

## **New England Archivists Quarterly Board meeting**

Cambridge Public Library, Cambridge, MA

January 25, 2013

11:00 – 4:30

**In attendance:** Sarah Campbell, Joanie Gearin, Hanna Clutterback, Veronica Martzhal, Christina Zamon, Paige Roberts, Silvia Mejía, Alyssa Pacy, Lisa Long Feldmann, Jessica Steytler, Jane Ward, Ellen Doon, Colin Lukens, Jessica Sedgwick, Maria Bernier, Nova Seals, Jessica Tanny, Michelle Gachette, Sally Barkan, Daniel McCormack.

### **Call to Order, Introductions, Additional Agenda items**

Paige called the meeting to order at 1:05 pm. Present members went around and introduced themselves. One item was added to the agenda: Haas Award.

### **Approval of minutes from November 2, 2013.**

Jessica Steytler moved to approve the November 2, 2012 minutes as submitted. Maria seconded. No discussion. No absentia. **All members voted in favor.**

## **MEETINGS**

### **Spring 2013**

Spring Program: Christina Zamon presented her report. She passed around the tentative spring 2013 program. She mentioned that there were nine honoraria. The Board briefly discussed increasing the cap on honoraria from \$1500 to \$2000 for this meeting.

Jessica moved to increase the honoraria from \$1500 to \$2000 for the Spring 2013 meeting. Nova seconded. No discussion. No absentia. **All members voted in favor.**

Local Arrangement: Sarah Campbell presented on behalf of Mark Savolis and asked if there were any questions regarding Mark's report. There were no questions. The Board moved the discussion to tier rates. The Board agreed that it was too late for this meeting to have a tier registration and the issue will be considered for the next spring meeting.

Maria move to set the spring 2013 registration fees for members \$95 for the whole conference, \$60 for one-day, to accommodate bridge rate, student rates, and late fees. Jessica seconded. No discussion. No absentia. **All members voted in favor.**

Storycorps: Lisa Long Feldman explained that the immigrants' interviews will be held on Thursday and Friday (November 21-22) in the Lutheran Social Services building while most of the Archivists interviews will be held at Holy Cross on Saturday.

### **40th Anniversary Task Force**

Alyssa Pacy passed the schedule around and explained that the meeting will have four sessions

instead of the traditional three sessions. The meeting will include: an intergenerational look at NEA, a Diversity World Café, and a session on disaster planning. In addition someone from the Internet archives will do an informal session on web archiving, an oral history workshop run by Storycorps which will be opened to the public, and there will be time for the roundtables to meet.

Nova moved to approve up to \$1,000 to fund the purchase of the tote bag give-a-ways for the 40<sup>th</sup> Anniversary. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

**Fall 2013 Symposium:** Alyssa presented her report. She said that the symposium will have two speakers and possibly lighting talks. The symposium is scheduled for the afternoon of November 2<sup>nd</sup> at Amherst.

Alyssa move to appoint Collin Lukens (co-chair), Amanda Strauss (co-chair), Peter Nelson (local arrangement), Kate Gyllensvard, Abigail Cramer, and David Reed to the Fall 2013 symposium committee planning and local arrangements. Nova seconded. No discussion. No absentia. **All members voted in favor.**

Spring Meeting 2014: Alyssa explained that the meeting will be at a hotel and NEA will use a conference planning service that negotiates hotel rates and all local planning at no cost to the organization. The location has not been decided but there are two places of interest Portsmouth, New Hampshire or Portland, Maine. It was suggested that the meeting be in conjunction with either New Hampshire Archives Group or Maine Archives Group and Museum.

Alyssa move to appoint Kelliann Bogan as chair of the spring 2014 Program Committee. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

Spring 2015 Meeting: Alyssa presented an update. She said that NEA is planning a joint meeting with MARAC for the spring 2015 and both NEA and MARAC are looking at either Manhattan/Brooklyn or New Haven, Connecticut as meeting locations. The planning committee is being pulled together.

**Finances:** Maria Bernier explained that NEA is in good financial standing. She provided to the Board an end of year report showing what each committee brought in and what each spent. And a report outlining what the real expenses were compared to what had been budgeted. Maria then talked about the Haas award and explained that after the relationship with ARMA-Boston was dissolved and ARMA returned the money to NEA Maria with Jean Berry opened up a new Citizens money market account. The account has gained \$24 in interest in one month and has about \$2,000 in it. Maria took this opportunity to recommend that the Hale Award also be moved to a money market account to gain interest.

**Haas Award:** Ellen Doon presented her proposal. The short-term planning group for the Haas Award recommended changing the name of the award from Haas Memorial Award to the original Richard L. Haas Records Management Award, appoint someone with a background in

records management who would do fundraising and outreach for the award, and have the applications vetted by the reps-at-large. Ellen offered to be the appointed person this year. The award financial administration would be managed as a line item in the budget and held in a separate account. The fund will increase through annual \$250 contribution from NEA, and through donations from members and other funds raised by the appointed person. The Board suggested that a job description be written for the new position. The Board thanked Ellen for all her work.

It was suggested that the Board starts thinking about fund raising for Hale, Haas, and scholarships. The Communication Committee offered to look into putting some publicity together for fund raising.

Nova moved to approve the proposal as presented by Ellen Doon. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

**Newsletter Committee:** Sally Barkan presented a summary of her report and showed a copy of the first 40th anniversary issue of the year. She also mentioned a few of the features to appear on the April 2013 including an article by Greg Sanford reflecting on changes in the profession and in archives in New England, a new piece to appear twice a year tentatively titled “lessons in leadership” and Darla White’s interview with Gregor Trinkaus-Randall.

Nova move to appoint Pam Hopkins for the Reviews Editor position for the term January 2013-January 2016. Ellen seconded. No discussion. No absentia. **All members voted in favor.**

**Immediate Past President’s report:**

Nova move to approve the slate for 2013 as announced on the website. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

**Membership Committee:**

Roundtables: Jessica presented her report. There were eight roundtable proposals: Local History, LGBTQ, Digital, Academic Archivists, Moving Image & Recorded Sounds, Records Management, Roundtable for Early Professionals and Students (REPS), and Crafter’s Table . All roundtable members need to belong to NEA and will report to the Board annually during the January Board meeting. The Board suggested that a person be appointed as a roundtable coordinator and it was agreed to have a rep-at-large be the point person. The Board will revisit this decision after a year. Veronica announced that the roundtables now have a tab on the NEA web site.

Joanie moved to accept fully the roundtables that meet the NEA requirements and provisionally for those roundtables under 30 members. Nova seconded. No discussion. No absentia. **All members voted in favor.**

**Web Committee:** Veronica presented her report. She stated that the roundtables page went up and she is now tweeting every day. She also reported that she has a records management

intern who will help her with the record schedule for NEA. The intern will draft a records schedule by the end of the semester. Veronica reported that Maria has found a potential management tool that would include scheduling, membership directory, and a web site for \$1,000 per year, the product is called Wild Apricot. Veronica passed around Wild Apricot's pricing list.

**Communications Committee:** Lisa provided a summary of the committee activities. She explained that the committee is reviewing the comprehensive communications plan and will be presented to the Board at the spring 2013 meeting. She passed around a copy of new developed presskit and brochure which will be presented to the membership in the spring 2013 meeting. The kit will be added to the NEA web site under the "About" section for anyone to download and print. 50 sets will be ready to bring to special events.

**Diversity Task Force:** Michelle Gachette presented her report. Michelle mentioned that the task force will be surveying lapsed members and they will be working with the Communications Committee to set a time for the survey to go out. The task force recommended that NEA create a flow chart that will serve as a visual tool showing the Board and voting members. Jessica Tanny will create a flow chart and will work with Veronica to put it on the web site. Another recommendation included the need to have a volunteer coordinator. The Board explained that a process already exists but it can be formalized with a new process. Michelle also mentioned that the task force will have another table at the spring meeting.

Maria moved to create a budget line for the Diversity Task Force with the understanding that they will be submitting expenses in 2013. Ellen seconded. No discussion. No absentia. **All members voted in favor.**

**Strategic Plan:** review of status of strategic plan to be discussed at the March 2013 Board meeting.

#### **Adjournment and Next Meeting Date**

The meeting was adjourned at 3:37pm

Next Quarterly Board meeting will take place on March 21, 2013 College of the Holy Cross, Worcester, MA.

Respectfully submitted,  
Silvia Mejía