

New England Archivists Quarterly Board Meeting

June 19, 2008

Mount Holyoke College

10 a.m. - 2 p.m.

Executive Board Meeting Report

The business handled at the June 19, 2008 meeting of the executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA web site or from the secretary.

The meeting was called to order at 10:18 a.m. by Kathryn Hammond Baker. Minutes from the March 28, 2008 Board Meeting were presented. **All members voted to accept the March 28, 2008 Board Meeting minutes.**

Officers' Reports

Treasurer's Report

Nova Seals reported that the federal taxes were filed and that the state taxes were about to be filed. She also announced that the Spring 2008 meeting was financially successful.

Meetings

Fall 2008 Program and Local Arrangements Committees

The program committee presented the line-up of confirmed plenary speakers and discussion group leaders for a variety of topics relating to aspects of preservation from traditional preservation methods to digital media preservation. Also presented was a tentative schedule for the sessions. There was a lengthy discussion about inviting representatives from state agencies in New England to offer information and advice about state grants for archives and library preservation. **All members voted in favor to appoint Mikki Simon to the Fall 2008 Local Arrangements Committee.** The local arrangements committee presented their proposed budget for the Fall 2008 meeting. There was a discussion about the feasibility of offering online registration and payment in time for the Fall 2008 meeting. **All members voted in favor to approve the registration fees for Fall 2008 meeting.**

Spring 2009 Program and Local Arrangements Committees

All members voted in favor to appoint Jill Snyder of NARA Northeast Region, Jennifer Jacobsen of Harvard University Archives, and Prudence Doherty of University of Vermont to the Spring 2009 Program Committee. The program committee presented several suggestions for sessions, some with speakers in mind. Session topics will address the various aspects of the user-archivist relationship. Local arrangements has already begun to review potential hotels for attendees, and has compiled a list of possible tour sites of local attractions.

Committee Reports to the Board

Education Committee

Two new members to the committee were recently appointed, Jennifer Gunter King of Mount Holyoke College and Jill Snyder of NARA Northeast Region. Two stand-alone workshops were scheduled for the summer, one on EAD and the other on identifying and caring for audio-visual materials. **All members voted in favor to approve co-sponsorship of the SAA workshop, "Introduction to Digital Object Modeling and Representation: Using the Archivists' Toolkit.** The Board reviewed questions put forward in the Education Committee report regarding updating the Caring for Historical Records / Introduction to Archives workshop. Before addressing the questions directly, the Board asked the committee to determine the target audience for the core workshops, any content issues that need to be addressed, and the process for regular updating of core workshops. The Board also advised the committee to speak with past workshop instructors, examine workshop evaluations, and review membership survey data.

Development Coordinator's Report

All members voted to reappoint Jane Ward to a three-year term as Development Coordinator.

Web Committee Report

All members voted in favor to appoint Veronica Martzhal to the Web Committee. Krista Ferrante asked the Board to review the Business pages of the web site and make any revisions necessary before the new design is revealed this fall.

Haas Award

The committee recommended the award be used to subsidize a Sedona Conference to be held at Simmons and supported by ARMA.

Online Registration Options

There was a lengthy discussion about various possibilities for accepting online payment for registration on the NEA web site. There are fees associated with offering online payment and many Board members were concerned about how these fees would be covered. Even though the option is a desirable one, there are still more questions that need to be answered. The issue of online payment introduced the similar topics of online balloting and membership renewal. Both topics require future consideration.

Mentoring Report

Ellen Doon presented a report based on conversations she had with representatives of mentoring programs from SAA and RBMS. While the mentoring programs are handled differently by each organization, the most important aspect for both seems to be defining and managing expectations of the mentor and the mentee. A discussion followed concerning where a mentoring program would fit into the organization at NEA and what members might want from such a program. The Board decided to pursue this further by following up with both the Membership Committee and Membership Recruitment and Retention Task Force.

Next Meeting Date

The next quarterly Board meeting will take place at Simmons College on November 14, 2008.

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During the June 19, 2008 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept March 28, 2008 minutes
- Voted to appoint Mikki Simon to the Fall 2008 Local Arrangements Committee.
- Voted to approve the registration fees for Fall 2008 meeting.
- Voted to appoint Jill Snyder of NARA Northeast Region, Jennifer Jacobsen of Harvard University Archives, and Prudence Doherty of University of Vermont to the Spring 2009 Program Committee.
- Voted to approve co-sponsorship of the SAA workshop, "Introduction to Digital Object Modeling and Representation: Using the Archivists' Toolkit.
- Voted to reappoint Jane Ward to a three-year term as Development Coordinator.
- Voted to appoint Veronica Martzhal to the Web Committee.

The Board agreed the following items require further consideration or action:

- Topic of the Program Committee job description will be discussed at a future meeting.
- The Education Committee will determine the target audience for the core workshops, any content issues that need to be addressed, and the process for regular updating of core workshops. They will also speak with past workshop instructors, examine workshop evaluations, and review membership survey data. The Board will review input from the Education Committee and then consider the request for funding, both via email.
- Susan von Salis will talk to some organizations like ours who use PayPal and Krista Ferrante will talk to skyBuilders about their services and their fees; both will report by email on the issue of online payment.
- The representatives-at-large will review and revise the Business section of the NEA web site. Ellen Doon will revise the former Board and committee members page, Karen Alder Abramson will revise the task forces and special committees

page, Melissa Waterworth will revise the past programs page, and Joanie Gearin will revise the calendar.

- All Board members will review the membership database before it goes live.
- Ellen Doon will contact Debbie Richards about the possibility of the Membership Recruitment and Retention Task Force addressing the issue of mentoring in a focus group.
- The Newsletter Committee will report about their use of the bulk mail account and Nova Seals will contact our printer Ink Spot.

NEA Executive Board
Mt. Holyoke College
June 19, 2008 10 AM – 2 PM
Agenda

- 10:00 Secretary's Report (Appendix A)
Approve Minutes of March 28, 2008 meeting
- 10:10 Fall 2008 meeting
Program Committee (Appendix B)
Local Arrangements Committee (Appendix C)
- 10:35 Spring 2009 meeting
Program Committee (Appendix D)
Local Arrangements Committee
- 11:00 Education Committee (Appendix E)
- 11:10 Online Registration Options (Susan von Salis) (Appendix F)
- 11:25 Development Coordinator's Report
Vote on re-appointment
- 11:35 Web Committee's Report (Appendix G)
- 11:55 President's Report
- 12 noon Break
- 12:45 Mentoring report (Ellen Doon) (Appendix H)
- 1:05 Membership Recruitment and Retention Task Force (Appendix J)
- 1:15 Haas Award
- 1:30 Treasurer's Report (Appendix I)
- 1:45 Reports Needing No Action
Listserv Moderator's Report (Appendix K)
Membership Secretary's Report (Appendix L)
- 1:50 New Business
- 2:00 Adjournment

New England Archivists Quarterly Board Meeting

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Mount Holyoke College

10 a.m. - 2 p.m.

In attendance: Kathryn Hammond Baker (presiding), Chris Burns, Peter Carini, Donia Conn, Ellen Doon, Krista Ferrant, Cat Holbrook, Danielle Kovacs, Susan von Salis, Nova Seals, Sheila Spalding, Melissa Waterworth, Jason Wood, Diana Yount

Excused: Karen Adler Abramson, Maria Bernier, Marilyn Dunn, Joanie Gearin, Regine Herberlein, Judy Huenneke, Tara Hunt, Rodney Obien, Maryalice Perrin-Mohr, Jaimie Quaglino, Paige Roberts, Anne Sauer, Mark Savolis, Molly Wheeler

Call to Order: Kathryn Hammond Baker called the meeting to order at 10:18 a.m. She shared her vision of a successful meeting: we all have a shared purpose, to advance NEA, so we should all have a voice and be actively involved. Attendees introduced themselves. There was a brief discussion about the agenda.

Secretary's Report

Danielle Kovacs discussed her report (Appendix A), and announced the recent purchase of a new laptop for NEA. It was agreed that she should transfer all old files off the former laptop and recycle it.

Melissa Waterworth moved to accept the March 28, 2008 minutes. Chris Burns seconded.

A discussion followed in which Chris Burns made note of two items identified in the minutes for the last meeting as requiring follow up discussion at today's meeting: accepting online payments (on the agenda) and a job description for the Program Committee to include language about a marketing / communications strategy that Melissa Waterworth offered to prepare. Melissa was not on the agenda to discuss this at the meeting, but she suggested changes need to be made to improve marketing of meetings, coordination with web and local arrangements committees, and an updated job description that identifies someone on the committee as being specifically charged with responsibility for communications. It was agreed that this topic should be discussed at a later time. Chris Burns recommended that we review other items requiring follow up, too.

All members voted in favor.

Fall 2008 Meeting

Donia Conn presented the Program Committee Report (Appendix B). With all of the sessions in place, the committee is now in the process of securing and confirming speakers. One plenary speaker was confirmed, Richard Kerschner from the Shelburne Museum, who will speak on climate control. They have contacted Sarah Wolf to present the opening plenary on first responders and emergency managers, and they are working with Mary Ide to try to arrange for her to present the plenary lecture on modern media preservation. Otherwise, the remaining plenary speakers are confirmed, or in the process of being confirmed, and the committee is on track to stay within budget for the plenary speakers honoraria.

The committee is considering asking one of their own members, Gregor Trinkaus-Randall to lead a discussion group on security, but they were not sure if this would be appropriate since he is on the program committee and has already done quite a lot. There was a brief discussion about their concern. No member of the Board saw a problem with Gregor leading a discussion group. Other discussion group leaders include Mary Caldera, who will lead the group on preservation outreach, David Glazebrook, who will lead on emergency management for first responders, and Christie Peterson, who will lead on audio reformatting. They are still looking for someone to lead a group on preserving ephemera, perhaps someone from the New Hampshire Political Library. They ask if anyone has a suggestion for a leader for this discussion group, to forward them names. The committee is working to get leaders from all of the states in New England. There was a brief discussion about other possible leaders for the group, including someone from the Tennis Hall of Fame or Andy Wentink from Middlebury. The committee is also seeking discussion leaders for film preservation, possibly someone from Northeast Historic Film, and storage of prints and negatives, perhaps Monique Fischer from NEDCC or a photo conservator from Harvard.

Donia also presented the tentative schedule for the sessions, which is still under review. They are planning to start the opening plenary after lunch to allow for a half-day workshop, which works well for the education committee. Jason Wood remarked that the schedule may be a little too tight to allow for crowd control and attendees moving from one session to another.

The last item the committee needs to address is the contacting of all of the state agencies for New England to request information about state grants for archives and library preservation. They would like to have this information presented, possibly as handouts, for attendees to take away with them. The question was raised as to whether the representatives from the agencies would be invited to attend the meeting. The committee considered this option, but felt that there was no place in the program to fit them in as presenters, and wondered if they would be willing to travel such a distance without an opportunity to present. Kathryn remembered that at past meetings there used to be tables set up with representatives from state historical Boards and RLG present for attendees to consult with during lunch in an informal way. There was a brief discussion about the possibility of adding vendor tables for the state agencies, but it was determined that there would not be enough space in the vendor hall. Jason Wood suggested that they might best be accommodated in a separate space where they could have set "office" hours. It was decided that as state agencies begin to respond to the initial request for information, they could then be invited to attend the meeting. It was also decided that any information about preservation grants that was collected for the meeting would be added to the NEA web site.

There was a final discussion about how the committee would advertise the meeting, since its topic would be of great interest to many not on the NEA membership list. Donia replied that NEDCC would share their mailing list with NEA (just the New England states) for the meeting. Ellen Doon asked who sends out the reminder emails or announcements to make sure the interest continues beyond the first notification, and

Melissa Waterworth suggested this could be added to the Program Committee job description. Sheila Spaulding reminded everyone that Local Arrangements designs the program mailer, not the program committee. Diana Yount asked whether we still want the traditional mailer with 8 pages of text since the printing, not the mailing, is what is so expensive. It was suggested that if we begin using PayPal we may not have to send out a program mailer at all. A number of people noted, however, that there would still need to be some sort of mailing so that members were notified of an upcoming meeting, and that the mailing would have to be enticing enough to get members interested in going to the web site. It was agreed by all that a new approach should be taken with mailings in the future and the Local Arrangements should oversee the design of a shorter program mailing.

Sheilia Spaulding and Jason Wood presented the Local Arrangements report (Appendix C). They noted the couple of action items in the report, namely the appointing of a new member to the committee and the approval of the budget. *Melissa Waterworth moved to appoint Mikki Simon to the Fall 2008 Local Arrangements Committee.* Chris Burns seconded. No discussion. *All members voted in favor.*

A discussion about the proposed budget followed. Jane Ward noted that their estimate of 300 attendees might be a bit high, even with the addition of local Simmons students. Jason pointed out that even if the number is a bit high, they only need 200 people to register at the membership rate in order to reach the figure required to cover expenses. He added that food estimates will be updated as registrations come in, and that the committee used the figures from the Newport meeting to estimate the cost of printing. Nova Seals expressed her concern that we may need to adjust the registration fees as outlined in the budget if we decide to use PayPal to accommodate the fees inflicted by the service. A discussion followed about how the fees associated with using PayPal would be paid and by whom. Chris observed that we would not have time to get the PayPal service in place for Fall 2008 registration, so these questions could be addressed later. *Chris Burns moved to approve the registration fees for Fall 2008 NEA meeting.* *Melissa Waterworth seconded.* No further discussion. *All members voted in favor.*

Spring 2009 Meeting

Ellen Doon presented the Spring 2009 program committee report (Appendix D). *Peter Carini moved to appoint Jill Snyder of NARA Northeast Region, Jennifer Jacobsen of Harvard University Archives, and Prudence Doherty of University of Vermont to the Spring 2009 Program Committee.* *Melissa seconded.* No discussion. *All members voted in favor.*

Ellen commented that the committee is seeking new members, especially members from New Hampshire or Maine and a student, and if anyone has names to submit them. The meeting will address the various aspects of the user-archivist relationship, and there have been several suggestions for sessions already as well as some with speakers in mind. Session ideas include topics such as what happens when the archivist becomes a patron, management of artificial collections, user experiences in archives throughout New England, and Web 2.0 in archives. Kathryn suggested that an Education Committee

workshop might also be offered on a topic that ties in, for example the Web 2.0 in archives. Ellen replied that some workshop ideas have already be Jaimie Quaglino, including the core class "Caring for Historical Records" as well as a two others that do related to the theme of the meeting, a reference workshop and a new technologies workshop introducing wikis, blogs, and I-sites. Melissa noted that if the new technologies workshop doesn't work out, then it would make a good panel discussion.

Ellen reported that the Program Committee has been in contact with Marilyn Dunn of Local Arrangements about potential hotels for visitors. They have also brainstormed about ideas for tours of local attractions including the Longfellow House, the Cambridge Historical Society, Houghton, Harvard Archives, the Mary Baker Eddy Library, and the Schlesinger Library.

Education Committee

Melissa Waterworth presented a report for the Education Committee on behalf of Jaimie Quaglino (Appendix E). Two new members to the committee were recently appointed, Jennifer Gunter King of Mount Holyoke College and Jill Snyder of NARA Northeast Region. There were three workshops held at the Spring 2008 meeting and two summer workshops, "Online with EAD" and "What's in Your Stacks? An Introduction to Identifying and Caring for Your Audio-Visual Materials." The latter workshop has not yet reached full enrollment, but they expect there will be a number of same-day registration. *Melissa Waterworth moved to approve co-sponsorship of the SAA workshop, "Introduction to Digital Object Modeling and Representation: Using the Archivists' Toolkit." Chris seconded. No discussion. All members voted in favor.*

The Board reviewed the questions put forward in the Education Committee report regarding updating the Caring for Historical Records/Introduction to Archives. The sense of the Board is that establishing a process that will enable the regular revision of content in the core workshops, generally, is a worthy effort as needs of the membership and professional standards/skills will and are changing. Before addressing the Education Committee questions directly, the Board would like to know from the Committee 1) who is the audience for the core workshops, 2) what are the content issues that need to be addressed specifically, and 3) what process is recommended for regular revision and updating of core workshop content. Some potential models were suggested. Additionally, Board members suggested speaking with past workshop instructors, examining workshop evaluations, and reviewing membership survey data. The Board said they would be willing to review input from the Education Committee and then consider the request for funding, both via email.

Online Registration Options

Susan Von Salis reported that she and Tara Hurt looked into various possibilities for accepting online payment through the NEA web site (Appendix F). The fees associated with using PayPal include a fee based on the monthly income sales (for us most likely 2.9%) and a fee of 0.30 per transaction. In order to use PayPal we would have to set up a new account with our bank, and the bank says this is standard and done all the time. Tara also talked to skyBuilders, who host our web site, about the possibility of adding online

payment. They would charge us \$20 a month to host the pay by credit which would be used to provide us a secure page. There was a lengthy discussion about whether we should try to set up an account first with PayPal and later tie it into our skyBuilders service, or whether we should let them manage it from the start. There was concern, too, about who would absorb the cost of the services, the meeting registrants or the organization. The question of online registration raised other online options, such as online balloting and membership renewal membership. Kathryn asked that we put online balloting on the agenda for our next meeting and that we consider then renewing membership with spring registration. Everyone present agreed that moving to online payment was a good idea. Susan would like to talk to some organizations like ours who use PayPal before fully endorsing its use. Krista offered to talk to skyBuilders about their services and their fees. Kathryn asked for email reporting on this issue from Susan and Krista. She suggested that the Fall 2008 meeting would be a good time to introduce the idea of online registration at the same time we show our new web site.

Development Coordinator's Report

Peter moved to reappoint Jane Ward to a three-year term as Development Coordinator. Nova Seals seconded. No discussion. All members voted in favor. Melissa noted that Jane has tremendous skill in working with vendors, a skill the organization needs. Kathryn suggested we offer her our thanks as well as some assistance.

Web Committee's Report

Krista Ferrante presented the Web Committee's report (Appendix G). There were two action items, an appointment to the committee and review of the Board pages on the web site. *Peter moved to appoint Veronica Martzhal to the Web Committee. Melissa seconded. No discussion. All members voted in favor.*

Krista asked that we review the Board pages and determine which pages to would be update and by whom. It was determined that the calendar was primarily used as a planning calendar, so did not need to be changed, but it did need to be reviewed for accuracy. An interactive calendar containing the year's deadlines and events could be created and added to the web site in the future. Since there were four sections in the "Business" portion of the web site to be revised, it was decided that each of the representatives-at-large could update a section. Ellen Doon will revise the former Board and committee members page, Karen Alder Abramson will revise the task forces and special committees page, Melissa Waterworth will revise the past programs page, and Joanie Gearin will revise the calendar.

The committee is aiming to reveal the new design of the web site at the fall meeting. There was a discussion about whether or not testing of the site was being conducted. Krista indicated that some testing can probably be conducted in September before the launch in October. Susan inquired about the searchability of the site if we upload Board documents, including the minutes, as pdfs. The Board voted to stop indexing the minutes when they first went up on the web because they could be search through the full site search. Kathryn asked about the status of the membership database. She also asked all Board members to review the membership database before it goes live. It was decided

that there should be a place on the home page for either a president's message or for the president's contact information.

Mentoring Report

Ellen presented the mentoring report based on conversations she had with representatives of SAA and RBMS (Appendix H). Both organizations handle their mentoring programs differently with mixed results. It was stressed that it has to be clear what the expectations of the mentors are. Also it was mentioned that it can be difficult to match individuals.

There was a discussion about who would oversee a mentoring program, and it was suggested that responsibility would likely reside with the Membership Committee. There was also a discussion about what kind of mentoring we would provide: mentoring individuals who are new to NEA or new to the profession. If a mentoring program is introduced the expectations would need to be clarified upfront with both parties. It was suggested that the discussion be renewed when the chairs of the Membership Committee are present. Kathryn suggested that the Membership Recruitment and Retention Task Force cover the issue in a focus group and ask members what they might like to get out of it. Ellen agreed to contact Debbie Richards.

Haas Award

Ellen reported the committee's recommendation for funding: subsidize a Sedona Conference held at Simmons and supported by ARMA. Subsidizing the conference itself, instead of the fees for attendees, may mean the difference between being able to offer the conference or not. There were no objections to using the Haas Award to support the Sedona Conference.

Treasurer's Report

Nova Seals presented her report (Appendix I). Federal taxes were already filed and state taxes will be filed today. The Spring 2008 meeting was successful from a financial perspective. There was brief discussion about the use of the bulk mail account, which Nova reported does not get used. Kathryn asked that the Newsletter Committee comment about whether they use the account and if not, why they don't use it. Nova offered to contact Ink Spot.

Reports Needing No Action

Kathryn acknowledged the receipt of Debbie Richards Membership Recruitment and Retention Task Force (Appendix J) and Paige Roberts' Listservs Moderator report (Appendix K), which both required no action. Other reports requiring no action: Newsletter (Appendix L), Public Relations Coordinators (Appendix M), and Outreach Committee (Appendix N).

New Business

Peter reported that he is trying to get co-chairs for upcoming Program Committees that can be paired up together, one veteran co-chair with someone who is new. He is also trying to get an upcoming meeting scheduled at the Five Colleges and in Boston, possibly

at Northeastern. Chris reported he will have a nominating committee by the next meeting. Also the newsletter is seeking two new editors.

Adjournment and next meeting

The meeting was adjourned at 2:21 p.m.

The next quarterly Board meeting will take place at Simmons College on November 14, 2008.

Respectfully submitted,
Danielle Kovacs