

New England Archivists Quarterly Board Meeting

Tuesday, January 17, 2006

Irish Room, Burns Library, Boston College, Chestnut Hill, Massachusetts

10:00 am – 3:00 pm

During the January 17, 2006 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to appoint Ben Johnson, Massachusetts Historical Society, to the Outreach Committee for a term to run 2006-2009.
- Voted to accept the October 14, 2005 minutes.
- Voted to raise workshop fees to \$25 for a half day workshop and to \$50 for a full day workshop and the fees to take affect after the Spring 2006 conference.
- Voted to accept a NEA budget of \$47,868 in expenses.
- Voted to use the Skybuilders online membership directory as the primary administrative membership database.
- Voted to put PDFs of the newsletter on the web site, with back issues available to the public access and the current issue available to members only, pending implementation of the online membership database.
- Voted to appoint Bill Ross, chair, UNH, Eleta Exline, registrar, UNH, Barbara Rimkunas, Exeter Historical Society, Paige Roberts, Springfield College, and Elizabeth Slomba, UNH to the Fall 2006 Locals Arrangement Committee.
- Voted to appoint Donna Longo DiMichele, chair, Rhode Island Office of Library and Information Services, Liz Andrews, MIT, Allison Cywin, University of Massachusetts at Dartmouth, Ed Desrochers, Phillips Exeter Academy, Suzy Taraba, Wesleyan University, Sarina Rodriguez Wyant, University of Rhode Island to the Fall 2006 Program Committee.
- Voted to adopt the color and grey-scale graphic identity proposals as contained in the Branding committee report.
- Voted to adopt the use of a tagline in the graphic identity.
- Voted to adopt “Taking the Past into the Future” as the official tagline.
- Voted to appoint an Ad Hoc Policy Review Committee, which will report to the Board at the winter Board meeting 2007.

- Voted to appoint Susan von Salis as chair of the Ad Hoc Policy Review Committee.
- Voted to appoint Elizabeth Slomba, chair, University of New Hampshire, Karen Adler Abramson, Brandeis University, Jeff Marshall, University of Vermont, Rodney Gorme Obien, Worcester Polytechnic Institute, Betsy Pittman, University of Connecticut, and Nova Seals, Connecticut College to the College and University Archivists Steering Committee.

New England Archivists
Board Meeting
Tuesday, January 17, 2006, 10:00 am – 3:00 pm
Irish Room, Burns Library
Boston College, Chestnut Hill, Massachusetts

AGENDA

- 10:00 Call to Order
Introductions
- Acknowledge reports needing no action
 Listserv Moderator (Appendix A)
 PR Committee (Appendix B)
 Print Coordinator (Appendix C)
 Fall 2005 Program Committee (sent 11/15/2005) (Appendix D)
 Fall 2005 Local Arrangements Committee (sent 12/9/2005) (Appendix E)
 Fall 2005 Expenses (sent by Treasurer) (with Treasurer's Report)
 President's Report (Appendix F)
 Development Coordinator (Appendix G)
 Newsletter Committee (Appendix H)
 Education Committee (Appendix I)
- 10:15 Secretary's Report (Appendix L)
Accept minutes of October 14, 2005 meeting
- 10:30 Treasurer's Report (Appendix M)
Adopt 2006 budget
 Includes requests from Education & Web Committees
- 11:15 Spring 2006 Meeting
Local Arrangements (Appendix Q)
Program Committee (Appendix R)
- 11:30 Branding Committee Report
Adopt new logo
Adopt new tagline
Charge committee(s) with implementation
- 12:00 Break for lunch
Bring own or bring back from a BC Cafeteria
- 12:45 Outreach Committee (Appendix J)
SAA trying to coordinate Archives Week better

- 12:50 Membership Committee Report (Appendix O)
[Membership Secretary Report (Appendix P)]
Membership guide online
- 1:15 Web Committee (Appendix N)
Demonstration of web site capabilities
Privacy statement (brief discussion)
- 1:30 Newsletter Committee
- 1:50 Vice President's Report (Appendix S)
Fall 2006 meeting plans
Appoint committee
- 2:10 Immediate Past President's Report (Appendix U)
- 2:30 Policy considerations
Policy on travel reimbursements
Policy on program committee members giving presentations
Appoint ad hoc Policy Review Committee
- 2:45 Haas Committee
Hale Committee (Appendix K)
Update on Katrina Relief Fund solicitations
College and University Archivists Conference
- 2:55 Schedule Next Meeting
Friday, March 10, 2006, Burns Library, Boston College, 12:00 – 4 PM
- 3:00 Adjournment

A closed meeting of the Distinguished Service Award Committee (all voting members) will follow the regular meeting.

New England Archivists Quarterly Board Meeting

Tuesday, January 17, 2006

Irish Room, Burns Library, Boston College, Chestnut Hill, Massachusetts

10:00 am – 3:00 pm

In attendance: Paul Carnahan (presiding), Beth Bower, Krista Ferrante, Lois Hamill, David Horn, Tom Hyry, Mary Ide, Brenda Lawson, Nora Murphy, Rodney Gorme Obien, Jonathan Penyack, Susan von Salis, Mark Savolis, Keley Shepherd, Elizabeth Slomba, Laura Katz Smith, Sheila Spalding, Karen Spicher, Jane Ward, Diana Yount

Excused: Mary Caldera, Tara Hurt, Tracy Messer, Paige Roberts

Call to order and introductions; Acknowledge reports requiring no action

Paul Carnahan called the meeting to order at 10:30. Attendees introduced themselves.

Paul then acknowledged the reports needing no action: Listserv Moderator (Appendix A), PR Coordinators (Appendix B), Print Coordinator (Appendix C), Fall 2005 Program (Appendix D), Fall 2005 Local Arrangements (Appendix E), Fall 2005 conference budget (filed with Treasurer's Report), President (Appendix F), Development Coordinator (Appendix G), Newsletter (Appendix H), Education (Appendix I), Outreach (Appendix J), and Hale Award (Appendix K).

Paul then noted the highlights of the various reports. The Listserv Moderator noted that there are still more people signed onto the NEAAnnounce list than NEADiscuss. The Public Relations Coordinators were heavily involved in the Branding Committee and are planning to start more public relations activities. The Print Coordinator is working hard on the program for Boston College and sending out the ballots. Paul thanked Diane Yount for her hard work. Diane added that she was sending out the Spring 2006 meeting registration by January 20 and the ballots out by February 4. Paul noted the positive comments from attendees mentioned in the Fall 2005 meeting Program report; the official financial report for the Fall 2005 meeting was filed by the Treasurer. The Development Coordinator noted that she expected \$3200 in income for the Spring 2006 meeting. The Newsletter Committee reported that they had too much material for the February newsletter so they will be using the cut material in the April newsletter; the February newsletter will be arriving to mailboxes shortly. There was a brief discussion of program changes that did not make it to the newsletter and putting the changes in the program online. Karen Spicher mentioned that her report for Education was mostly in regard to the budget and would discuss those issues during the budget discussion.

The Outreach Committee requested a new member in their report. *Tom Hyry moved that the Board appoint Ben Johnson, Massachusetts Historical Society to the Outreach Committee for a term to run 2006-2009.* Nora Murphy seconded. No discussion. *All members voted in favor.* Lois Hamill noted that Cape Ann Historical Society gave a \$150 donation.

Secretary

Elizabeth Slomba discussed the Secretary's report (Appendix L) and noted that the report included summaries of Board online discussions in regard to the Board motions. *Nora moved to accept the October 14, 2005 minutes.* Brenda Lawson seconded. No discussion. *All members voted in favor.*

Treasurer

Lois presented her report and proposed budget for 2006 (Appendix M). She handed out the Balance sheet for 2005 and went over the accounts and budget lines. She said that the unearned dues line refers to dues paid between September 1 and December 31 of any given year. She then handed out the Profit and Loss sheet for 2005 and gave an explanation of the income NEA received, when the income came in, and how NEA spent the income. Lois then handed out the Profit and Loss compared to Budgeted For sheet for 2005. She noted that in the future the Board may need to change expectations of how many registrations for conferences. Paul noted the actual expenses were less what was budgeted; Lois added that the income was less as well.

Lois recommended removing the Hale and Haas award budget lines from the overall budget because the award lines distort the income and expense numbers. Award income is counted as income but is only spent on awards; award expenses can be more than the award income line and that distorts the actual expenses. Lois discussed how she is converting the budgets in Excel to the QuickBooks statements and that she will try to get the award lines out of the QuickBooks reports. The Board felt it was a good idea to take out the Haas and Hale awards lines out of the budget and discussed how and when award money comes in and the ARMA management of the Haas award.

In further discussion of the 2005 final statements, Jane Ward reported that she submitted several reimbursement requests that added expenses to the Development line. These were one-time only costs. Paul noted that NEA finished on the mark and thanked all committee chairs for their hard work on budget issues.

In opening the discussion of the 2006 proposed budget, Paul laid out the budget review process. The Board reviewed the proposed income budget lines. Lois mentioned that NEA could anticipate increased income from interest from the interest-bearing accounts. Jane discussed the anticipated income from vendors, what is likely to happen regarding future income from vendors and compared the likely income from spring versus fall conferences. Paul reminded the Board that they would be keeping the award lines out of the operating budget; Lois suggested that the award income be zeroed out so that the lines show up but that the numbers not turn up in the operating budget. There was extensive discussion of income from membership dues. The Board reviewed when membership income comes in during the year, what are unearned dues, how to account for that income, and the membership numbers and what is a realistic membership number. It was mentioned that the membership renewal line does not appear in the paper registration form for the spring conference; this could affect renewals. The Board expressed concern over the drop in membership numbers for the past few years. Lois mentioned how the proposed budget included a standard amount (based on information from previous years)

for unearned dues and that if the Board could develop an anticipated membership dues income number, she could better account for the unearned dues.

The Board then turned to the conference budgets for Spring 2006 and Fall 2006. The Spring 2006 budget has already been approved and conference fee set. There was a discussion of anticipated conference registrations and how that number affects the current meeting income lines. It was mentioned that 165 registrants per meeting can be considered a realistic number.

Karen presented her submitted budget and budget addendum for the Education Committee. She said that the income statement was the best guess for income and that she maximized anticipated costs. The workshop budget had been set for Spring 2006 and outlined expected workshop income. The committee is planning for two outside-meetings workshops and the estimate for the Fall 2006 workshop included income and expenses for an SAA workshop, break charges, one full day and one half day workshops. Karen described how she developed the budget numbers, how she determines the likely number of registrants, how and when low registration determines canceling out workshops, planning for stand-alone workshops and how many workshops (generally 3 to 4) are held at each meeting. She emphasized that she included a loose estimate for expenses and the expenses are likely to go down since she does budget for worse case scenario. There was a brief discussion about the expenses for hosting SAA workshops; SAA has been giving a \$25 discount to NEA members who are not SAA members for workshops. Since costs for breaks are now in the Education budget, it was suggested that workshop fees be raised to cover these new costs. The Board discussed accounting for outstanding reimbursement expenses for Education and how these expenses effects the 2005 final statements, deficit funding for the committee, anticipated expenses this year, and impact of food costs and what the current honoraria is for workshop teachers. The Board debated whether or not to raise workshop fees to cover food costs at this point or take a wait-and-see approach and whether or not to raise honoraria. It was mentioned that workshop fees are very low. The Board decided to set the issue of raising workshop fees aside for further discussion.

Paul turned the Board's attention to a discussion of NEA expenses.

He mentioned the need to resolve the travel reimbursement issues and to vote on a policy. He presented a proposed travel reimbursement policy. The questions about the original policy were if the policy included committee chairs and what is meant by "need to attend board meetings." The proposal on the table includes language to reimburse voting board members for attending Board meetings held at times other than at conferences and removes reimbursing committee chairs. In regard to reimbursement for the student representative, it was mentioned that Simmons provides some reimbursement for students doing professional activities. The Board debated whether or not Local Arrangements and Program chairs or their representatives should be required to attend meetings. It was decided they should attend the two meetings before the conference they are planning. The Board further debated whether committee chairs or some committee chair should be reimbursed or whether none should be. Paul will revise the language and revisit the

policy over email. There was a brief discussion over the reimbursement expenses to be included in the current budget.

Paul said that with the current expenses in the budget the proposed budget for 2006 was running a serious deficit. There was a brief discussion of expected Branding costs, which would be absorbed through various committees, what the Development expense line was, award costs, and Education, Outreach, Public Relations and Membership expenses. The Board reviewed potential costs for implementing the new graphic identity; committees and coordinators impacted by the implementation had already accounted for the most part for anticipated expenses in their proposed budgets. Attendees focussed on the costs for the New Members Breakfast and requested promotional items; Membership agreed to lower the costs for the New Members Breakfast. The proposal to put PDFs of back issues of the Newsletter online would not have immediate expenses although there were some concerns about the impact of implementing the graphic identity. The Web committee included the SSL Certificate expenses in their request and added that they have not received bills from the website hosting service yet. Attendees discussed the contract labor lines for the Web and Outreach committees. After a brief discussion about conference expenses, it was asked whether income for meetings may need to be raised. Diana Young said that Inkspot would charge a fee for setting up the new graphic identity for the NEA stationery and newsletter. Board members asked what were the one-time only costs listed in the budget, mentioned the critical need for renewing and recruiting new members, and discussed cutting the expense lines for promotional items. It was agreed to revisit the request for promotional items later in the year.

After a review of the budget as it now stood after the revisions, the Board continued to discuss various expense lines and what could be cut or trimmed. There was a discussion of historical budgets and the set expenses for the Spring 2006 conference. The Board determined what were the one-time only costs. Attendees then debated cutting down the Education committee expense estimates, expectation of realistic income and expenses, the issue of food and raising workshop fees. *Brenda moved to raise workshop fees to \$25 for a half day workshop and to \$50 for a full day workshop and the fees to take affect after the Spring 2006 conference.* Nora seconded. No discussion. *All members voted in favor.*

There was a brief discussion of rising web costs, lower income, and cutting travel reimbursement lines for the Board and the Outreach committee. Kelcy Shepherd explained the need for contract labor to clean-up membership database in preparation for the online membership directory and the one-time only costs related to the implementation of the online membership database. Attendees discussed Outreach costs for archives week and the more resources available on the NEA website and making an investment in the website.

Brenda moved to accept a NEA budget of \$47,868 in expenses. Anne Sauer seconded. There was a brief discussion of the New Members Breakfast as an investment in new members and as a member retention tool. *All members voted in favor.*

Web

Jonathan Penyack presented his report (Appendix N). He led a live demonstration of possibilities for the online membership directory and showed examples of directories created for other Skybuilders clients. There was a discussion of what fields could be used and the need for controlled vocabulary. Kelcy added that the online directory could be a membership management tool but the Board would need to vote to use the directory in this way. Additional functionality of the online membership directory includes customizable functions, list management, capability to run reports and surveys, blogging capabilities and web page space for members; members can edit own membership profile and create specialized interest groups. NEA could set limits to storage size for the web page feature. Jonathan noted that these additional features could be attractive to the membership. There was a brief discussion about monitoring content of web pages and blogs. Jonathan demonstrated the basic blog and web page interfaces. The online membership database is part of the original contact with Skybuilders. Jonathan had positive comments on working with Skybuilders. The Board discussed PayPal and the possibility of using PayPal in order to have online registration for conferences.

Membership

Kelcy brought up the actions requested in her report (Appendix O). Membership requests the Board vote on making the online membership directory the primary membership management tool. Kelcy reiterated that the online membership directory would only be available through passwords and be accessible only to members. The Membership Secretary would have administrative capability. It was noted that using the online directory as an administrative tool would allow the Membership Secretary to generate labels more efficiently. Skybuilders back-ups regularly and NEA can buy back-up CDs from them. And information from directory can be exported. *Mary Ide moved that NEA use the Skybuilders online membership directory as the primary administrative membership database.* Tom seconded. No discussion. *All members voted in favor.* The online membership directory will be demonstrated at the Spring 2006 meeting. And the Web and Membership committee anticipate that the directory will be available by the Spring conference. Registration for access to the directory will be automated through email to the membership.

Jonathan announced that the Board minutes would now be posted in PDF format on the website and will be indexed through the Google search tool. He also added that the opening photo on the website will be changing with Newsletter issues.

Membership Secretary

Rodney Obien asked if attendees had any questions about his report (Appendix P). He noted a small correction to the report; under new memberships, second line should be institutional. The Board discussed the report and the numbers of members who have not yet renewed. Rodney asked if he should send out reminders through email. It was agreed that he should and that he could include a note that the membership could send in renewals with their Spring 2006 conference registration. There was a brief discussion about how to reach non-renewing members and getting a renewal line for membership on the online registration form for the spring conference. Rodney noted that the true

benchmark number for membership would be the numbers for any given October; for example, 459 members are listed for October 2005. Attendees discussed how the early deadline for elections may have affected renewal rates and membership numbers in general.

Newsletter

Sheila Spalding started the discussion of getting PDFs of back issues of the newsletter online, as mentioned in her report (Appendix H). The Newsletter Committee also was debating whether or not to make the current issue online but only available to members. There was a brief discussion of what other archival groups are doing with their newsletters, what the numbers were for people who actually read newsletters online, and experiences with online newsletters, such as the Boston ARMA and various SAA newsletters. Sheila said that there would be no extra costs for putting the PDFs up. The Board discussed the idea further, touching on limiting access to the online newsletter to members only, making back issues accessible only to members, the indexing of back issues through the Google search tool, and the current process of making articles available on the website. It was noted that other organizations allow free access to back issues to their newsletters and that the ads would be available electronically as well. *Nora moved that NEA put PDFs of the newsletter on the web site, with back issues available to the public access and the current issue available to members only, pending implementation of the online membership database.* Lois seconded. No discussion. *All members voted in favor.*

Spring 2006 Local Arrangements

David Horn presented a brief report (Appendix Q). He mentioned where the receptions would be located, that the Burns Library would be open for members to visit, and the conference would be in Fulton Hall, except lunch.

Spring 2006 Program

Laura Katz Smith discussed the program briefly (Appendix R). Paul commented on the breadth of topics to be covered at the meeting and the sessions. Laura described the student papers session and noted that all the State Archivists (except Maine) would be attending.

There was a brief discussion about making changes to the web version of the registration forms and information.

Vice-President

Nora discussed the Fall 2006 conference (Appendix S). The Fall 2006 conference will be held at the University of New Hampshire in Durham on October 20-21, 2006. She has asked Donna DiMichele to be the program chair. There was a brief discussion of arrangements and rooms at UNH and the local arrangements committee was reminded to submit a preliminary budget by the next Board meeting at the spring conference. *Nora moved to appoint Bill Ross, chair, UNH, Eleta Exline, registrar, UNH, Barbara Rimkunas, Exeter Historical Society, Paige Roberts, Springfield College, and Elizabeth Slomba, UNH to the Fall 2006 Locals Arrangement Committee.* Mark Savolis seconded.

No discussion. *All members voted in favor. Nora moved to appoint Donna Longo DiMichele, chair, Rhode Island Office of Library and Information Services, Liz Andrews, MIT, Allison Cywin, University of Massachusetts at Dartmouth, Ed Desrochers, Phillips Exeter Academy, Suzy Taraba, Wesleyan University, Sarina Rodriguez Wyant, University of Rhode Island to the Fall 2006 Program Committee.* Brenda seconded. No discussion. *All members voted in favor.*

Paul mentioned that the Board will be reviewing a draft policy regarding program committee members giving presentations later.

Branding Committee

Paul thanked Mary for a most comprehensive report from the Branding Committee on graphic identity. Mary presented the report and the recommendations from the committee (Appendix T). She said that the committee is asking for Board action on adopting a new logo, adopting taglines and whether to have the Public Relations Coordinators develop a style sheet.

Mary discussed the logo recommendation, printing the logo out, and how the Branding Committee developed their recommendations. The committee liked the cranberry from Kelcy's original design and how the color is reminiscent of New England brick buildings. Mary mentioned the colors of the logo, the difference between the pantone 194c and 194u colors, and the choice of the file motif. She said the consensus choice (based on the committee and membership input) was for the file logo since the logo design emphasizes archivists. The color choice also avoided three color print issues. The logo was developed by two graphic designers at WGBH. She elaborated on the consensus decision over the logo, the statistical tie between current "logo" and file design from the membership survey, and how the comments and answers to the other survey questions supported the choice of the file design. The Branding Committee debated using a sans-serif font and a print versus non-print font and the idea of a typewritten font. There was a brief discussion of a recommended font.

Mary moved to adopt the color and grey-scale graphic identity proposals as contained in the Branding committee report. Brenda seconded. No discussion. *All members voted in favor.*

Examples of the adopted logo:





Mary then presented the proposed taglines, the reason to use the taglines, and the connection to NEA's mission. The Branding Committee recommended adopting either "Supporting You, Your Archives, Your History" or "Taking the Past into the Future." The Board discussed the meaning of the taglines and that "Supporting" refers to talking to members, to new members, and to public and why "Supporting" is inclusive to all. The question of why even have a tagline was debated and some attendees did not feel sure that any of the proposed taglines were short and catchy. Mary reported that the Branding Committee felt a tagline is necessary but were not enamored of either one. Attendees discussed what use taglines were and where they would be used; taglines may not be used everywhere but would be useful for website, brochures and other similar materials. Attendees then discussed their preferences for either tagline, read the mission statement, and eventually came up with a consensus preference for the "Taking the Past into the Future" tagline.

Elizabeth moved that NEA adopt the use of a tagline in the graphic identity. Tom seconded. There was a brief discussion of the Branding Committee needing clarity about Board's ideas on how to proceed and the need for taglines. Six members voted in favor of the motion; two against; motion adopted. Mark moved that NEA adopt "Taking the Past into the Future" as the official tagline. Elizabeth seconded. No discussion. All members voted in favor.

Mary asked the Board if the Public Relations Coordinators should be in charge in the style sheet and when should NEA start using the graphic identity officially. The temporary logo will be used at the Spring meeting since the registration forms and other materials have been printed. But the new graphic identity will be implemented soon though NEA workflow and because of the need for stationery and brochures. The job descriptions for the Public Relations Coordinators need to be updated since they will be in charge of the graphic identity style sheet.

Then, Mary asked for ways to acknowledge the work done by the WGBH graphic designers. It was suggested to invite them to lunch at the spring conference and then present the new graphic identity to the membership with the designers in attendance. A newsletter article will to be written on new graphic identity and pictures of the graphic designers could be included in the article. The lunch will need to be arranged with the Local Arrangements Committee.

Immediate Past President

Mary said that there are no nominations for the Archival Advocacy award (Appendix U).

Ad Hoc Committee for NEA Policies

Paul suggested appointing an ad hoc committee for policy review and the time frame for the committee report to the Board. *Brenda moved to appoint an Ad Hoc Policy Review Committee, which will report to the Board at the winter Board meeting 2007.* Elizabeth seconded. No discussion. *All members voted in favor.* Paul moved to appoint Susan von Salis as chair of the Ad Hoc Policy Review Committee. Nora seconded. Paul added that Susan would find two additional people to serve on the committee and the committee size would be three people. *All members voted in favor.*

Katrina Relief funds

Paul updated the Board on handling solicitations for the SAA Katrina Relief fund. The solicitation could not go on the registration form due to a variety reasons. Brenda mentioned how SAA will report to NEA on the amount of donations from NEA members; NEA will provide list of members' names to SAA, which will match the list to donors. A flyer about the solicitation will be in the registration packet and NEA can collect checks at registration for the spring meeting. Nancy Beaumont, Executive Director of SAA, was thrilled to hear about NEA's efforts. The Board discussed briefly what cut dates should be the matching donations and decided to count donations made between January 1, 2006 and June 30, 2006 and the matching offer will not be retroactive applied to donations made before January 1, 2006. Paul will be in touch with Nancy about the reporting process.

College and University Archivists Conference Steering Committee

Paul mentioned that the committee had been formed. *He moved to appoint Elizabeth Slomba, chair, University of New Hampshire, Karen Adler Abramson, Brandeis University, Jeff Marshall, University of Vermont, Rodney Gorme Obien, Worcester Polytechnic Institute, Betsy Pittman, University of Connecticut, and Nova Seals, Connecticut College to the College and University Archivists Steering Committee.* Lois seconded. No discussion. *All members voted in favor.*

Privacy Policy

There was a brief discussion about the proposed Privacy Policy. Lois mentioned that the accountant reviewing the NEA accounted had asked for the names and check amounts of the people who paid unearned dues and expressed concern that the release of this information to the accountant could conflict with the Privacy Policy. The Board had an understanding that the Privacy Policy does not cover administrative things, such as the accountant's request. Paul said that discussion concerning the proposed policy would be over email or through conference call.

Adjournment

The Board discussed when to hold the next meeting. It was suggested that the meeting start at 11:30 am instead of the traditional 12:00 pm and the Board agreed to the change. The next Board meeting is schedule to take place on March 10, 2006, from 11:30-4:00, at the Burns Library, Boston College.

Nora moved that the Board meeting adjourn. Lois seconded. No discussion. *All members voted in favor.*

The meeting adjourned at 3:30 pm

Respectfully submitted,
Elizabeth Slomba, Secretary