



TAKING THE PAST INTO THE FUTURE

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

New England Archivists Executive Board Meeting

March 22, 2018

1:00 p.m. – 5:00 p.m.

Omni New Haven Hotel at Yale

New Haven, CT

AGENDA

- | | |
|-----------|---|
| 1:00-1:10 | Welcome and Introductions |
| 1:10-1:15 | Approval of minutes from January 2018 Board meeting |
| 1:15-1:40 | IDC Award funding |
| 1:40-2:20 | Roundtables documentation update [& discussion with chairs?] |
| 2:20-2:50 | Meetings
Spring 2018
Fall 2018
Spring 2019 |
| 2:50-3:00 | NEA Board and Committee active documentation (PBWorks/Google Docs relationship) |
| 3:00-3:15 | Break |
| 3:15-3:25 | Review and clarify list of non-voting Executive Board Members |
| 3:25-3:35 | Strategic plan review (general) |
| 3:35-4:10 | Local leadership/constituencies issue from strategic plan |
| 4:10-4:30 | Development discussion continued |
| 4:30-4:35 | Education Committee membership approval |

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

Listserv Coordinator approval

- 4:35-4:40 Open positions update
 CommComm/Community Engagement Coordinator
 Membership Committee Chair
 Education Committee member (1)
 Newsletter Editors (2)
- 4:40-4:45 Annual Business meeting agenda final check
- 4:45-4:50 Summer Board meeting
- 4:50-5:00 Acknowledgement of departing Board members and Chairs
- 5:00 Adjourn



TAKING THE PAST INTO THE FUTURE

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

New England Archivists Executive Board Meeting

March 22, 2018

1:00 p.m. – 5:00 p.m.

Omni New Haven Hotel at Yale

New Haven, CT

In attendance: Karen Adler Abramson, Emily Atkins, Andrea Belair, John Campopiano, Rachel Chatalbash, Rosemary K. J. Davis, Ellen Doon, Liz Francis, Jaimie Fritz, Jennifer Gunter King, Juliana Kuipers, Olivia Mandica-Hart, Rose Oliveira, Sean Parke, Cristina Prochilo, Jamie Rice, Bonnie Marie Sauer, Jessica Sedgwick, Sarah Shoemaker, Jane Ward

In attendance via video conference: Abigail Cramer, Sarah Galligan

Welcome and Introductions

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

Approval of minutes from January 2018 Board meeting

Caitlin Birch moved to approve the January 19, 2018 quarterly Board meeting minutes as submitted. Jessica Sedgwick seconded. Discussion: Ellen Doon noted that a vote to adjourn quarterly Board meetings (as is present in the January 2018 minutes) is unnecessary. The Board agreed that going forward, meetings would be adjourned without a vote. No abstentions. **All members voted in favor (9-0-0).**

IDC Award funding

Ellen Doon introduced a discussion on the future of the Inclusion and Diversity Session and Travel Assistance Award, which has reached the end of its three-year pilot. Rose Oliveira and Rosemary K. J. Davis said that the award has been successful and had six applicants this year. They proposed that the Board continue to fund the award beyond the pilot. Ellen reminded the Board that the award is to be used for awardees' travel and lodging. Rosemary added that the panelists who receive the award determine how to divide it among themselves. The award doesn't cover the cost of meeting registration.

Caitlin Birch moved to continue the Inclusion and Diversity Session and Travel Assistance Award funding. Jessica Sedgwick seconded. Discussion: Jane Ward asked whether funding would be continued indefinitely (i.e. no expiration of funding). Ellen said that it would. Jessica asked about the health of the fund. Does the Board have the resources to continue funding? Emily Atkins said that the fund is healthy, but that the IDSTAA should transition to the same funding model as other permanent NEA awards if the Board votes to continue funding it. Juliana Kuipers said that making that transition would allow the Board to fundraise in support of the award. Rosemary said that would support a



TAKING THE PAST INTO THE FUTURE

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

funding model that helps sustain the award. Juliana asked whether the current level of funding (\$900) is enough. Rosemary said that the Inclusion and Diversity Committee could solicit feedback from this year's winners. Jane asked how many panelists split the award this year. Rosemary said that five people split it. Andrea Belair asked whether recipients had to be current NEA members. Rose and Rosemary said that recipients don't have to be members. Andrea said that she has heard feedback from non-members who think they're ineligible. Rose said that the recipients are selected at the proposal level and a proposal may include non-members. Rosemary said that if the Board continues to fund the award, the IDC can improve the transparency of the awarding process. Rose said that if the funding model transitions to that of the other NEA awards, it will probably help with establishing clearer requirements. Emily said that as she understands it, proposals must be submitted by a member in good standing, but non-members can be on the panel. Juliana said that the Board can revise the award description to make it clear that all panelists are eligible to share the award regardless of membership status, but the panel does need at least one member in good standing. Jessica Sedgwick asked whether the Board wanted to retain the requirement that one panelist be an NEA member. The Board agreed that this requirement is important. Ellen asked whether the fact that the fund supports a session rather than an individual means that a recipient needs to be selected earlier than with other awards. Rose supported earlier selection. Juliana noted that the way the process currently works, award recipients submit receipts after the meeting and are then reimbursed. Scholarship winners also submit receipts, but they receive their funds before the meeting while recipients of the IDSTAA receive their funds after. Emily said that if they were to submit a budget proposal in advance, the Board could award the funds in advance, too, as with the scholarships. Rosemary said that the IDC could have recipients do that going forward. In the past, when Inclusion and Diversity was a single coordinator as opposed to a multi-person committee, it was a bit too much administrative work to handle, but now that the committee is in place it should be manageable. Ellen said that future Program Committee chairs will need to know about the updated approach to the IDSTAA, so the Board should add it to the meeting guidelines. Andrea asked whether recipients must live in New England. The Board agreed that they can live anywhere. No abstentions. **All members voted in favor (9-0-0).** Ellen summarized the action items from the conversation: **Rose and Rosemary will work with Emily on documentation of the new process. They will eventually post it to the NEA website. They'll also begin working with Sarah Galligan to plan for the Spring 2019 Meeting IDSTAA.**

Roundtables documentation update

John Campopiano reported on revisions to the NEA Roundtables Handbook, highlighting the bigger changes proposed following prior discussion by a smaller group:

- In the "Mission and Purpose" section, Emily Atkins felt that the second paragraph seemed more aspirational than realistic. The sentence as is reads: "Roundtables are intended to assist in facilitating participation among new members in the organization and profession." That doesn't necessarily apply to some roundtables, such as the Preservica Roundtable. The Board



TAKING THE PAST INTO THE FUTURE

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

agreed to edit the sentence to read: “Roundtables aim to assist in facilitating participation among members in the organization and profession.”

- In the “Activities and Expectations” section, clarity is needed around how roundtable members should identify their membership at events. The Board discussed several options: special badges (beyond the usual meeting badges), buttons, and ribbons. General consensus favored buttons. Buttons would be helpful for attendees who are thinking about joining a roundtable and need to identify a roundtable member to learn more.
- In the “Recognition and Standing” section, changes are recommended for roundtable communication with the Board. John presented the changes and Emily expanded to explain that the changes address liability and insurance issues.
- In the “Recognition and Standing” and “Governance” sections, clarity is needed around the process for starting or altering a roundtable. The Board agreed that the Board liaison to the roundtables should be a resource for any NEA member preparing a petition to start a roundtable. Changes to a roundtable’s goals and objectives must be approved by the Board, and the liaison can help existing roundtable leaders with the approval process.
- In the “Membership and Leadership” section, John went over new language concerning roundtable chair responsibilities.
- In the “Funding” section, John and Ellen Doon said that they’ve proposed changes to improve the clarity of the funding process by making sure funding language is in the right place. They requested feedback from roundtable chairs in attendance. Andrea Belair said that it would be helpful to mention insurance in the funding language, since that has been a problem for her roundtable in the past. Ellen said that problems such as that are the reason the Board wants to review all funding requests, so specific language in the Roundtables Handbook isn’t needed. The Board just needs to clarify that all funding requests require Board review in order to address any issues proactively.

John concluded the discussion of revisions, reminding the Board that a big part of the reason revisions are being made is to ensure that the representative-at-large acting as roundtable liaison can be more proactive and helpful to roundtables. **The revisions will be finalized and a table of contents added.** Ellen said that since the Board is in agreement with the changes, **the roundtable chairs will be asked to do a final read-through and any additional feedback from them will be considered and incorporated.**

Meetings

Fall 2018

Karen Adler Abramson reported on the Fall 2018 Symposium. Juliana Kuipers is chairing the symposium, which is scheduled for Oct. 26 at the John F. Kennedy Presidential Library in Boston.



TAKING THE PAST INTO THE FUTURE

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

Juliana said that the main goal for today's discussion of the symposium is to get the Fall 2018 Program Committee's membership approved. She circulated a list of proposed members to the Board by email, but wants the Board to discuss the list because she had many responses to the call for volunteers. The five members listed in Juliana's email were Eliot Wilczek, Jill Snyder, Maggie McNeely, Emily Gonzalez, and Irene Gates. All have agreed to serve and all are members in good standing. Juliana has six other volunteers, though, and her one concern with her proposed committee is that it's Boston-centric. Members would represent a variety of institution types, which is good, but the committee would lack geographic diversity. Emily Atkins asked how many members Juliana wants on the committee. Juliana said that eight would be good. Ellen Doon asked whether any of the other six volunteers are from non-Boston locations. Juliana briefly described the other volunteers, some of whom represented non-Boston locations. With the Board's input, she proposed adding Laura Kintz from the JFK Presidential Library, Jen Hale from Perkins School for the Blind, and Elisa Graydon from the United States Coast Guard Academy Library in New London, CT. Karen moved to appoint the eight members as listed by Juliana to the Fall 2018 Symposium Program Committee. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Andrea Belair asked whether anyone from the Education Committee would be on the Program Committee. Juliana said that Jill represents both groups. Andrea said that would be good for workshop coordination. Juliana said that there's not an expectation that the symposium will have a workshop, but one could be offered. Emily said that this symposium might lend itself to a topical workshop. Andrea said that "Deconstructing Whiteness" had to be canceled for the Spring 2018 Meeting because of the weather, so potentially it could be offered at the symposium instead. Juliana said that it might be a good fit if it could be shortened. The venue is reserved from 7 a.m. to 3 p.m., so it could be optional programming at the end of the meeting.

Emily said that as the Board discusses meetings today, **thought should be given to the issue of sponsorships and co-sponsorships, and it might be a good idea to put a conversation on the agenda for the summer Board meeting.** There have been great opportunities for co-sponsorships recently, both for meetings and for other events (roundtable programming, for example), and it would be helpful to get clarity and standardization around how we handle sponsorship.

Juliana said that she has wanted to carve out time to create a Fall Symposium guide (similar to the Spring Meeting Guide), and now that she's chairing a symposium, she's going to do it. Ellen suggested that Juliana get in touch with Liz Andrews, since she had feedback on last year's symposium planning, especially on the local arrangements piece. **Juliana confirmed that she will contact past chairs.**



TAKING THE PAST INTO THE FUTURE

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

Spring 2019

Sarah Galligan reported on the Spring 2019 Meeting. There is an idea for a theme: "Together We Can: Records Use in and Outside the Archives." Once the theme is finalized, the Program Committee is going to work on developing a meeting graphic in time for the May newsletter. The call for proposals will go out in June. The committee also has an idea for a plenary speaker: Kari J. Winter, executive director of the Humanities Institute at the University of Buffalo. Sarah said that Kari has done a lot of work with the Vermont Historical Society.

The Board discussed Sarah's updates. Ellen Doon said that there isn't a May newsletter. The April newsletter deadline has passed, but the July newsletter would be a good option. The deadline is in May. Karen Adler Abramson said that she likes the proposed theme. Caitlin Birch said that she still can't confirm that one member of the Program Committee is a member in good standing of NEA. Sarah said that she just reminded her to join yesterday and hasn't heard back yet. Karen offered to help if needed. Ellen referenced the earlier discussion of the Inclusion and Diversity Session and Travel Assistance Award and the Board's vote to continue funding it. **She asked Sarah to touch base with Rose Oliveira and Rosemary K. J. Davis to incorporate the award in planning.**

Spring 2018

Ellen Doon introduced a discussion of the Spring 2018 Meeting. The two workshops that were canceled for weather could be rescheduled for summer at Yale. Ellen asked whether the Board wanted to pursue that and the Board said yes. Emily Atkins said that in the past, registrants for workshops that were rescheduled have been offered seats for the new date prior to registration opening. The Board should do that with these two workshops.

Rachel Chatalbash reported current meeting registration at 380 people and said that the room block at the Omni Hotel was full. She encouraged Board members to attend the new member breakfast tomorrow. She also reminded the Board that there is audiovisual support service available during the meeting, so if there are any problems, they should be reported to the registration desk.

Ellen asked whether any session presenters had canceled because of the weather. Rachel said they hadn't. Ellen asked whether lunch numbers were still within the limits. Rachel said they were.

The Board thanked Rachel, Bonnie Marie Sauer, and the Program Committee for what looks to be a great program. Emily said that working with the Archivists Round Table of Metropolitan New York has been a success.

Andrea Belair asked whether the cost of registration for workshop instructors or presenters should be covered if they've been asked to participate to meet a specific need. Ellen said that the Board used to handle those situations on a case-by-case basis and decided not to cover registration costs anymore.



TAKING THE PAST INTO THE FUTURE

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

Emily said that it's been written into policy. Olivia Mandica-Hart said that prior to the policy, covering registration costs caused problems for past registrars. Juliana Kuipers said that the policy makes things more equitable. There are many volunteers working on a lot of different initiatives during meetings (Board members, Program Committee members, etc.) and the Board doesn't cover their registration costs. Rachel said that at this meeting, some presenters were solicited for their expertise in specific areas, and some misunderstood and thought their registration would be covered. NEA ended up honoring that and covering the registration. Emily said that the Board is still smoothing out the wrinkles in the new policy to make sure that it's implemented correctly. Karen Adler Abramson asked what kinds of exceptions have been made to the policy. Rachel described the two exceptions that were made this year. In both cases, the presenters aren't attending the conference because it pertains to their work; they're attending solely because NEA sought their expertise. Emily reminded the Board that the early-bird registration rate is extended to all presenters even if they register after the early-bird date.

NEA Board and Committee active documentation (PBWorks/Google Docs relationship)

Ellen Doon introduced a discussion of how the Board and NEA committees store and organize active documentation. Ellen said the topic came up at the January 2018 Board meeting. Some NEA work happens in PBworks, the official active document management system, but individuals and groups also often use other platforms, too (Google Drive, for example). Discussion followed.

Sarah Shoemaker asked whether the Board has ever discussed using a project management platform, such as Trello, Asana, or Basecamp. The Board had not. Sarah asked if there would be interest in trying one. Ellen said that it would probably depend on the software, as well as the functions of the individuals/groups using it. Juliana Kuipers said that a project management platform would be useful for program committees.

Jennifer Gunter King said that she would want to know more before thinking about a new platform. What is the problem the Board is trying to solve? How consistently is PBworks used? Ellen said PBworks use doesn't seem to be consistent. Jennifer asked whether inconsistent use is the result of a clunky tool or insufficient time spent onboarding new volunteers. Ellen asked how many people present in the room were doing work outside of PBworks. Many hands were raised. Caitlin Birch asked how many people were faithfully following the NEA Records Schedule. Only two Board members said they were.

Ellen suggested that a group of volunteers could work on an overhaul of NEA's documentation system, and also that **a review of the Records Schedule might be in order at the summer Board meeting**. Caitlin suggested allowing NEA leaders to continue to work in the systems that work for them, but that all leaders make a stronger commitment to depositing final products in PBworks and transferring permanent records to the archives.



TAKING THE PAST INTO THE FUTURE

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

Karen Adler Abramson asked Sarah to give a better sense of how the Communications Committee uses Trello. Sarah described how the committee assigns responsibility and deadlines to tasks and tracks their progress without having to wade through email. Liz Francis said that Trello could be a good tool to track progress with NEA's Strategic Plan, and Caitlin agreed. Emily asked whether piloting Trello would be an option for the Fall 2018 Symposium. Juliana said that she would be happy to try it. Ellen summarized: **Juliana will pilot Trello and learn how widely it can be scoped (i.e. to all committees? to the whole organization?) and whether there would be a cost. The larger issues of active documentation and how to treat it will pass to Karen as she takes over the presidency.**

Caitlin asked whether the Board wanted to continue using Yahoo for its listserv, given the technical problems that have arisen. Sarah said that on a related note, it would be good to move away from Yahoo for NEAdiscuss, too, and use something more professional.

Emily Atkins summarized the key questions from the discussion: Where do NEA leaders store documentation? How do they manage projects? How does NEA communicate? Karen suggested convening a task force to explore answers to these questions. Caitlin said that task forces are usually convened after an open call to the membership yields volunteers, but in this case the task force should probably draw its members from the Board and committee leadership. Karen asked for volunteers and Sarah, Caitlin, Emily, and Rose Oliveira responded. Sarah volunteered to chair the group. Caitlin moved to appoint a task force to address both working and complete documentation storage and management, to be chaired by Sarah Shoemaker and to include Caitlin Birch, Emily Atkins, Rose Oliveira, and potentially other members, to work between March 2018 – March 2019. Emily seconded. No discussion. No abstentions. **All members voted in favor (8-0-0). Sarah will draft a charge for the group and send it by email for feedback.**

Review and clarify list of non-voting Executive Board Members

Ellen Doon led a discussion to clarify the makeup of the Board, specifically as pertains to non-voting members. The Inclusion and Diversity Coordinator is still listed as a non-voting member on the website, but now that the position has transitioned into a committee, it should be removed. The Education Coordinator appears in the secretary's quarterly report of Board members but is no longer a position. Caitlin Birch said that the Board never voted the Education Coordinator position off the Board, though it was discussed when Stephanie Call rotated off the Education Committee and she was in favor of removing it because it was essentially a duplication of the committee chair. Ellen asked for a motion to remove the position. Caitlin moved to remove the Education Coordinator as a non-voting member of the Executive Board. Jessica Sedgwick seconded. No discussion. No abstention. **All members voted in favor (8-0-0).**



TAKING THE PAST INTO THE FUTURE

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

Sarah Shoemaker said that there's still a page on the NEA website for the Inclusion and Diversity Coordinator and asked whether that page should be removed now that the coordinator is a committee. Emily Atkins said that other committees have dedicated space on the website, so Inclusion and Diversity should, too. **The Board agreed to keep the page but update the content.**

Strategic plan review (general)

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 was one item that fell under review this quarter, and that one hasn't been started.

Items Not Yet Begun

"By March 2018, the CEC will be responsible, in collaboration with the Spring Meeting Program Chair, for overseeing the NEA Spring Meeting Day of Service and implementing low-cost or free educational opportunities for non-archivists (such as how to care for personal records or how to use archives) at the annual meeting (or when requested or required)." (4.1.2.d)

Ellen Doon said that because the above item is Spring Meeting-related, **the Board can bump the deadline to March 2019. The Board agreed to the revised deadline.**

Other Business

Caitlin said that based on discussion at the January 2018 Board meeting, the Board is expecting an update from the Membership Committee on the following item:

"By ~~January 2017~~ ~~January 2018~~ September 2018, 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 said that the expectation was that the Membership Committee would have made progress with a wishlist for database functionality (according to Pam Hopkins, Blake Spitz and Elizabeth Slomba would be the ones to work on this) and would be working toward a point where the Communication Committee could enter the conversation. The next deliverable is an update from the Communication Committee at the summer Board meeting. **Ellen said that she will check with Blake and Elizabeth, and the September 2018 deadline will remain.**



TAKING THE PAST INTO THE FUTURE

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

Local leadership/constituencies issue from strategic plan

Caitlin Birch said that at the January 2018 Board meeting, the Board reviewed the following item from the Strategic Plan and agreed to independently review the Final Report of the Constituencies Task Force to better determine a path forward:

“By ~~January 2018~~ January 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 NEA and propose a structure for localized leadership, which will ultimately have responsibility for coordinating locally focused programming and events.” (4.2.2.f)

Juliana Kuipers said that the spirit of the item was to respond to expressed needs from members for non-Boston-centric programming. Jamie Rice described the CTF’s work as a former member of the group. The CTF tried to identify the landscape of archives and archives-connected individuals and groups in each state, and then recommend ways for NEA to be more active. A key takeaway was that NEA could try to coordinate with statewide organizations that are already active in a given state and that have a focus on archives and museums. NEA could partner rather than establish something completely new. Jamie said the idea of web-based programming could also be explored.

Ellen Doon said that the conversation at the last Board meeting got stuck on the language about creating a structure for localized leadership. Is the intent of the item that the Board will assign leaders? Juliana said she understands the issue with the language; the intent of the item was to create the potential for locally led efforts rather than have the Board impose a local leadership structure. Caitlin said when she and Juliana and others were working on this part of the Strategic Plan, they were responding to the CTF report that revealed structures already in place in some states, as well as needs that differ from state to state. A liaison model was considered.

Jamie suggested the creation of an advisory board with members from locations throughout the New England region that could provide input as the Board continues thinking about this item. Juliana said she liked this idea. Karen Adler Abramson said that another idea would be to commit to geographic diversity in the makeup of existing committees. Emily Atkins suggested that both ideas could be instituted. She said she likes the advisory board idea, but the Board would need to get the right people representing each state because the role would require a lot of enthusiasm and self-motivation. Jessica Sedgwick asked what term length the Board would put on these positions. Juliana suggested terms of three years. Jessica said she would be in favor of long term lengths, but that would also make it more difficult to recruit volunteers. Caitlin said that it might not be so difficult to recruit if the role was to act as a sounding board rather than plan events. The Board agreed that this would be an advisory group that could be consulted as needed, but would also be expected to communicate regularly with each other and the Board. Jennifer Gunter King suggested leveraging NEA’s existing leadership structure and requiring the Board to have representation from each state. Juliana asked if



TAKING THE PAST INTO THE FUTURE

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

the Board could expand to include a representative-at-large from each state. Jane Ward said it may be difficult to elect a representative from states with low membership numbers. Caitlin suggested that the Board could open a seat for each state, and if a given state's seat remains vacant, that tells the Board something important about the work that needs to be done in that state. Ellen said she likes the rep-per-state idea, but it would require a change to NEA's bylaws. The general membership would have to vote on the change next spring. **The Board will collect membership feedback on this idea through this summer's membership survey, then proceed from there.**

Development discussion continued

Ellen Doon led a continuation of the development discussion that began at the January 2018 Board meeting. At that meeting, the Board agreed to remove external development responsibilities from the Membership Committee. The Board still needs to determine a new approach to development. **Ellen suggested a conversation with Rachel Chatalbash and Bonnie Marie Sauer after the Spring 2018 Meeting ends to get their feedback on how they handled vendors. Jane Ward will take part in the conversation, and she suggested that Emily Atkins' questions about the Board's handling of sponsorship be included in the conversation.**

Education Committee membership approval

Jennifer Gunter King moved to appoint Jill Snyder to the Education Committee for a term of March 2018 to March 2019. Jessica Sedgwick seconded. Discussion: Ellen Doon said that Jill's role on the committee won't be to serve as chair, but to employ her previous Education Committee experience to provide institutional knowledge to the committee at a time when it would be beneficial. No abstentions. **All members voted in favor (8-0-0).**

Abigail Cramer moved to appoint Nadia Dixon as a member of the Education Committee. Karen Adler Abramson seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Listserv Coordinator approval

Ellen Doon said Maryalice Perrin-Mohr has volunteered to serve another term as Listserv Coordinator beginning immediately. Caitlin Birch moved to appoint Maryalice Perrin-Mohr to another term as Listserv Coordinator, spanning March 2018 to March 2021. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Open positions update

CommComm/Community Engagement Coordinator

The Community Engagement Coordinator job description is now on the NEA website. Sarah Shoemaker has a recruitment message ready to send to the membership after the Spring 2018 Meeting.



TAKING THE PAST INTO THE FUTURE

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

Membership Committee Chair

Ellen Doon said the Membership Committee chair position carries a lot of responsibility. She said she is thinking of members to recruit but also welcomes suggestions from the Board. Jessica Sedgwick volunteered to help onboard the new chair once appointed.

Education Committee member (1)

After the Board's vote to appoint Jill Snyder and Nadia Dixon, one additional Education Committee member needs to be recruited.

Newsletter Editors (2)

Ellen said that Sean Parke will step down from the *NEA Newsletter* in October 2018, so recruitment will begin for his replacement as well as another editor.

Annual Business meeting agenda final check

Ellen Doon reviewed the Annual Business Meeting agenda and incorporated final edits from the Board.

Summer Board meeting

Karen Adler Abramson proposed two dates for the summer Board meeting: Friday, June 15, or Friday, June 22. The Board discussed. **Juliana Kuipers suggested a Doodle poll and Karen said that she will circulate one.** Caitlin Birch and Emily Atkins both volunteered to host. Jane Ward suggested holding the meeting in Worcester, MA, at College of the Holy Cross. Jennifer Gunter King said space will also be available to the Board at Hampshire College whenever needed.

Acknowledgement of departing Board members and Chairs

Ellen Doon acknowledged and thanked Jennifer Gunter King and Jessica Sedgwick for their service to the Board as their terms come to a close. Ellen also acknowledged Anna Clutterbuck-Cook, whose Board term concluded earlier in the year. Ellen acknowledged and thanked committee chairs whose service concluded this year: Erik Bauer, Pam Hopkins, Heather Mumford, Liz Andrews, Nora Murphy, Rachel Chatalbash, and Bonnie Marie Sauer.

Adjourn

The meeting adjourned at 4:53 p.m.

Respectfully submitted,
Caitlin Birch