

Quarterly Board Meeting

American Textile Museum, Lowell, Massachusetts

June 7, 2013 10:00 a.m. - 3:00 p.m.

Between June 7, 2013 and September 26, 2013 the Board discussed and voted on the following:

- Voted to appoint Jessica Tanny as the Chair of the Communications Committee for the term, it passed with a vote of 9-0-0.
- Voted to appoint Bill Ross, Jamie Roth, and Sarah Shoemaker for three-year repeatable terms as editors-at-large for the Journal of Contemporary Archival Studies, the collaborative online journal of New England Archivists and Yale University Library, it passed with a vote of 9-0-0.
- Voted to appoint Michelle Chiles, Keith Pendergrass, Keith Chevalier, Julie Swierczek, John Healey to serve in the Fall 2014 Program Committee, it passed with a vote of 9-0-0.
- Voted to approve the Fall 2013 Symposium Budget, it passed with a vote of 8-0-0.
- Voted to approve vote to approve the Registrar Job Description as submitted, it passed with a vote of 8-0-0.
- Voted to approve the purchase of a general liability insurance policy for July 2013-July 2014 as presented by the treasurer, it passed with a vote of 9-0-0.
- Voted to approve the following people to serve on the Spring 2014 program committee: Liz Andrews, Erica Boudreau, Renee DesRoberts, Elise Dunham, Liz Francis, Frances Harrell, Aliza Leventhal, Peter Rawson, Aaron Rubinstein, Meghan Schwenke, it passed with a vote of 9-0-0.

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In attendance: Alyssa Pacy, Michael Lotstein, Veronica Martzahl, Paige Roberts, Jill Snyder, Silvia Mejía, Juliana Kuipers, Erica Boudreau, Joanie Gearin, Colin Lukens, Hanna Clutterback, Jane Ward, Kelli Bogan, Tessa Beers, Karen Adler Abramson, Judy Farrar, Jim DaMico, Sally Barkan

Call to Order, Introductions, New business

Alyssa called the meeting to order at 10:05 p.m. Followed by brief introductions.

Approval of minutes from March 23, 2013

Colin moved to approve the March 23, 2013 minutes as submitted. Juliana seconded. No discussion. No absentia. **All members voted in favor.**

Finances

Juliana Kuipers presented a brief report. After she passed copies of the spring 2013 meeting budget she explained that NEA had run a deficit of a little over \$8,000. She continued to say that the deficit was expected due to the 40th anniversary expenses. Juliana recommended that registration fees be increased at future meetings to avoid losses.

Diversity Committee Final Report

Karen Adler Abramson presented her report. She began by providing a summary of the task force activities. She then explained that the task force didn't feel it was appropriate for them to come up with a diversity statement on behalf of the entire organization. Instead the task force came up with several strategic priorities for NEA including: the importance for NEA's leadership to educate itself about diversity and recommended that NEA hire someone to hold a sensitivity and bias workshop to provide a holistic view of diversity; Institutionalize NEA's commitment to diversity and inclusion by creating a formal body within the organization; create an outreach program for high school students; allow NEA members to participate in the creation of the NEA diversity statement. All information created by the committee would be added to the Diversity section of NEA's web site. The Board thanked Karen and the task force for their work. Alyssa proposed to have time at the September Board meeting to discuss the task force recommendations.

Joanie moved to disband the diversity task force. Paige seconded. No discussion. No absentia. **All members voted in favor.**

Fall 2013 Symposium

Colin presented his report. He explained that the symposium planning is moving along. Registration fees had been set: \$35 members, \$17.50 students, \$45 for non-members, no

bridge rates will be offered.

Roundtables

Joanie moved to approve the REPS roundtable request to have two co-chairs because they are working with two distinct constituencies. Erica seconded. Alyssa called for a vote. **All members voted in favor. No abstentions.**

JOB DESCRIPTIONS

Registrar

Alyssa talked about the new Registrar's position within NEA. The new position will help facilitate meeting and workshop planning. The position will be a two-year term position appointed by the President with approval of the Board. The Registrar will manage NEA's online system, handle cash and checks that come through, and will communicate with committee chairs. The person in this position will be required to attend all meetings and floating workshops.

Vice President

Paige moved to remove from the Vice-President's job description the following duty: "Arranges for the NEA gathering at SAA meeting, and publicizes gathering in the SAA meeting program and on the Archives and Archives listserv" Jill second. Alyssa moved to a vote: **8 in favor, 1 against. No abstentions. The vote passes with a majority of 8 votes.**

Tessa will look into ways of creating a presence at SAA and report back to the Board.

President

Alyssa will revise the President's job description and will send it to the Board for an online vote.

Wild Apricot Discussion

Veronica Martzahl and Hanna Clutterback presented their report. They explained that an ad hoc committee is working on the specs for the membership database. Once that is mapped out the web committee will be able to approach Wild Apricot about developing the membership database. The Board would like to have basic functionality in time for NEA renewal in January and recommended that the functional requirements be submitted for Board approval by the end of September.

Archives Journal Proposal

Michael Lotstein presented his proposal. He began by thanking the Board for giving him the opportunity to talk about the Journal. Michael said that the institutional repository which will be hosting the journal is up and running. The journal partners include the Yale University Library and Beinecke Rare Book & Manuscript Library. He also mentioned some positive highlights such as: instant publication; with the creator commons attribution license the author can basically reprint the article as long as the first printing is attributed to the journal; all submissions are done online and can come from anywhere. The Board agreed to make a financial Commitment to the Journal, NEA will have a representative on the editorial board and will add a line to next year's budget (AY 2014).

Paige moved to accept the proposal as submitted by Michael Lotstein in favor of a journal of contemporary archival studies and acknowledged that there will be an expense up to \$500 starting in 2014. Joanie seconded. Alyssa called for a vote. **All members voted in favor. No abstentions.**

Education Committee

James DaMico presented his report. He asked the Board to allow for an increase of \$15 for the full-day workshop registration fee to cover catering services. This request came out of the first online survey for workshops where 73% of the students indicated that they were willing to pay an extra fee for lunch or breakfast. The increase will be: \$50 to \$65 for NEA members, non-members \$65 to \$80 and for half day workshops \$25 to \$35 for members, non-members \$40 to \$50. The Board will vote on the increases after the committee has had time to make honorarium fee recommendations.

Spring 2014 Meeting

Kellian Bogan presented her report. She said that the Sheraton Hotel in Portsmouth, NH has been chosen for the three-day conference. Alyssa passed the hotel contract around and explained that she has been negotiating the food and beverages minimum to \$15,000 as well as negotiating the room block.

Records Schedule

Veronica Martzahl presented the proposed NEA retention schedule. The Board decided to address the records schedule proposal at the next Board meeting. It was recommended that a few Board members discuss the proposed schedule and report back to the Board. Veronica will create a space in PB works for this purpose. Jill, Veronica, Joanie, and Jim to be part of this group. While discussing the proposed record schedule the Board discovered that there is no procedure for record submission to the NEA archivist. The Board will have a conversation about policy creation for submission after the schedule is finalized.

VICE PRESIDENT REPORT

Fall 2014 Meeting

Jill stated that Abby Cramer has agreed to be the Program Chair for the Fall 2014 meeting and Abby is working on getting her committee together. The committee is looking at Salve Regina in Newport as a meeting location. Jill explained that Salve Regina is requiring liability insurance. The Board recommended getting some quotes from various companies before purchasing it.

Spring 2015 Meeting

Jill has been working with MARAC and with Camille Torres. Camille is working on getting her committee together.

SAA

Jill asked that someone bring NEA brochures to SAA. Silvia will be bringing the brochures.

COSTEP

Jill mentioned that Gregor Trinkaus-Randall invited NEA to be involved with COSTEP Coordinated Statewide Emergency Preparedness. The idea is to have COSTEP deploy teams to respond to disasters at cultural heritage organizations in Massachusetts as well as creating communities of response and integration into the preparedness system in a community. COSTEP will hold a meeting on June 18 and members of the Board were invited. Veronica and Erika will be attending the meeting and will report back to the Board.

UMass Boston Center for Rebuilding Sustainable Communities after Disasters Conference (CRSCAD)

Jill talked about CRSCAD. This group is planning to hold a conference in May 7-14, 2013 on architectural, planning, and engineering education and how to plan and respond to disaster. CRSCAD approached NEA looking for conference co-sponsors. Sponsorship requires 3 people from an organization (\$500 per person, a total of \$1500). The total of conference attendees is 50-70 people. After a brief discussion the Board decided not to sponsor this group.

Partnerships with allied organizations

Jill mentioned that she has been having informal conversations with other organizations including AIIM New England, ARMA Boston, and NAGARA. Some ideas about partnering include: collaborating with them on programming and workshops. The Board feels pretty open to partner with allied organizations and suggested other groups including NEMA and religious organizations be approached.

Outreach to Municipal Town Clerks/NAGARA

Jill talked about the idea of outreach activities with Municipal Clerks. This could include developing a workshop on archives and records management. The Board had a brief discussion and before moving forward asked Jill to write a formal proposal for review.

PRESIDENT REPORT

Meeting Attendance and Travel Scholarship

The Board reviewed the NEA Meeting and Travel Assistance Scholarship proposal and made some recommendations to the proposal. Alyssa will update it and send it to the Board for an online vote.

Registration Deadlines for Workshops and Meetings

This proposal asked the Board to consider a \$20 increase between Early Bird and Advance and a \$30 increase from Early Bird to On site, this will facilitate meeting and workshop planning.

Paige moved to approve registration deadlines for workshops and meetings proposal Joanie seconded all voted. Alyssa called for a vote. **All members voted in favor. No abstentions.**

Bylaw Changes

This proposal called to amend the bylaws associated with the membership renewal. The bylaw currently reads "the fiscal and membership years shall run from January 1 to December 31" the

Board proposed to amend the bylaw by adding the following sentence “and the membership year shall be based on the date individual members join.” The Board will wait for Alyssa to report back on any additional changes or edits to the bylaws before voting on any bylaws changes.

Newsletter

This proposal called for a review of the various elements of the NEA newsletter and to see what can be moved to the website, what can be enhanced or eliminated all together. The Board also suggested that questions pertaining the newsletter be added to the next NEA survey. The Board recommended that Erica work with the newsletter and report back to the Board with some recommendations.

Development Task Force

Alyssa would like to explore opportunities to expand corporate sponsorship and to this end would like to create a development task force. The Board agreed with this proposal without a vote.

Adjournment

Meeting adjourned at 4:45PM

Next Meeting and FY14 Budget

The next Board meeting will take place on September 27, 2013 at the Harvard Business School, Allston, Mass.