

NEA Quarterly Board meeting

Congressional Library, 14 Beacon Street, Boston, MA

June 17, 2011, 10:30 am – 2:15 pm

Between April 2, 2011 and June 17, 2011 the Board discussed and voted on the following:

- Voted to appoint Chris Pratt to the Financial Planning Committee, it passed with a vote of 6-0-3.
- Voted to approve the Board minutes from April 1, 2011 as amended, it passed with a vote of 9-0-0
- Voted to approve additional pages (for a total of 32 printed pages) for the July 2011 NEA newsletter, it passed with a vote of 8-0-1.
- Voted to appoint Andrea Benefiel, Beineke Library, Yale University, Leith Johnson, Knights of Columbus, Jennifer Lanzing, Mohegan Tribe, Jennifer Miglus, Hartford Medical Society Historical Library, and Suzy Taraba, Special Collections & Archives, Wesleyan University and Jessica Tanny Schlesinger Library, Harvard University (as ex-officio) to the Spring 2012 Local Arrangement committee, it passed with a vote of 6-0-3.
- Voted to appoint Heidi Benedict, Roger Williams University Archives, Bristol, Rhode Island, Karen Spicher, Beinecke Library, Yale University, New Haven, Connecticut, Jeannette Bastian GSLIS/Simmons College, Boston Mass., Julie Bartlett, Calvin Coolidge Presidential Library and Museum, Forbes Library Northampton, Mass. and Valerie Gillespie (as ex-officio member) to the 2012 program committee, it passed with a vote of 6-0-3
- Voted to appoint Kristine Reinhard of UMass Medical as Membership Secretary from June 2011 to June 2014, it passed with a vote of 6-0-3
- Voted to appoint Hanna Clutterbuck as a member of the Membership Committee for a term of three years from June 2011 to June 2014, it passed with a vote of 6-0-3
- Voted to appoint Karen Adler Abramson (as chair), JFK Presidential Library, Michelle Gachette, Harvard University Archives, Rebecca Meyer, Simmons College Graduate School of Library and Information Science; Debbie Richards, Smith College Archives, Sara Smith, MIT and Amherst College as a member of the Diversity Task Force, it passed with a vote of 6-0-3

- Voted to appoint Jane Ward as Development Coordinator for a period of three years from June 2011 to June 2014, it passed with a vote of 6-0-3
- Voted to appoint Kristen Albert as listserv moderator for a term of three years from June 2011 to June 2014, it passed with a vote of 6-0-3
- Voted to approve the revised Education Coordinator job description, it passed with a vote of 6-0-3
- Voted to appoint Alyssa Pacy as Education Coordinator for three years from June 2011 to June 2014, it passed with a vote of 6-0-3
- Voted to appoint Stephanie Call, American Jewish History, Michael Lotstein, Yale Archives and Anastasia Weigle New Hampshire Institute of Art, Teti Library to the Education Committee for a three-year term from Summer 2011 to Summer 2014, it passed with a vote of 6-0-3
- Voted to appoint Kristen Schuster to the Education Committee as Student member from summer 2011-Summer 2012, it passed with a vote of 6-0-3
- Voted to approve that Joyce Clifford (Spring 2011 - Spring 2014) and James DaMico (Spring 2010 – Spring 2013) split the responsibility as co-chairs of the Education Committee, it passed with a vote of 6-0-3
- Voted to approve the proposal for an Online Registration Task Force, it passed with a vote of 6-0-3

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AGENDA

10:30-10:35 Call to Order, Introductions, Additional Agenda Items

10:35-10:55 Conference Reports/Updates

- Fall 2011
- Spring 2012
 - Committee Appointments
- Summer with NEA
- Future Meetings

10:55-11:20 Committee/Task Force/Coordinator Appointments

- Membership Secretary
- Membership Committee
- Diversity Task Force
- Development Coordinator
- Listserv Coordinator

11:20-11:40 Election Processes

11:40-12:00 Strategic Plan Updates

12:00-1:00 Lunch

1:00-1:30 Education Coordinator Position Review

1:30-1:55 Website Discussion

1:55-2:10 Online Registration Task Force

2:10-2:20 Policy and Procedures Manual

2:20 Adjournment

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In attendance: Joanie Gearin, Krista Ferrante, Jane Ward, Joyce Clifford, Lisa Long Feldman, Jessica Sedgwick, Valerie Gillespie, Ellen Doom, Jessica Steytler, Paige Roberts, Silvia Mejia, Nova Seals, Juliana Kuipers, Alyssa Pacy.

Call to Order, Introductions, Additional Agenda Items

Nova called the meeting to order at 10:32 am. Present members went around and introduced themselves. There were no additional agenda items.

Conference Reports/Updates

Fall 2011

Local Arrangement: Nova presented the Fall 2011 Local Arrangement report on behalf of Peter Carini. The Board went over the preliminary schedule and there was a brief discussion about moving the morning break to a different time slot and Nova will communicate this to Peter. The Board decided that the registration fees will be approved on an online vote.

Program committee: Nova gave an update for the Fall 2011 Program committee on behalf of Nora Murphy. The theme is on teaching from primary sources and the committee is working hard to finalize the program. The Communications Committee is working on identifying some organization of teachers in the region that might be interested in attending the meeting. In addition, the communications Committee is also working on setting up a booth specifically about the Spring 2012 meeting to make members aware of the upcoming meeting.

Nova thanked Silvia for making the minutes available for an online vote.

Spring 2012 - Committee Appointments

Local Arrangement: Valerie Gillispie presented her report. The meeting will take place March 21-22 at Wesleyan University, in Middletown, CT. A hold has been put on the rooms and Jessica Steytler from the program committee is planning to visit the facilities to look at the room layout. Valerie said that the committee will be working during the summer to get things moving.

Ellen moved to appoint Andrea Benefiel, Beineke Library, Yale University, Leith Johnson, Knights of Columbus, Jennifer Lanzing, Mohegan Tribe, Jennifer Miglus, Hartford Medical Society Historical Library, and Suzy Taraba, Special Collections & Archives, Wesleyan University and Jessica Tanny Schlesinger Library, Harvard University (as ex-officio) to the Spring 2012 Local Arrangement committee. Jessica Steytler seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Program Committee, appointment:

Joanie motion to appoint Heidi Benedict, Roger Williams University Archives, Bristol, Rhode Island, Karen Spicher, Beinecke Library, Yale University, New Haven, Connecticut, Jeannette Bastian, GSLIS/Simmons College, Boston Mass., Julie Bartlett, Calvin Coolidge Presidential Library and Museum, Forbes Library Northampton, Mass. and Valerie Gillespie (as ex-officio member) to the 2012 program committee. Paige seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Summer with NEA

Paige explained that the rare books for archivists workshop did not work out due to some schedule conflicts. The Board brainstormed a few ideas outside the topic of rare books including a discussion on diversity. Nova asked the Board to email any suggestions about topics to Paige.

Future Meetings

Paige explained that she has not been able to get in touch with MARAC to plan a joint NEA/MARAC meeting for Fall 2012. Due to timeliness the Board suggested that Paige try to contact MARAC one more time and if nothing is resolved in the next few weeks to start planning the meeting without MARAC. Nova asked the Board to send feedback to Paige.

Committee/Task Force/Coordinator Appointments

Membership Secretary

Silvia moved to appoint Kristine Reinhard of UMass Medical as Membership Secretary from June 2011 to June 2014. Joanie seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Rodney indicated that he will stay through renewals next Spring to help the new secretary.

Membership Committee

Ellen moved to appoint Hanna Clutterbuck as a member of the Membership Committee for a term of three years from June 2011 to June 2014. Jessica Steytler seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Diversity Task Force

The Board had a brief discussion regarding adding additional members to the Task Force, including the appointment a student.

Jessica Steytler moved to appoint Karen Adler Abramson (as chair), JFK Presidential Library, Michelle Gachette, Harvard University Archives, Rebecca Meyer, Simmons College Graduate School of Library and Information Science; Debbie Richards, Smith College Archives, Sara Smith, MIT and Amherst College as a member of the Diversity Task Force. Joanie seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Development Coordinator

Jessica Steytler moved to reappoint Jane Ward as Development Coordinator for a period of three years from June 2011 to June 2014. Paige seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Listserv Coordinator

Paige moved to appoint Kristen Albert, Yale Divinity School Library, as listservs moderator for a term of three years from June 2011 to June 2014. Jessica Steytler seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

The Board recommended that a job description be created for the Listservs Coordinator and be sent to the Board for an online vote. Paige and Joanie will work on creating an official job description.

Nova thanked Paige for her hard work with the listserv and for finding a replacement so soon.

Election Processes

Jessica Steytler reported on behalf of Elizabeth Slomba. Jessica explained that Elizabeth would like to propose a Task Force to deal with the online voting issues that came up at the last election before the next election. The Board supports the idea of a Task Force but would like Elizabeth to flesh out what the issues are before a vote is made. The Board agreed to move this to the online environment for a discussion.

Strategic Plan Updates

The board went over the NEA Strategic plan as a way to remind committees and tasks forces about assignment deadlines. The board discussed and updated on the following items.

Item 1b *conduct regular membership surveys* – the membership committee will share with the board a draft in July for review and online vote.

Item 6b *Expand the awards program* generated a brief discussion with Board members. It seems the line could mean different things from fund raising to creating new awards. Representatives at Large will work on finalizing this item.

Item 7a *Create a more robust educational development structure.* The Education committee has come up with a plan of a co-chair who would be responsible for the fall and spring meetings and a co-chair who would do the stand alone or floating workshops. Other ideas include ‘how to’ workshops that provide basic archival training.

Item 9a *Relationship with other regional organizations regarding education and advocacy.* Nova had an opportunity to talk with the SAA issues and advocacy round table regarding the Connecticut state library possible loss of funding and Nova has asked them to keep NEA in their radar if things happen in the NEA region.

EDUCATION

Education Coordinator Position Review

The Board discussed the updated job description. The revised version is more specific, it incorporates the actual job duties and responsibilities. The board also took in consideration the Education Committee appointments.

Jessica Steytler motioned to approve the revised Education Coordinator job description. Joanie seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Nova motioned to appoint Alyssa Pacy as Education Coordinator for three years from June 2011 to June 2014. Joanie seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Jessica Steytler moved to appoint Stephanie Call, American Jewish History, Michael Lotstein, Yale Archives and Anastasia Weigle, New Hampshire Institute of Art to the Education Committee for a three-year term from Summer 2011 to Summer 2014. Ellen seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Jessica Steytler moved to appoint Kristen Schuster to the Education Committee as Student member form summer 2011-Summer 2012. Ellen seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Joanie motioned to approve that Joyce Clifford (Spring 2011 - Spring 2014) and James DaMico (Spring 2010 – Spring 2013) split the responsibility as co-chairs of the Education Committee. Paige seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Because of the acceptance of the Education Coordinator position and the change of the education chairmanship position the Board asked Alyssa to amend the job description to reflect these changes.

Website Discussion

Krista circulated copies of the new and old web coordinator job description. The main difference between the two is that the 2011 version doesn't have the calendar and has more of the overseeing web application and shepherding development work that the old one didn't have. After a brief discussion the Board felt that a line specifically addressing the work between third party members and committee chairs be added to the job description. The Board also recommended that the web coordinator and assistant be two separate job descriptions. Krista will update the job description, and create two separate descriptions for the web coordinator and assistant, and send it to the Board for an online vote. The web committee will end when the last members circle off.

Jobs and resources pages

Krista recommended that we do not have a *jobs' page* instead that we link to establish job sites

that are updated more frequently. She also reported that the *resources page* needs updating and asked the Board for information to be included. Some ideas for this page are: grant resources, a page for the public, and a section for employers who want to advertise regionally and not at the national level.

The membership committee has taken ownership of the *volunteer's page* and Nova will be working with them to revamp it.

Silvia will send Krista the historical list of members for posting on the web site and the most up-to-date list of current members.

Online Registration Task Force

Silvia moved to approve the proposal for an Online Registration Task Force. Jessica Steytler seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Policy and Procedures manual

Joanie asked that each committee look at the policies and procedures available online, update them as much as possible and submit a draft to her to aid with the updating of NEA's manual by August 1, 2011 (some information may already exist in the files of NEA Yahoo group).

The current document listed as *Manual and Procedures* is actually a list of votes which Silvia will continue to update and will be renamed *NEA Votes*.

Adjournment and Next Meeting Date

The meeting was adjourned at 2:13pm

Next Quarterly Board meeting will take place on October 14, 2011 at Dartmouth University 1-5 pm.

Respectfully submitted,
Silvia Mejia

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Appendices:

- A. Communications Committee Report
- B. Development Coordinator Report
- C. Education Committee Report final numbers
- D. Immediate Past President Report
- E. Listsrvs Report
- F. Local arrangement for Fall Revised
- G. Local arrangement Spring 2011 preliminary budget (excel)
- H. Local arrangement Spring 2011 preliminary budget (pdf)
- I. Local arrangement Spring 2011b board report
- J. Membership Committee Bridge Rate proposal
- K. Membership Secretary Report
- L. Newsletter report
- M. Online Registration Task Force
- N. Organizational Efficiency
- O. President's Report
- P. Print Coordinator
- Q. Treasurer income-expense
- R. Treasurer - balance sheet
- S. Treasurer's Report Online membership
- T. Treasurer- Financial Statement
- U. Treasurer - Federal 990
- V. Treasurer's Report June 2011
- W. Treasurer – Spring 2011 meeting budget
- X. Vice President
- Y. Web Analytic GeoMap Rpt
- Z. Web Analytic t TopContent Rpt
- AA. Web Analytic TrafficSource Rpt
- BB. Web Analytic VisitorsOverview Rpt