that's the main problem. Caitlin Birch said that as secretary, it's gotten harder and harder to take minutes with the growing split between Zoom and in-person attendance, so she's in favor of trying the all-virtual option. She also said that the Zoom issue is only part of the problem; there's now a very large variety of levels of engagement on the Board, with some members engaging very little, and that's an area for improvement. Juliana echoed that sentiment and also wondered if the number of meetings could decrease if an all-virtual option doesn't work. Linda Hocking said that before she was on the Board, she didn't know that meetings were open to the membership. She suggested better communication to members about Board meetings so that their attendance increase, too. Nadia Dixson suggested having a moderator for the all-virtual meeting and Becky Parmer suggested that the moderator role could rotate. The Board agreed that these were all good ideas. David said that he will explore Zoom's recording and voice-to-text transcription functionalities to see if they could help with the minutes.

### **Education Committee**

Nadia Dixson presented the Education Committee report.

#### *Checking in on the tiered pricing plan*

Nadia said that she wanted to check on the status of the Financial Planning Committee, since the Board decided that the tiered education pricing plan would be an issue for that committee to address. She said the committee's status had already been clarified earlier in the meeting.

#### *Discussion re Strategic Plan Goal: 4.4 2b: "create a mechanism for institutions to request low-cost basic archival training to their employees..." and moving forward*

Nadia said that the Education Committee will provide text for the NEA website to the Communications Committee. This text will make clear how to request low-cost archival training. The Education Committee also will provide a list of possible instructors to the Community Engagement Coordinator to reference when training requests are received.

### **Newsletter Committee**

Sally Blanchard-O'Brien presented the report of the *NEA Newsletter* Editors. Sally said the fall issue was distributed in October; Katy Sternberger served as the main editor for the first time and did a great job. It was too late to change the treasurer information in the fall issue but the editors will change it in the next issue. The changes to the editorial roles that the Board approved have been successful. The editors have begun seeking volunteers for the roles that will open when Sally and



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

Betts Coup complete their term. They hope to have the candidate pool finalized by mid-November. The editors plan to announce award applications in the winter issue in an effort to generate more interest in awards this year. They'll need text by November 14 or 15 from the chairs of the awards committees. The editors have finalized plans for distributing the digital edition of the *Newsletter*. After speaking with Kelli Bogan about Wild Apricot functionality, they've decided to generate an email to all members via WA to share the digital edition.

*Do significant changes to the Editors' Manual require Board approval in January?*

Betts said that the editors will be adding to and changing the Editors' Manual and wanted to clarify whether revisions would require Board approval. The Board agreed that approval would not be needed.

*Discussion and plan for moving toward digital newsletter options*

Betts said that the question of how to distribute the digital edition had already been settled and asked whether the Board needed to approve the text of the distribution message. The Board agreed that approval wasn't necessary. Betts asked if there were lapsed members on the Wild Apricot distribution list and if so, whether the newsletter should be a link placed behind a login wall as opposed to a PDF attached to the email. Juliana Kuipers said that a list pulled from WA should include only active members so an attachment would be fine to send.

**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 8 total items that fell under review this quarter, and of those 8, none have been completed, three are in progress, four haven't been started, and one is the responsibility of the Board and requires discussion today.

*Items in Progress*

"By ~~June 2017~~ ~~September 2018~~ ~~June 2019~~ September 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)

Caitlin spoke with Rosemary K.J. Davis and Rose Oliveira about the above item. They suggested speaking with Karen Adler Abramson or the Board more generally for an update. Karen had originally asked that the Inclusion and Diversity Committee draw up a statement on steps NEA is taking to increase volunteer opportunities for non-Massachusetts members, but during their last conversation in August Rosemary and Rose told Karen that they did not feel comfortable drafting the statement because they hadn't been part of the Board's discussions on the topic and didn't think they could





TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

summarize them. They all agreed that Karen or another member of the Board would draft the statement and the IDC could provide feedback on it.

Further discussion of this item ensued at the Board meeting.

Karen said that the statement is on hold while membership survey data is analyzed. The Board included a question in the survey regarding the representative-per-state model of staffing the Board. Karen spoke with Colin Lukens and learned that survey responses indicate that the membership is in favor of the idea but the Board needs to discuss further. The Board agreed to discuss the survey data at the winter Board meeting and determine whether a proposal to change the makeup of the Board should be brought to the membership for a vote this spring. Once this work is resolved, it will make sense to issue a statement on the Board's efforts. **This item is now complete.**

~~"By June 2018 October 2018 June 2019~~ September 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 Howes about the above item. Sam reported no update and suggested that with the end of the current strategic plan nearing and a new plan soon to be in development, the Board might want to roll over items like this one rather than revising the deadline again.

Further discussion of this item ensued at the Board meeting.

Jamie Rice said that it would make more sense to assign a new deadline to this item, given that the new strategic plan won't take effect for another year and the current plan is technically in effect through 2020. Caitlin agreed but suggested that total accountability for any items carried into 2020 would need to rest with the responsible committees or roles. Although she has completed quarterly updates to the strategic plan since it took effect, that was more a holdover of her role as co-chair of the task force that wrote the plan and shouldn't be the responsibility of the incoming secretary to continue. The Board agreed. **Caitlin will submit a final list of outstanding strategic plan items to the Board at its winter meeting. After that point committees will be responsible for including strategic plan-related updates in their quarterly reports to the Board. The revised deadline for this item is January 2020.**

~~"By June 2018~~ October 2019, the CEC, in conjunction with the IDC and/or a task force (if appropriate), will establish a working group to develop resources for archival outreach to K-12 students and teachers. The CEC will encourage participation of NEA members as judges for National History Day, the annual history competition for 6-12 graders, reach out to all state-level NHD organizations to find



TAKING THE PAST INTO THE FUTURE

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

out how NEA members can volunteer to serve as judges, and aim to have at least one NEA member participating annually in each of the state competitions.” (4.5.2.b)

Caitlin spoke with Rosemary and Rose and contacted Sarah Shoemaker about the above item. Rosemary and Rose said that this item had been divided into two actions by the Board: completing the National History Day portion, which is the responsibility of Abbey Malangone and which Rosemary and Rose believe is in progress; and the K-12 outreach, which Rosemary and Rose thought Abbey might also lead. They suggested reaching out to her for an update.

Further discussion of this item ensued at the Board meeting.

**The Board agreed that this item would be extended into 2020 and included on Caitlin’s list of outstanding items at the winter Board meeting.**

#### *Items Not Yet Begun*

“By ~~June 2017~~ ~~June 2018~~ ~~June 2019~~ September 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 contacted Sarah about the above item and did not hear back. **The Board agreed that this item would be extended into 2020 and included on Caitlin’s list of outstanding items at the winter Board meeting. Caitlin will resend her message to Sarah.**

“By ~~December 2017~~ ~~January 2019~~ ~~June 2019~~ September 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 contacted Sarah about the above item and did not hear back. **The Board agreed that this item would be extended into 2020 and included on Caitlin’s list of outstanding items at the winter Board meeting. Caitlin will resend her message to Sarah.**

“By ~~June 2017~~ ~~September 2018~~ ~~June 2019~~ September 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 reported no update and suggested that with the end of the current strategic plan nearing and a new plan soon to be in development, the Board might want to roll over items like this one rather than revising the deadline again.



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

Further discussion of this item ensued at the Board meeting. **The Board agreed to a revised deadline of March 2020.**

~~“By January 2018 September 2018 January 2019 June 2019~~ September 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 about the above item. Sam reported no update and suggested that with the end of the current strategic plan nearing and a new plan soon to be in development, the Board might want to roll over items like this one rather than revising the deadline again.

Further discussion of this item ensued at the Board meeting. **The Board agreed to a revised deadline of January 2020, with the hope that a new member of the Membership Committee focused on development would be in place before then.**

#### *Items for Board Discussion*

~~“By January 2018 June 2018 January 2019~~ October 2019, the ~~development member(s) of the Membership Committee and/or a Task Force (if appropriate),~~ Financial Planning Committee will perform a comprehensive review of newsletter and other NEA outreach tools in light of vendor support. (4.3.3.b)

**The Board agreed that this item would be extended into 2020 and included on Caitlin’s list of outstanding items at the winter Board meeting.**

#### **Strategic Plan 2020**

Jamie Rice reported on the status of the next strategic plan. At the summer Board meeting, the Board discussed putting together a task force to write the next strategic plan but because of other volunteer recruitment that has come up in the interim, recruitment for the task force hasn’t yet been possible. The Board discussed issuing both an open call for volunteers to the membership and a more targeted call to committee and roundtable leaders, in which they would be asked to send a member of their group to represent them on the task force.

#### **Winter Board meeting logistics**

Jamie reviewed the Board’s prior decision to hold an all-virtual meeting in the winter. **Jamie will send out a Doodle poll to select a date.**

The meeting adjourned at 3:18 p.m.



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | [secretary@newenglandarchivists.org](mailto:secretary@newenglandarchivists.org)

Respectfully submitted,  
Caitlin Birch

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.

NEWENGLANDARCHIVISTS.ORG