

New England Archivists Quarterly Board Meeting

January 15, 2010

Smith College

10:00 a.m.-3:00 p.m.

Executive Board Meeting Report

The business handled at the January 15, 2010 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 10:06 a.m. by Peter Carini. Minutes from the November 6, 2009 Board Meeting were presented. **All members voted to accept the November 6, 2009 Board Meeting minutes.**

Officers' Reports

President

Some fairly significant changes were made to the strategic plan at a meeting held by the Board on December 11, 2009. During this meeting the Board prioritized the goals and objectives and assessed the human and financial impacts of both. What remains to be done is to compile lists of actions to be taken to achieve the objectives. There will be an update on the strategic planning at the annual business meeting on March 20, 2010.

In November Board members drafted a letter to be sent to Governor Deval Patrick concerning the threat posed to the special collections in the Massachusetts State Library. An Ad Hoc Committee was also assembled to discuss this issue with the Governor in the future is an opportunity arises.

Immediate Past President

Arrangements are being made for NEA's first online Executive Board election via vod.votenet.com online service. Polls will open on February 18, 2010 and close on March 18, 2010.

Vice President

The Fall 2010 Program Committee has been assembled and a location for the Spring 2011 meeting is being discussed, possibly at an institution in Rhode Island.

Treasurer

The FY2010 budget was approved by email on December 4, 2009. The FY2009 closed with a deficit of \$1,129.85 due to unforeseen but necessary expenditures on web design and the Fall 2009 conference.

Meetings

Spring 2010

Nine poster session proposals were submitted and all were accepted. The posters sessions will be on display alongside the vendors; presenters will be available to discuss their work and answer questions during the 10-10:30 coffee break. The registration mailer has already been sent to the printer and is available on NEA's website. The full program with local arrangements information will be submitted to the Web Committee for inclusion on the site.

Fall 2010

The meeting will be held on Nov 5-6, 2010 at Keene State College and Cheshire Historical Society. **All members voted to appoint the following individuals to the Program Committee: Peter Rawson, Hotchkiss School; Jamie Kingman-Rice, Maine Historical Society; Sarah Campbell, Holy Cross; Jessica Tanny, Schlesinger Library; Renee DesRoberts, Biddesford Public Library; Paul Bergeron, City Clerk, Nashua, N.H.**

Committee Reports

Web Committee

Krista Ferrante outlined the options we have for capturing the audio content of our meetings. The Board agreed that capturing the keynote speaker's address as an mp3 using recording equipment purchased by NEA was the best option. Since there are still a number of issues to be resolved, such as the development of a copyright statement and clearance forms to be signed by speakers, Krista and Elizabeth Slomba will report back to the Board with further details in March.

Krista is also looking into arranging a service contract with Appleseed for ongoing maintenance of the website. The Board asked her to determine what our most critical issues are in terms of maintenance; what the cost for ongoing maintenance will be; how much protection a service contract will provide us; and if it will cover all our needs. She will address these concerns with Appleseed and report back to the Board in March.

Membership Committee

Maria Bernier asked the Board to begin submitting suggestions about what questions should be included in the Membership Committee's next survey. Some topics already identified include: NEA communications, communication from the Board, transparency issues, and the listservs. Compiling questions for the next membership survey will be on the Board agenda for the next few meetings and Maria will be soliciting input on an ongoing basis.

All members voted to appoint Kris Reinhard of the UMass Medical Library to the Membership Committee.

Communication Committee

Elizabeth Slomba presented the revised Communication Committee purpose and job description. **All members voted to establish a Communication Committee and adopt the purpose and job description.**

Advocacy Guidelines

Karen Adler Abramson presented the proposed policy on NEA advocacy, which allows the Board to take action in cases where access to and preservation of historical records are threatened. **All members voted in to approve the NEA Advocacy Policy.**

Next Meeting Date

The next quarterly Board meeting will take place at UMass Amherst on March 19, 2010.

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10:00 a.m.-3:00 p.m.

During the January 15, 2010 Quarterly Board Meeting, the Board discussed and voted on the following:

- Voted to accept the minutes from the November 6, 2009 meeting.
- Voted appoint Kris Reinhard of the UMass Medical Library to the Membership Committee.
- Voted to establish a Communications Committee and adopt the purpose and job description.
- Voted to approve the NEA Advocacy Policy.
- Voted to to appoint the following individual's to the Fall 2010 Program Committee: Peter Rawson, Hotchkiss School; Jamie Kingman-Rice, Maine Historical Society; Sarah Campbell, Holy Cross; Jessica Tanny, Schlesinger Library; Renee DesRoberts, Biddesford Public Library; Paul Bergeron, City Clerk, Nashua, N.H.

The Board agreed the following items require further work:

- Danielle Kovacs will add the new advocacy policy to NEA's overall policy document.
- Elizabeth Slomba and Krista Ferrante will look into issues raised around the question of capturing audio content of NEA meeting and will report back to the Board at the March meeting.
- Krista Ferrante will bring issues raised by the Board about an ongoing service contract with Appleseed to contractor Jason McIntosh and report back to the Board in March.
- Compiling questions for the next membership survey will be on the Board agenda for the next few meeting and Maria Bernier will be soliciting input on an ongoing basis.
- Jane Ward will review these job descriptions and make final edits. Peter Carini will submit them to the Board for approval and we will vote on them via email.
- Elizabeth Slomba will coordinate with Liz Scott and Maria Bernier about who will represent NEA at the upcoming NETSL meeting.

New England Archivists Quarterly Board Meeting

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10:00 a.m.-3:00 p.m.

- 10:00 Call to order
- 10:02 Approval of minutes
- 10:05 Announcements
- 10:15 Treasurer's Report (Appendix A)
- 10:30 Strategic Planning (Appendix B)
- 11:30 Communications Committee (Appendix C)
- 11:45 Advocacy Guidelines (Appendix D)
- 12:00 Lunch
- 1:00 Future Membership Survey
- 1:10 Meeting Podcasting
- 1:20 Appleseed Service Agreement
- 1:30 Job Descriptions (Appendix E)
- 2:00 NETSL Meeting
- 2:10 Spring 2010 Program Committee (Appendix F)
- 2:30 Spring 2010 Local Arrangements Committee (Appendix G)
- 2:40 Fall 2010 Program and Local Arrangements Committees (Appendix H)
- 2:55 Reports requiring no action
 - Development Coordinator (Appendix I)
 - Outreach Committee (Appendix J)
 - Public Relation Coordinator (Appendix K)
 - Education Committee (Appendix L)
 - Secretary (Appendix M)
 - Print Coordinator (Appendix N)
 - Listservs Moderator (Appendix O)
 - Immediate Past President (Appendix P)

Newsletter Committee (Appendix Q)
Fall 2009 Program Committee (Appendix R)
Membership Committee (Appendix S)
Vice President (Appendix T)
President (Appendix U)
Membership Secretary (Appendix V)
Web Committee (Appendix W)

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Smith College

10:00 a.m.-3:00 p.m.

Present: Karen Adler Abramson, Maria Bernier, Mary Caldera, Peter Carini (presiding), Ellen Doon, Krista Ferrante, Joanie Gearin, Cyndi Haberson, Danielle Kovacs, Rodney Obein, Elizabeth Slomba, Jane Ward, Andrew Wentink

Excused: Kathryn Hammond Baker, Tara Hurt, Paige Roberts, Jaimie Quaglino, Elizabeth Scott, Melissa Watterworth, Diana Yount

Call to order: Peter Carini called the meeting to order at 10:06 a.m.

Peter Carini moved to accept the minutes from the November 6, 2009 meeting. Karen Adler Abramson seconded. No discussion. All members voted to approve the minutes.

Announcements

Maria Bernier announced that Khris Reinhard of the UMass Medical Library would like to join the Membership Committee. *Joanie Gearin moved to appoint Kris Reinhard to the Membership Committee. Andrew Wentink seconded. No discussion. Motion passed.*

Krista Ferrante announced that the membership database is nearly complete: all of the required changes have been made. After the Membership Committee and Membership Secretary review and approve the database, it will be ready to go live.

Treasurer's Report

Andrew Wentink presented the Treasurer's Report (Appendix A). Since the report was sent out to the Board, Maria noticed an inconsistency in two of the documents: there is a deficit in the profit & loss statement and profit in the income and expense report, which results in a discrepancy of about \$2,000. Andy is looking into the origins of this discrepancy, but thinks it may be the result of an attempt to move membership donations from one fiscal year to another. Regardless of the source of the discrepancy, there is indeed a deficit of \$1129.85. NEA has a healthy balance between checking and savings and the CD, so overall our finances are in good shape. Over 50% of NEA's expenses are in the area of programming and 45% of our income comes from programming. When we remove programming from our general budget into a separate budget, we will be able to reduce the operating budget by half. Andy predicts we will have less of a deficit this year than expected, due in part because we will require less contract work in the future as expenditure.

Andy reported an unexpected expense for the Fall 2009 meeting at UMass Boston for use of space; a cost that came in after the conference. The unanticipated rental space fee was \$4,005. As a result of this unplanned cost, we went over budget. The final cost for the Fall meeting was nearly \$16,000 in contrast to the final cost for the Spring meeting which was just over \$11,600.

Andy asked the Board if a decision was made about pursuing alternative uses for the money that has accrued in the Hale award accounts. Currently there is more than \$17,000 held in a CD which is dedicated solely for the purpose of funding the Hale award. Peter Carini explained that this fund seems

to be tied to the Hale award in a way that cannot be easily altered, so while it might seem beneficial to free it up for another purpose (such as funding scholarships to attend NEA meetings), it does not seem possible without a vote of the membership. Jane Ward explained that many members would not be open to seeing Hale award money spent elsewhere. A number of years ago there was a push to raise money for the Hale award fund and members donated money specifically for this purpose. It was the intention that the money raised would be safeguarded as an endowment fund and that the interest raised from the fund would furnish the annual award. As such, we cannot afford to touch the money reserved in the Hale award CD, since it currently does not generate enough interest to fund the annual award. It was recommended that in the future the Hale award fund be separated from the rest of the operating budget so that it is clear it is an endowment fund meant to fund the annual award.

Strategic planning

Peter Carini presented the strategic planning document (Appendix B). Since the Board already identified the committees that would be involved in reaching each objective, Maria suggested that we leave it up to those committees to create their own action lists and timelines. The Board reviewed the objectives and created actions for those in which the Board played a role. Peter also revised the wording of some goals and objectives based on the feedback of Board members. It was decided that the Board should formally review the progress made for each of the objectives once a year at the January Board meeting and report to the membership at the annual Spring meeting.

Communication Committee

Elizabeth Slomba presented the revised Communication Committee job description (Appendix C). Since the job description was initially reviewed in November, she has solicited the feedback of Liz Scott of the Outreach Committee. *Elizabeth Slomba moved to establish a Communication Committee and adopt the purpose and job description. Andrew Wentink seconded.*

A discussion about the wording of the document followed. Maria pointed out that one duty under the chair's major duties, serving as ex officio member of the Executive Board, is not in many other job descriptions. It was recommended that it should be added to all others. Within the purpose section, "a common set of marketing tools and approaches to publicize a variety of NEA, its members and activities, including a communications plan" will be changed to "a common set of marketing tools and approaches, including a communications plan, to publicize NEA, its members and activities." The last bullet under "additional strategies include" will be changed to "Working with the Web Committee, maintain and publicize a calendar of events." Peter called for a vote for the motion. No further discussion. *Motion passed to approve the job description as amended.*

Advocacy Guidelines

Karen Adler Abramson presented the proposed policy on NEA advocacy (Appendix D). She explained that it was kept deliberately short and vague, so that NEA would not be committed to any kind of advocacy we can't meet. There was a discussion about whether or not this policy would apply to reductions in staff or programs. Peter clarified that it would only if those reductions affected access and preservation and also emphasized that the policy is to be applied, as written, on a case by case basis. *Andrew Wentik moved to approve the NEA Advocacy Policy. Elizabeth Slomba seconded. No discussion. Motion passed.* Danielle Kovacs will add this policy to NEA's overall policy document.

Meeting Podcasting

Krista Ferrante outlined the options we have for capturing the audio content of our meetings. If we want to serve our audio content as podcasts, it can be done but is a little bit complicated. There are other

options, however, we can offer direct downloads of mp3s or streaming webcasts. In order to determine which technology is best suited, we need to determine our needs. For the present, we would like to be able to capture our keynote speakers' addresses and offer this content from our website; depending on how this work, we may capture additional content in the future. Krista explained that we have two methods available to us to capture the audio content: rent equipment from the host site (cost and availability are variable) or purchase our own audio recorded (cost about \$100). It was agreed that purchasing our own equipment was more desirable. A lengthy discussion followed about where the equipment would be stored between meetings. Most agreed that it should reside with a more permanent member of the board as opposed to Local Arrangements committees, which turn over more quickly. It was observed that NEA would also need to develop a copyright statement and clearance forms to be signed by speakers. Elizabeth asked how long we should commit to keeping this content, since it is not archival. It was decided that since there are some issues to work out, Elizabeth and Krista would look into it further and report back to the Board at the March meeting.

Appleseed Service Agreement

Krista Ferrante reported on her conversation with Jason McIntosh of Appleseed concerning our desire to set up an ongoing service contract. Since this is not the sort of thing Appleseed has undertaken before, Jason was interested in learning exactly what kind of coverage we were seeking in a service contract. If it is not something the Appleseed is able to offer, Jason could connect NEA with a long-term systems administrator. Peter reminded the Board that it will be cheaper for us to have a service agreement in place, since Appleseed's hourly contract rate is \$100, and that it will be more efficient, since Krista often waits to approach Appleseed until she has a few issues to address.

Questions raised by the Board: what are our most critical issues in terms of maintenance; what is the cost for ongoing maintenance; how much protection will a service contract get us; will it cover what we need? Krista agreed to bring these issues to Appleseed and report back to the Board in March.

Future Membership Survey

Maria Bernier asked the Board to begin submitting suggestions about what questions should be included in the Membership Committee's next survey. The committee has decided to survey the membership annually, most likely in September or October. As we begin to implement our strategic plan we can use issues that arise to generate survey questions. A discussion followed about topics already identified for the next survey, including: NEA communications, communication from the Board, transparency issues, the listservs (can they be combined and should we automatically sign up new members and offer them the option of opting out). Compiling questions for the next membership survey will be on the Board agenda for the next few meetings and Maria will be soliciting input on an ongoing basis.

Job Descriptions

Peter Carini presented the revised job description (Appendix E). He tried to make them as consistent as possible, in particular exchanging passive wording for more active. There are, however, still some inconsistencies among the different job descriptions. A discussion followed in which Board members identified inaccuracies and inconsistencies, including: members on Outreach Committee and Communications Committee should serve a 3-year term not 2; Education Committee chair should serve a three-year term and "subject to approval of the board" should be removed. Jane will review these job descriptions and make final edits. Peter will submit them to the Board for approval and we will vote on them via email.

Job descriptions for the Program and Local Arrangements Committees still require work before they can be forwarded to the Board for review.

NETSL Meeting

The New England Technical Services Librarians (NETSL) invited the Board to send a representative of NEA to attend their upcoming conference. The representative would present information about NEA and be available to answer questions. Everyone agreed that NEA should send at least one representative, either the President, Outreach Committee Chair, and/or Membership Committee chair. Elizabeth Slomba will coordinate this with Liz Scott and Maria Bernier.

New Business

Cyndi Haberson expressed some concern that we have no entries for the newsletter's new student writing contest and the deadline is approaching. She asked if she can extend the deadline if necessary. The Board agreed that the deadline could be extended, but also agreed that if there are few entries, we can decide not to award a prize this year. Cyndi agreed to re-publicize the contest.

Program Committee Spring 2010

Mary Caldera presented the Spring 2010 Program Committee Report (Appendix F). Nine poster sessions were submitted and all were accepted. The posters sessions will be on display alongside the vendor; presenters will be available to discuss their work and answer questions during the 10-10:30 coffee break. A speaker canceled for one of the sessions; it was decided that the individual would not be replaced, other panelists would extend their talks. The Beinecke's audio recorder will be used to record the keynote speaker's address.

Local Arrangements Committee Spring 2010

Danielle Kovacs presented the Spring 2010 Local Arrangements Committee report (Appendix G). The registration mailer has already been sent to the printer and is available on NEA's website. The full program with local arrangements information will be submitted to the Web Committee for inclusion on the site by the end of next week, and we will begin publicizing the meeting.

Program Committee and Local Arrangements Committee Fall 2010

Elizabeth Slomba moved to appoint the following individual's to the Fall 2010 Program Committee: Peter Rawson, Hotchkiss School; Jamie Kingman-Rice, Maine Historical Society; Sarah Campbell, Holy Cross; Jessica Tanny, Schlesinger Library; Renee DesRoberts, Biddesford Public Library; Paul Bergeron, City Clerk, Nashua, N.H. Joanie Gearin seconded. No discussion. Motion passed.

Rodney Obien presented the joint Fall 2010 Program and Local Arrangements Committees reports (Appendix H). The meeting will be held on Nov 5-6, 2010 at Keene State College and Cheshire Historical Society. A reservation block for rooms at E.F. Lane hotel has been secured with a rate of \$114 per night. Registration will take place at the Keene State College Library as will the educational workshops. The Board meeting will be held at the Cheshire Historical Society followed by an evening reception with speaker Larry Benaquist. The conference will be held in the Young Student Center. The program is still developing. Jane asked that LAC insert a half hour morning coffee break with vendors. It was also strongly recommended that the afternoon break be moved from in between sessions to the end of the program as a closing reception. Board members also expressed concern about the projected registration fee of \$60 per person, in particular because lunch is not provided. Rodney explained the proposed cost is an early figure and should decrease as the budget evolves.

Reports Requiring no Action

Peter acknowledged receipt of the following reports requiring no action: Development Coordinator (Appendix I), Outreach Committee (Appendix J), Public Relation Coordinator (Appendix K), Education Committee (Appendix L), Secretary (Appendix M), Print Coordinator (Appendix N), Listservs Moderator (Appendix O), Immediate Past President (Appendix P), Newsletter Committee (Appendix Q), Fall 2009 Program Committee (Appendix R), Membership Committee (Appendix S), Vice President (Appendix T), President (Appendix U), Membership Secretary (Appendix V), Web Committee (Appendix W)

Adjournment and next meeting

Peter Carini moved that the Board meeting adjourn. The meeting adjourned at 2:45 p.m.

The next quarterly Board meeting will be held at UMass Amherst on March 19, 2010.