



TAKING THE PAST INTO THE FUTURE

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

New England Archivists Executive Board Meeting
October 10, 2017
10 a.m. – 4 p.m.
Harvard University Archives
Cambridge, MA

AGENDA

- 10:00-10:10 Welcome and introductions (10 minutes)
- 10:10-10:15 Approve minutes from July 2017 Board meeting (5 minutes)
- 10:15-10:35 Recruiting Guidelines (20 minutes)
- 10:35-10:40 IDC Committee member approval (5 minutes)
- 10:40-10:50 Break (10 minutes)
- 10:50-11:30 Scholarship Awards process (40 minutes)
- 11:30-12:00 Spring Meeting 2018 Report and Budget Approval (30 minutes)
- 12:00 – 1:00 Lunch on your own**
- 1:00-1:15 Fall Symposium 2017 Report (15 minutes)
- 1:15-1:25 Vice President's Report (10 minutes)
- 1:25-1:35 Request from SAA for membership data (10 minutes)
- 1:35-2:20 Treasurer's Report (45 minutes)
 - Budget discussion (25 minutes)
 - Acting Treasurer approval (5 minutes)
 - Honoraria and Reimbursement Policy consolidation (10 minutes)
 - Membership Renewal process change (5 minutes)
- 2:20-2:30 Break (10 minutes)
- 2:30-3:00 Roundtables (30 minutes)
 - Records Management Roundtable event proposal (15 minutes)
 - Funding and policy documentation updates (10 minutes)
 - Newsletter proposal for roundtable rotating column (5 minutes)

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

- 3:00-3:15 Open positions update (15 minutes)
 - Inclusion and Diversity Coordinator and Committee
 - Community Engagement Coordinator—CommComm
 - Education Committee member (vacancy upcoming)
- 3:15-3:35 Strategic plan updates (15 minutes)
- 3:35-3:55 Nominating Committee (20 minutes)
 - Election process
 - IPP Job description update
- 3:55-4:00 Winter Board meeting (5 minutes)
- 4:00 Adjourn

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

New England Archivists Executive Board Meeting
October 10, 2017
10 a.m. – 4 p.m.
Harvard University Archives
Cambridge, MA

In attendance: Karen Adler Abramson, Emily Atkins, John Campopiano, Anna Clutterbuck-Cook, Abigail Cramer, Myles Crowley, Ellen Doon, Liz Francis, Jennifer Gunter King, Juliana Kuipers, Claire Lobdell, Olivia Mandica-Hart, Jessica Sedgwick, Sarah Shoemaker, Chris Tanguay

In attendance via video conference: Rachel Chatalbash

Welcome and introductions

Ellen Doon called the meeting to order, followed by attendee introductions.

Approve minutes from July 2017 Board meeting

Abigail Cramer moved to approve the July 7, 2017 quarterly Board meeting minutes as submitted. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Recruiting Guidelines

The Board discussed guidelines for volunteer recruitment. Once approved, the guidelines will be posted publicly for the use of both NEA administration and potential volunteers. Ellen Doon asked whether the Membership Committee maintains a list of volunteers. Abigail Cramer has taken over that responsibility as Representative-at-Large. **Ellen will update the guidelines.** Sarah Shoemaker said that it may be a good idea to have the language in the guidelines copy-edited before bringing it for a vote. In an effort to expedite the process, Ellen suggested that the Board provisionally approve the guidelines, pending any changes suggested by the Communications Committee through copy-editing.

Following copy-editing, the Communications Committee will post the guidelines to the website.

Karen Adler Abramson moved to approve the guidelines contingent upon copy editing. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

IDC Committee member approval

Anna Clutterbuck-Cook put forward Samantha Strain, a current Simmons College student, as a member of the Inclusion and Diversity Committee. Samantha is willing to commit to a one-year term. Anna has also talked to Ellen Doon about a few other people who may be interested in serving. Anna will forward their names to Ellen and then to the Board. Anna and Ellen also discussed how to recruit a chair for the committee. Although Anna's term ends in November, she is willing to serve as a resource for the committee to make up for the lack of any leadership overlap. Karen Adler Abramson



TAKING THE PAST INTO THE FUTURE

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

moved to appoint Samantha Strain to the IDC for a one-year term from October 2017-October 2018. Abigail Cramer seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Scholarship Awards process

Ellen Doon said that there are four decisions on the table: whether scholarship recipients should be chosen based on merit, whether recipients should be publicly acknowledged, whether NEA should disburse all of the scholarship funds every year, and the honor system (i.e. the role the committee can/should play).

The proposal for revision of the scholarship awards process came up after the Spring 2017 Meeting and was driven by a need to better publicize scholarships. The concern was that members are not applying for scholarships because they don't want their financial status acknowledged. Abigail Cramer mentioned that the issue of acknowledgement is tied to the selection process: acknowledgement is appropriate if the scholarship is merit-based, but is not if winners are chosen randomly. Anna Clutterbuck-Cook said that the policy as currently written describes the scholarships as need-based, but the selection process has become merit-based due to the requirement that applicants write an essay. Juliana Kuipers said that the original intent of the essay requirement was to provide context for the application, to explain the applicant's need. Abigail and Jessica Sedgwick said that the essays tend to focus more on what the applicants want to get out of attending the meeting. They also said that while the guidelines state that no extra weight should be given to participation in the meeting, it can be very difficult to adhere to that. Abigail said that she, personally, felt uncomfortable announcing the names of winners at the Spring Meeting and that she found the guidelines to be vague and subjective.

To address these issues, the Representatives-at-Large submitted a proposal to the Board that would completely eliminate the personal aspect of scholarship selection. Before the random selection process suggested by the proposal, the scholarship committee would vet applicants' budgets, their membership status, and whether they've been scholarship recipients in the past. The process by which scholarship winners submit receipts after the meeting would remain the same.

Ellen said that she feels that it is still helpful to have applicants describe their need in writing. She gave an anecdote to support her idea that through this process, members would be encouraged to apply only if they really need the support. Anna asked whether an alternative option would be to ask applicants whether they are receiving any institutional support. Ellen said that the wording should be open-ended, to identify people who got support for other professional development opportunities. Abigail asked whether these approaches should be written into the guidelines. Jessica noted that the answers to such questions wouldn't carry weight for Simmons students, who are all eligible for institutional funding through their academic program. Karen Adler Abramson asked if the Board could return the scholarships to their original purpose, which Abigail said was to provide support for members who would otherwise be unable to attend. Perhaps there should be a checkbox on the



TAKING THE PAST INTO THE FUTURE

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

application form asking whether applicants could attend the meeting if they don't receive scholarship funding. The Board supported the checkbox and the elimination of the essay. Abigail suggested adding a free text field to explain why applicants are applying if they've acknowledged that they could attend without funding. Emily Atkins suggested the addition of another checkbox asking applicants to acknowledge that the information they are submitting is correct, that the application adheres to the honor code, and that they understand the purpose of the scholarship. There was continued Board discussion over how to best balance the desire of the committee to have random selection with the necessity of vetting applicants' financial need. Jessica expressed concern that applicants who checked the box and didn't receive a scholarship would then feel that they couldn't attend the meeting. Emily suggested providing more transparent guidelines to help applicants understand the process and how scholarships are distributed. Anna suggested turning the checkbox into a "terms of service" checkbox similar to the checkbox used with the Code of Conduct; applicants would indicate something like, "I agree this applies to my situation," and the suggested checkbox related to institutional funding could be dropped. Such an acknowledgement would eliminate the need for other tiers of vetting, and make all with stated financial need eligible for random selection. **Abigail will draft language for the checkbox, create a web form, and update the guidelines. These documents will be shared with the Communications Committee and then shared with the Board.**

The Board then turned to the discussion of announcing scholarship recipients. There was Board support for abandoning the announcement of individual names, instead announcing the number of scholarships given and the total amount given during the annual business meeting at the Spring Meeting. Abigail suggested that recipients could have an opportunity to provide anonymous comments to help publicize the scholarships. There was a brief discussion about how to handle the list of past recipients on the NEA website. (The 2017 recipients were never added.) **Abigail will ask Michelle Chiles to remove the names. She will also contact the past recipients to inform them of the changes.**

The next issue under discussion was the need/desire to disburse all of the scholarship funds each year. The Board agreed to change the guidelines to remove the stipulation of the number of scholarships given. The new expectation is that the Board will award as many scholarships as possible. **Emily will help to draft new language for the guidelines.** Ellen noted that the deadline for advertising the awards is November 1 so the new language needs to be drafted quickly. **The Board will vote on the new language by email.** Jessica asked whether a selection committee is still necessary. **The Board agreed that the Representatives-at-Large will form the committee.**

Spring Meeting 2018 Report and Budget Approval

Rachel Chatalbash presented the Spring 2018 Meeting Report. The meeting theme is "rise up" and will explore personal and professional advocacy. There will be different tracks for sessions. The Program



TAKING THE PAST INTO THE FUTURE

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

Committee is working with proposers to finalize sessions, with the goal that first drafts will be in place for late October/early November.

Emily Atkins and Juliana Kuipers have worked with Rachel on the Spring Meeting budget. The audiovisual setup and catering are expensive due to the location (NEA does not have tax-exempt status in Connecticut), so Rachel has been trying to balance things to the best of her ability. Emily said that there is a need for the meeting to make a profit to help fund the rest of NEA's programs. As it stands, there is a very small profit margin for the meeting, and the only area of the budget that can take cuts is catering. The proposed base registration rate is \$115.00. The committee is working to enlist sponsors to help cover some of the catering costs (such as breakfast). Jennifer Gunter King asked about the possibility of raising the registration rate by \$5 or \$10. Juliana provided some context about the longitudinal need for balance when it comes to keeping registration rates low, meeting the hotel's requirement for food and beverage minimums, and understanding the difference that location makes in terms of cost. Ellen Doon said that per the contract with the Archivists Round Table of Metropolitan New York (ART), the Board does not expect to make a profit. The Board can discuss the need for profit-sharing with ART if the meeting does end up generating a profit. Jennifer again suggested raising the registration rate to \$120.00.

The Board discussed the need to limit registration since the ballroom at the hotel has an occupancy limit of 400 people. Emily said that the occupancy limit does not mean that the meeting is limited to that number of registrants. The Board agreed that it wasn't necessary to cap registration; however, the Board should keep an eye on registration numbers to make arrangements as necessary.

Anna Clutterbuck-Cook said that if catering levels are reduced, the Board will need to continue to provide robust dining recommendations for those with specific dietary restrictions.

Ellen asked Rachel to investigate the cost of assistive listening devices and recording. This request came out of the Strategic Plan discussion at the previous Board meeting, during which the Board considered how to providing access to meetings for those who are unable to attend in person. Ellen strongly supported the Board providing a recording of the meeting. Emily asked how the Board would store and provide permanent access to the recording. Ellen asked whether permanent storage was necessary. The question of whether access would be behind a paywall arose. The Board also acknowledged that plenary speakers would need to provide permission to record. Rachel hasn't yet sent them the speaker form to sign. The subcommittee exploring the recording option strongly felt that both speakers should be recorded, rather than just one.

Discussion returned to the budget aspect of recording: at this point, the Board needs to add the cost of recording into the meeting budget, and all other issues can be discussed later. Jennifer advocated for providing free access to the recordings. Although logistically, charging a small fee could be



TAKING THE PAST INTO THE FUTURE

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

difficult, perhaps that's a model the Board would want to pursue in the future. By adding the recording, Emily noted that the budget is now projected to run a deficit. Jessica Sedgwick asked whether a vendor could sponsor the recordings. Rachel said that the committee is already in discussion with several vendors regarding sponsorships. The committee has created a list of potential vendors (beyond the traditional vendors who attend the NEA meetings) for the Vendor Coordinator to contact.

There was discussion over the timing of the annual business meeting — whether to hold it at lunch and provide a boxed lunch, or whether to hold it at breakfast and provide a full breakfast. There was some concern that member would be more likely to skip a breakfast than a lunch.

After some discussion, the Board decided that it was not necessary to raise registration rates. The Board expects registration to exceed 400 attendees, and if further cost-saving is necessary, catering could take additional cuts and/or sponsorships could increase. Emily asked that the Board pass the budget with a projected 450 registrants and the recording cost included. The Board expects that the meeting will break even and not run a deficit. Abigail Cramer moved to approve the budget as amended with the expectation that it will not run a deficit. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Ellen asked to discuss assistive listening devices, which will come out of the annual budget as opposed to the meeting budget. The question is whether NEA provides them automatically or asks registrants to indicate a need during the registration process. Anna's concern is that in order to be ADA compliant, these devices need to be on hand for any registrants to use. There was discussion about whether assistive listening devices are the responsibility of the venue or the organization. Members of the Program Committee noted that providing the devices without a specific request to do so may make a welcoming and inclusive statement. Emily said that the devices would be available only for the plenaries; the devices need to be wired into the A/V unit and would be available only in the ballroom. In the past, NEA has also hired interpreters (who must be hired in pairs). Anna said that since the contract has been signed, she would be fine with asking registrants to request the devices via registration. Anna said that the new Inclusion and Diversity Committee could help to update the Spring Meeting Guide with information about negotiating hotel contracts so that NEA can be proactive in meeting the needs of attendees.

Fall Symposium 2017 Report

Myles Crowley and Chris Tanguay presented the Fall 2017 Symposium report. The Program Committee was pleased with the symposium, which was held at the MIT Library near the MIT Institute Archives and Special Collections. There were 21 on-site registrants, which is much higher than usual and was perhaps due to the location and the weather. The format of the symposium was designed to encourage facilitated conversations between archivists and those in affiliated professions. The use of



TAKING THE PAST INTO THE FUTURE

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

PowerPoint and other presentation tools was discouraged. In terms of logistics, the timetable for planning was too condensed, and communication among committee members was a little difficult. The bulk of the planning defaulted to the members who were on-site. Attendees began the meeting together, and there was not enough content. Myles suggested the creation of a guide for planning the food for such events, pulling on institutional knowledge from others who have planned NEA events. Chris said that there was some difficulty around communication. There was not as much information available on the NEA website. The committee noticed an uptick in registration numbers once full program information was available on the website. There also wasn't as much advertising, and there were issues with inaccurate information being disbursed. The committee wanted to make sure that all printed information conformed with ADA recommendations; however, the program did include some smaller fonts. Myles suggested that it would be helpful to highlight first names on name badges to make them easier to read. Perhaps too much emphasis was spent on graphic design. Myles suggested the development of a standard logo for the Fall Symposium, with small changes from year to year. Some of this information could be folded into the Fall Symposium guide. **Emily Atkins and Juliana Kuipers will follow up with committee members when drafting the guide later this year. A draft will be presented for Board approval at the spring Board meeting.**

Myles asked about the purpose of the Program Committee for the Fall Symposia: Is it intended to get members involved in the organization? What should members feel like after they've volunteered with the Program Committee? It can be difficult to create a sense of a coherent group given the dispersion of committee members over a geographic area. There are many bureaucratic elements of the work and confusion over who should be handling what. Ellen Doon said that there is still a large local arrangements element for the Fall Symposia and asked whether there should be a separate group that handles the logistical elements. Having more clarity about the roles on the committee might be useful. The guideline documentation will need to allow for the special character and flexibility that is the hallmark of the Fall Symposia, while at the same time ensuring that the committee members are supported and aware of their responsibilities.

Vice President's Report

Karen Adler Abramson presented the Vice President's report. Karen nominated Sarah Galligan, director of the New Hampshire Historical Society, as a candidate for Program Committee chair for the Spring 2019 Meeting in Burlington, Vermont. Sarah is involved in the New Hampshire Archives Group. However, since she has less experience with NEA, Karen suggested that the Board appoint at least one member to the committee who has served on a previous Program Committee. The Board agreed and suggested targeted outreach. Karen moved to appoint Sarah Galligan as Program Committee chair for the Spring 2019 Meeting. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Request from SAA for membership data



TAKING THE PAST INTO THE FUTURE

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

The Society of American Archivists has asked NEA to provide them with a list of archival institutions in New England. Emily Atkins said that the data is easy to export from Wild Apricot. However, there is no guarantee that the data is current or valid. Including this information is voluntary when joining or renewing. The Board will need to let SAA know that the information may not be accurate. Jennifer Gunter King moved to provide institutional data from the membership database to support this endeavor. Karen Adler Abramson seconded. No discussion. No abstentions. **All members voted in favor (8-0-0). Ellen Doon will coordinate the data export with Elizabeth Slomba.**

Treasurer's Report

Acting Treasurer approval

Since Emily Atkins will be on maternity leave, she moved that Juliana Kuipers be appointed as Acting Treasurer for a term from October 10, 2017 to January 31, 2018. Liz Francis seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Honoraria and Reimbursement Policy consolidation

Emily presented an updated honoraria, travel, and lodging reimbursement policy. The language for the policy has been approved by votes on several other policy documents. Emily pulled all of the relevant language together and proposed posting it to the NEA website for increased transparency, which would benefit NEA leaders responsible for implementing it as well as others, including those who receive honoraria. Since the language has already been approved, Emily said that there's no need for a vote. The Board agreed that it would be beneficial to post the updated policy. **Emily will send it to the Communications Committee for copy-editing before it is posted. The Education Committee and Program Committee should also update the information in the workshop manual and Spring Meeting Guide.**

Membership Renewal process change

The Board then discussed the mechanism by which individuals can join or renew membership in NEA. In addition to the online option, a form can be printed and mailed to the Membership Secretary along with a check. There is frequently a time lag before the check is deposited and the member receives full access to the membership database. Emily proposed eliminating the mail-in option for joining or renewing, directing all members to the online option. Payment could still be remitted either online or via check. This would be consistent with how attendees register for meetings and workshops, and would cut down both on the frustration of members and the work of the Membership Secretary, who would run less interference with members unable to gain access to members-only areas of the website. Ellen Doon suggested changing the word applicant to indicate that no vetting of members will occur. Emily moved to require all new and renewing members to enter their personal information into the membership database and to pay either online or by check as outlined in the document. Karen Adler Abramson seconded. No discussion. No abstentions. **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

This process will be sent to the Communications Committee for copyediting before updates are made to the website and the newsletter masthead.

Budget discussion

The Board then turned to discussion of the 2018 budget. The budget currently projects a deficit, some of which is contingent upon the Spring Meeting budget and the workshop budgets for the Education Committee. The new members of the committee have had some difficulty in planning standalone workshops and have not yet proposed specific workshops for next year. Emily has put in placeholder numbers for one full-day workshop and one webinar. Anna Clutterbuck-Cook requested a second offering of the bystander intervention workshop. Ellen said that this might be appropriate to host through the Education Committee with attendance open to the full membership. The roundtables have also generated some ideas for events that might be more appropriate for the Education Committee to facilitate. **The Board agreed to leave in these placeholder numbers and to remove the bystander training from the IDC budget.**

In terms of ADA compliance, the Board decided to ask registrants to request services through meeting registration forms for now. Aspirationally, the Board would like to handle this issue more proactively in the future. **The Board agreed to leave the line in the budget but not to include a specific amount, with the understanding that all reasonable requests will be approved.**

The *Journal of Contemporary Archival Studies* has requested an additional \$50 from each of its three partners for postage to cover book reviews. *JCAS* is interested in including six book reviews each year. Both Yale repositories have agreed. Juliana raised a question about the logistics of payment, since NEA serves as the financial agent for *JCAS*. **Ellen, Juliana, and Emily will follow up with Michael Lotstein.**

NEA has committed to paying \$250 for the Regional Archival Associations Consortium's membership in the National Coalition for History. Emily asked whether NEA had also talked about joining NCH directly. Ellen said that the Board decided to give a minimal contribution to RAAC and also join as a direct member. NEA has not yet joined NCH. Ellen asked whether the Board still wanted to join. She will check past meeting minutes to see what the previous discussion entailed. The Board can decide later to add NCH membership to the budget.

NEA has been using Zoom as a web conferencing platform for a one-year trial, running through August or September 2018. No one has yet used it except for the October Board meeting. Abigail Cramer reported that it is easy to use. **Since the existing usage data is so slight for now, the Board agreed to extend the trial period for one more year. Ellen will check with the mentoring circles to see if they would like to use it. Juliana suggested sending a press release to let the membership**



TAKING THE PAST INTO THE FUTURE

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

know that this service is available. Abigail will write up text and send it to Sarah Shoemaker for distribution. Abigail also suggested creating a web form to gather feedback.

NEA has been using VoteNet to manage online elections. It has reportedly been difficult to use and is expensive in comparison to other options that Emily has found online (such as Election Buddy). As soon-to-be Immediate Past President, Ellen requested that the budgeted amount for elections remain the same, although she and Jennifer Gunter King are willing to explore other options, perhaps even for this year.

Emily asked about the postage for shipping NEA materials to the SAA annual meeting. This is an expensive activity due to hotel charges for receiving packages. Emily asked if there was a way to plan the transport of materials further in advance to limit postage charges; to cease the shipment of unused printed materials back from the conference; and/or to display a poster rather than brochures. Emily also suggested having an NEA member transport the material, which would necessitate paying extra baggage fees. Pencils and buttons are good options. Newsletters are also popular, while the "State of NEA" cards were less popular. **The Board agreed to keep the budget for material transport at \$100. Emily proposed raising the \$200 budget for printing/reproduction since more brochures are needed. The Board agreed to raise it.**

Anna included a button maker in the IDC budget request. Buttons have been a very popular item at meetings. Emily suggested that button making should be part of the general administrative budget rather than part of the IDC budget. It's likely that NEA will still have access to the button maker that has been used in the past courtesy of Tufts. **The Board agreed to eliminate the button maker from this year's budget but emphasized that it should be a future purchase.**

The Membership Committee requested \$500 for meet-ups. This is more than they've used in the past. They have had several partnerships with Digital Commonwealth, and that organization shares the costs with NEA. **The Board agreed to lower the meet-up budget to \$250, with the understanding that the Membership Committee can ask for additional funds during the year if needed.**

Abigail asked about the budget for scholarships. It will remain at \$2000.

Emily will send a revised budget to the Board for an online vote.

Roundtables

Funding and policy documentation updates

Questions have come up regarding roundtable activities and budget proposals. The Roundtable for Early Professionals and Students (REPS) did not request any funding for the year, although they have been very active in the past. Emily Atkins budgeted \$250 as a placeholder for them. The Local History



TAKING THE PAST INTO THE FUTURE

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

Roundtable, chaired by Erik Bauer, requested funding for meet-ups in each of the New England states. After discussion with Emily, the roundtable has requested \$175.00. The Moving Image and Recorded Sound Roundtable (MIRS) requested \$250 for two meet-ups, one of which they want to hold in conjunction with the Spring Meeting. The Preservica Roundtable has also requested \$300 for catering for three hands-on working meetings. The Records Management Roundtable requested \$300 for a workshop/webinar event. The Board suggested that this would be more appropriate to host through the Education Committee to make sure that NEA policies are followed; however, priority for registration could be given to roundtable members. In general, roundtable leaders have asked for more clarification of what activities they can do and what NEA will fund. Perhaps the Board could require or strongly recommend that at least one event per year be held outside of Boston.

Records Management Roundtable event proposal

The Records Management Roundtable has planned and advertised an event for this fall. The current guidelines for roundtables require that the use of the NEA name, even if funded by an outside sponsor, does require the Board's approval. The Board was not notified until after contracts had been signed. The roundtable chair is asking for \$300 to defray the costs, which otherwise will be covered by her institution. At this point, the event will go forward regardless of the Board's decision. However, there is concern about how the proposal was brought to the Board and the timing of notification. NEA's pro-bono lawyer said that he did not have concerns about NEA's liability even though NEA's name was used. NEA's accountant expressed some concern about the lack of control NEA would have over the event. Emily raised the question of how the Code of Conduct was handled: were attendees notified that the CoC will apply? The event will provide alcohol, which is usually not provided at meet-ups with NEA funding. Ellen Doon suggested that the CoC should be displayed at the event, and that it should be made clear that the event is sponsored by the Yale President's Office in conjunction with the NEA Records Management Roundtable. Karen Adler Abramson asked about the possibility of removing NEA's name. Ellen was concerned about the message that a removal would send to members. Karen said that this event could be perceived as a model for other roundtable events, which could be problematic going forward. **The Board agreed to deny the request for \$300. John Campopiano will convey the decision to the chair. Ellen will also arrange for an in-person conversation.** The roundtable handbook will need revision to make expectations clear and to clarify the financial matters. Roundtable chairs should be involved in assessing the updated draft. The chairs could be invited to attend the Spring Meeting to discuss these issues in person. **John, Ellen, and Juliana Kuipers will work on updating the guidelines. Karen volunteered to review the updates.**

Newsletter proposal for roundtable rotating column

The Newsletter Committee has been having difficulty in getting enough content for the *NEA Newsletter*. The Community Archives Roundtable asked about writing a rotating column. The committee suggested a column to rotate among the roundtables, assigning on a first-come-first-serve basis. Juliana Kuipers asked about the viability of switching from four to three issues per year. Ellen



TAKING THE PAST INTO THE FUTURE

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

Doon suggested talking to Jane Ward about vendors. Maybe calls for content should extend beyond the NEA listserv. Claire Lobdell said that the committee has talked to JCAS. Karen Adler Abramson suggested repurposing content that is produced for public institutions (such as blogs).

Open positions update

Inclusion and Diversity Coordinator and Committee

Ellen Doon said that there are several open positions, including the Inclusion and Diversity Coordinator, for which Anna Clutterbuck-Cook has several leads.

Community Engagement Coordinator—CommComm

Another open position is the Community Engagement Coordinator, which has been restructured under the Communications Committee. **Sarah Shoemaker will draft a job description (or revise it if it currently exists) and send it to the Board listserv.** Ellen said that it is currently Archives Month and this would be a good place for the CEC to engage.

Education Committee member (vacancy upcoming)

Other vacancies include the Mentoring Program Administrator and a vacancy on the Education Committee. Erik Bauer is looking for a co-chair from the current committee members and would like to then backfill the open position.

Strategic plan updates

Caitlin Birch sent Ellen Doon a report 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 four total items that fell under review this quarter, and of those four, one has been completed, one is in progress, zero haven't been started, and two are the responsibility of the Board and require discussion today.

Completed Items

"By ~~January 2017~~ August 2017, the Executive Board will restructure the Membership Committee to give each member a specific role/area of responsibility, such as:

- Chair(s)
- Development
- Membership survey creation and analysis
- Mentoring
- Meet-up organization
- Outreach to new and lapsed members
- Membership Secretary (non-voting Board Member)" (4.3.1.a)



TAKING THE PAST INTO THE FUTURE

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

Items in Progress

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

Caitlin spoke with Anna Clutterbuck-Cook and Sarah Shoemaker about the above item, and Anna reported that she, Abigail Cramer, and Liz Francis met in July 2017 and proposed changes to the Board in August. The Board discussion that followed by email ended with the decision to table any decision until in-person conversation could happen at the October board meeting. Anna said that once the proposed changes have been decided upon by the Board, the Inclusion and Diversity Committee will work with the Communications Committee to promote the need-based scholarships to the membership in the lead-up to registration for the Spring 2018 Meeting.

Further discussion of this item ensued at the Board meeting. The changes decided upon in an earlier agenda item should address much of this item. Targeted outreach would also be helpful to increase scholarship awareness. **This item remains in progress.**

Items for Board Discussion

~~“By June 2017~~ September 2017 the Executive Board will implement, based on the findings of the Conference and Educational Platform Task Force (2015), a more robust long-distance communication and collaboration infrastructure to make non-Boston area collaboration more effective.” (4.2.2.d)

The Board has implemented Zoom, so this item is complete. The Board will continue to publicize the tool.

~~“By January 2017 June 2017~~ September 2017, the Executive Board will institutionalize Board and member time and fiscal contributions to NEA awards and scholarships through new online donation tools, with targeted outreach and increased publicity.” (4.3.3.a)

Sarah has spoken with Kelli Bogan about including a “donate” button more prominently when members register for meetings and events or when the join/renew. **Kelli will have more information for the next Board meeting.** Emily Atkins said that NEA may need to contract outside of Wild Apricot. **Ellen has not yet had an opportunity to verbally remind members, but will send an email to the listserv.** Emily reported that NEA has so far received \$520 in donations, which does not include the matching funds. No donations have been received since the matching program was announced at the Spring 2017 Meeting. **This item remains in progress.**

Winter Board meeting



TAKING THE PAST INTO THE FUTURE

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

Jennifer Gunter King has offered to host the winter Board meeting in January at Hampshire College.
Ellen Doon will send out a date soon.

Nominating Committee

Election process

Jennifer Gunter King reported that the Nominating Committee has been working to construct the 2017 slate of candidates and has designed a rubric in line with the Strategic Plan to aid in the selection process. Some of that information could be included in the call for nominations.

IPP Job description update

At the last meeting, the Board discussed revisiting the Immediate Past President job description. Jennifer added language to reflect a responsibility for updating documentation of the nominating process. Ellen Doon said that a reference to PBworks should be removed to make it system-neutral. Jennifer asked whether the Nominating Committee could update or create guidelines and bring them to the Board for review. Ellen suggested that the committee could provide additional information on the logistics of using VoteNet. Jennifer moved to approve the revised job description for the IPP. Karen Adler Abramson seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Adjourn

The meeting adjourned for the Non-Voting Board. The Voting Board held a closed-door executive session to discuss the slate of candidates for the upcoming NEA election, then adjourned.

Respectfully submitted,
Caitlin Birch*

*Because Caitlin was unable to attend this Board meeting, Juliana Kuipers acted as Temporary Secretary during the meeting. Caitlin prepared the final version of the minutes based on Juliana's records.