

New England Archivists Quarterly Board Meeting

November 6, 2009

University of Massachusetts Boston

1:00 p.m.-5:00 p.m.

Executive Board Meeting Report

The business handled at the November 6, 2009 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA website or from the secretary.

The meeting was called to order at 10:12 a.m. by Peter Carini. Minutes from the July 23, 2009 Board Meeting were presented. **All members voted to accept the July 23, 2009 Board Meeting minutes.**

Officers' Report

President

Peter Carini initiated an effort to increase support for HR 2256 Preserving America's Historical Records by New England congressional delegates. A draft of the strategic plan was shared with the membership.

Immediate Past President

The slate of candidates was approved for the upcoming Board election. Vice President: Barbara Austen, Nova Seals; Representative-at-Large: Jessica Steytler, Chris Pratt; Representative-at-Large: Ellen Doon, Amy Greer; Secretary: Silvia Mejia, Meghan Petersen.

Vice President

Jen Tuleja was appointed chair of the Fall 2010 Program Committee. **All members voted to appoint Rodney Obein chair of the Fall 2010 Local Arrangements Committee.** The theme under consideration for the meeting is how small institutions can adapt cutting edge practice and concepts advanced by large institutions. The meeting will be held at Keene State College in New Hampshire. Eliot Wilczek was appointed chair of the Spring 2011 Program Committee. **All members voted to appoint members of the Spring 2011 Program Committee.** The topic of the meeting will likely focus on future trends in archives.

Treasurer

Tax returns for 2008 were filed with the Secretary of State prior to the deadline. The Board did not vote to pass the proposed budget, because there were a number of amendments to it. Andy Wentink will submit the revised budget to the Board for review and a vote.

Meetings

Fall 2009

The Fall 2009 meeting was held at the UMass Boston Campus Center; there was an estimated attendance of 250. The Friday evening reception was held at the JFK Library.

Spring 2010

The Program Committee produced a full slate of sessions with confirmed speakers by the Fall 2009 meeting. Jackie Dooley of OCLC will give the keynote address, which will be recorded and offered as a podcast from the OCLC website.

Old Business

Krista Ferrante reported that the online membership directory will be available to members by the first of next year. The directory will open up new avenues of communication between NEA and its membership, including an e-balloting system. **All members voted to institute an e-balloting system in time for the upcoming election this spring.**

New Business

With the recent threat of closure of the Massachusetts State Library, the Board discussed how NEA should respond to situations where collections at risk. The Board felt that NEA should respond to such threats with a focus on advocating for access to and preservation of collections, rather than on issues related to staffing and budgets. Members of the Board will draft a set of guidelines and a model letter that will stress the repercussions of loss of access to collections as well as ways in which NEA can assist to ensure the continued access and safety of materials.

Next Meeting Date

The next quarterly board meeting will be held in January 2010 at a location to be determined.

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During the November 6, 2009 Quarterly Board Meeting, the Board discussed and voted on the following:

- Voted to accept the minutes from the July 23, 2009 meeting.
- Voted to appoint Rodney Obein to chair the Fall 2010 Local Arrangements Committee.
- Voted to appoint members of the Spring 2011 Program Committee for the Fall 2010 NEA meeting.
- Voted to institute an e-balloting system for next year's NEA board election.

The board agreed the following items require further work:

- The Communication working group will solicit feedback and recommendations from committee chairs about the proposed position. Further discussion will take place in the future, perhaps with an online vote.
- Karen Adler Abramson, Joanie Gearin and Ellen Doon volunteer to draft a set of guidelines addressing when and how NEA will advocate on behalf of threatened collections as well as a model letter. The letter will emphasize the repercussions of loss of access to collections as well as ways in which NEA can assist to ensure the continued access and safety of materials.
- The survey will be re-examined at the December meeting to go over the strategic planning meeting. For the next board meeting in January, the Board will revisit the topic to develop the next survey. Meanwhile, the results of this survey will be posted on the web.
- The web committee will look at the technical aspects of recording the content of meetings and distributing them as podcasts, and pass the information to Elizabeth Slomba who will look at how we should implement this.
- Krista will look into the possibility of setting up an ongoing service agreement with Appleseed. The strategic planning will also be looking into having web advertising.

- Andy will reissue the budget removing the NEA/Simmons SAA reception and including the summer program and the \$2,000 for ADA compliance. E-balloting will replace postage under the nominating committee budget.

**NEA Executive Board
UMass Boston
November 6, 2009
1:00-5:00**

- 1:00 Call to Order
- 1:02 Approval of Minutes
- 1:05 Announcements
- 1:10 Treasurer's Report (Appendix A)
- 1:20 Fall 2009 Program Committee report (Appendix B)
- 1:30 Fall 2009 Local Arrangement Committee report (Appendix C)
- 1:40 Spring 2010 Program Committee (Appendix D)
- 1:50 Spring 2010 Local Arrangements Committee (Appendix E)
- 2:00 Strategic Planning
- 2:10 Membership Directory
- 2:30 Public Relations/Communications Committee (Appendix F)
- 3:00 NEA Advocacy: Mass State Library and other
- 3:15 Membership Committee Survey Report (Appendix G)
- 4:00 E-ballot
- 4:15 Budget Planning
- 4:55 Reports requiring no action
 - President's Report (Appendix H)
 - Vice President's Report (Appendix I)
 - Secretary's Report (Appendix J)
 - Immediate Past President's Report (Appendix K)
 - Web Committee Report (Appendix L)
 - Membership Committee Report (Appendix M)
 - Listservs Report (Appendix N)
 - Newsletter Committee Report (Appendix O)

Education Committee (Appendix P)
Development Coordinator's Report (Appendix Q)
Outreach Committee Report (Appendix R)
Print Coordinator's Report (Appendix S)
Membership Secretary's Report (Appendix T)

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Present: Karen Adler Abramson, Maria Bernier, Peter Carini (presiding), Ellen Doon, Krista Ferrante, Joanie Gearin, Valerie Gillespie, Jaime Quaglino, Elizabeth Slomba, Jane Ward, Melissa Waterworth, Rachel Wise, Diana Yount.

Excused: Kathryn Hammond Baker, Cynthia Haberson, Danielle Kovacs, Paige Roberts, Andy Wentink,

Call to order: Peter Carini called the meeting to order at 1:04 p.m.

Elizabeth Slomba made a motion to accept the minutes from the July 23, 2009 meeting. No discussion. All members voted to approve the minutes.

Announcements

Keene State College will host the Fall 2010 NEA meeting. *Elizabeth Slomba moved to appoint Rodney Obein to chair Local Arrangements Committee. Joanie Gearin seconded. No discussion. Motion passed. Elizabeth Slomba moved to accept members of Program Committee for the Fall 2010 NEA meeting. Ellen Doon seconded. No discussion. Motion passed.*

Treasurer's Report

Andy Wentink presented the Treasurer's Report by phone (Appendix A). He reminded everyone that a discussion to review and accept the budget would occur later in the meeting. Andy explained that he reorganized how the budgets are prepared and is now separating cost of programs from the cost of running the organization. Tax returns for 2008 were filed with the Secretary of State prior to the deadline. There is ongoing difficulty in trying to use Quickbooks to make the account uniform; he anticipates improvements by the end of the month.

Fall 2009 Meeting

Program Committee Report

Rachel Wise presented the Fall 2009 Program Committee Report (Appendix B). Today's program includes 11 sessions with 20 presenters.

Local Arrangements Committee Report

Jane Ward presented the Fall 2009 Local Arrangements Committee Report (Appendix C). The estimate for attendance is 240-245. Tonight's reception will be held at the JFK Library, and Jane wished to thank the library for waiving the fee for the pavilion. The programs tomorrow will be held at the UMass Boston campus center.

Spring 2010 Meeting

Program Committee Report

Michael Rush presented the Spring 2010 Program Committee Report (Appendix D). The committee was able to produce a full slate of sessions with confirmed speakers by the Fall 2009 meeting. He reported that Jackie Dooley of OCLC will give the keynote address, and that she refused the honorarium. She requested that her talk be recorded and offered as a podcast from the OCLC website as a condition of serving as keynote speaker. UMass Amherst is able to record the talk, but will charge a fee. Peter suggested that we will want to capture more content of our meetings as podcasts, but that it will need to be part of the budget committee.

Local Arrangements Committee Report

There was not a representative from the Local Arrangements Committee to present the Spring 2010 Local Arrangements Committee Report (Appendix E). Some questions about the budget for the meeting were brought up and will be addressed to the Danielle Kovacs, chair of the committee. Elizabeth questioned the estimated registration fee of \$65 for 150 attendees at a non-Boston meeting. Peter explained that there are certain fixed costs associated with the venue, for example the inability to contract with an outside caterer that, make this meeting a bit expensive. It is likely that the registration fee was set at a high price to provide a cushion in case there is limited registration. Elizabeth expressed concern about seeing meeting costs rise because of locations. Should some costs be floated by the organization or should they all be absorbed into the conference. Since it is difficult to estimate how many attendees will register, it is very hard to estimate the final cost of registration.

Strategic Planning

At the upcoming strategic planning meeting in December, the Board will review and revise the five year goals.

Membership Directory

Development of the membership directory should be completed by the end of November, and require 10-20 hours, which were already budgeted, to tweak. An additional 40 hours are budgeted for next year.

Public Relations/Communication Committee

Elizabeth Slomba presented the Communications Committee report (Appendix F). The working group met to discuss the PR coordinator job description with the goal of determining what NEA wanted to accomplish with this position. One major purpose of the job is to coordinate between membership, outreach, and web committees.

Peter asked that the Board consider a few questions: do we feel that a communications committee is an appropriate committee to put in place and do we want to approve it today or would we prefer to send it back to working group?

Other questions posed: How did this become a committee vs. a rewrite of the PR Coordinator's job description? Would it be too much work for one person? How would this position work with the other committees? This question in particular needs to be clarified and brought to the membership chair, web chair, outreach chair, and newsletter chair to discuss how the activities break down among the committees. How is this different from the outreach committee? Outreach is for getting information out about archives in general. This committee would be for marketing NEA alone. The idea would be to provide consistency in our marketing.

Karen Adler Abramson liked the fact that this new position acknowledges how important PR can be. Most others supported the position, but agreed that the description needs to be clarified, so that it is better understood how it would affect other committees already in place. It was decided that no vote would be called today. Instead the working group will solicit feedback and recommendations from committee chairs. Further discussion will take place in the future, perhaps with an online vote.

New Business

NEA Advocacy

With the recent threat of closure of the Massachusetts State Library, the Board discussed how NEA should respond to situations where collections at risk. The Board felt that NEA should respond to such threats with a focus on advocating for access to and preservation of collections, rather than on issues related to staffing and budgets. Members of the Board will draft a set of guidelines and a model letter that will stress

Peter asked the board to draft a set of guidelines and a model letter. This letter would emphasize the repercussions of loss of access to collections as well as ways in which NEA can assist to ensure the continued access and safety of materials. Karen Adler Abramson, Joanie Gearin and Ellen Doon volunteered to work on this.

Membership Committee Report

Valerie Gillespie presented PowerPoint slides summarizing the responses of the membership survey (Appendix G). Board members suggested offering a survey for new members as well as periodic surveys to membership as a way to reach out and as a way to retain members. It was observed that in general the survey results reinforce our efforts at strategic planning, and it seems we are on the right track.

The survey will be re-examined at the December meeting to go over the strategic planning meeting. For the next board meeting in January, we will revisit the topic to develop the next survey. Meanwhile, the results of this survey will be posted on the web. In the future, we will provide a disclaimer that comments may appear publically.

There was a discussion about the Simmons/NEA mixer at SAA, which was addressed in the survey. Responses revealed mixed feelings regarding the mixer, with some people seeing it as primarily a Simmons Alumni event. Others thought it was a great chance to

network. Questions to consider: How many NEA members attend this event? What would members say if they knew it cost NEA \$500? This topic will be re-addressed during the budget discussion.

E-Ballots

It will cost \$385 per election using e-ballots (license to see the results for a year), which is about the same cost for postage. The question was raised whether or not we need to offer an alternative to members who want to opt out of e-balloting. Since SAA did not offer an option, it was agreed that NEA would not. *Peter Carini moved to institute an e-balloting system for next year's NEA board election. Karen Adler Abramson seconded. No discussion. Motion passed.*

Budget Planning

The board recently considered two issues, offering an ASL translator at NEA meetings and providing technical support for distribution of conference and workshop information (ex. podcasts), both of which have budget implications. Peter suggested adding a general ADA compliance budget line for around \$2-3,000. Concerning technical support, it was decided that the Spring 2010 meeting would serve as a test case, and then the board can discuss the methods of distribution we want to pursue in the future. The web committee will look at the technical aspects and hand off to Elizabeth Slomba to look at how we should implement this.

The budget as it stands will have a slight deficit of \$850. With the addition of the ADA line item, the deficit would grow to \$2,800. There was a discussion about the impact of website related expenses and their impact on the budget. Since we are relying more and more on the website, we will have to reflect this in upcoming budgets. The website will require ongoing maintenance and we have to budget the expenses. Krista will look into the possibility of setting up an ongoing service agreement with Appleseed. The strategic planning will also be looking into having web advertising.

Andy reported that he has encountered accounting difficulties when reviewing the budget because it contains a lot of legacy information. He proposed that instead of breaking cost out by committee he would like to organize it by functions (printing, catering, etc.) and break it down within the function by committee. This would allow us to break out the programming costs from the operational costs.

Peter Carini moved to approve the budget with an additional line for ADA compliance. Karen Adler Abramson seconded. Ellen Doon asked whether or not the NEA/Simmons mixer should continue to be in the budget. Is the value of the mixer worth the cost of \$500 when the cost of the entire newsletter is \$75? How can we justify this? Maybe we can try not funding it this year and see if there is an outcry. Also, should we include money for the summer program?

Peter withdrew the motion. Andy will reissue the budget removing the NEA/Simmons

SAA reception and including the summer program and the \$2,000 for ADA compliance. E-balloting will replace postage under the nominating committee budget.

Reports requiring no action

Peter acknowledged receipt of the following reports requiring no action: President's Report (Appendix H); Vice President's Report (Appendix I) ; Secretary's Report (Appendix J); Immediate Past President's Report (Appendix K); Web Committee Report (Appendix L); Membership Committee Report (Appendix M); Listservs Report (Appendix N); Newsletter Committee Report (Appendix O); Education Committee (Appendix P); Development Coordinator's Report (Appendix Q); Outreach Committee Report (Appendix R); Print Coordinator's Report (Appendix S); Membership Secretary's Report (Appendix T).

Adjournment and next meeting

Peter Carini moved that the board meeting adjourn. No discussion. All voted in favor. The meeting was adjourned.

The next quarterly board meeting will be held at a location to be determine in January 2010.