

NEA Quarterly Board Meeting

John F. Kennedy Presidential Library and Museum

Boston, Massachusetts

June 27, 2014 10:00 a.m. – 2:00 p.m.

Between June 27, 2014 and September 18, 2014 the Board discussed and voted on the following:

- Voted to approve the March 20, 2014 minutes with corrections. The motion passed with a vote of 8-0-0.
- Voted to appoint Dan Bullman, Paul Caserta, Jim DaMico, Kristin Eshelman, Molly Frazier Macke, and Shana McKenna to the Fall 2015 Meeting Committee. The motion passed with a vote of 8-0-0.
- Voted to appoint John Campopiano, Marta Crilly, Elise Dunham, Sarah Funke-Donovan, Danielle Kovacs, Olivia Mandica-Hart, Martha Meacham, Nora Murphy, Matt Spry, and Melanie Wisner to the Spring 2016 Meeting Committee. The motion passed with a vote of 8-0-0.
- Voted to appoint Elizabeth C. Roscio and Amanda Strauss to a three-year term on the Education Committee (from June 2014 – June 2017). The motion passed with a vote of 8-0-0.
- Voted to approve the job description for the Vendor Coordinator position with emendations. The motion passed with a vote of 8-0-0.
- Voted to appoint Jane Ward to a three-year term as Vendor Coordinator (from June 2014 – June 2017). The motion passed with a vote of 8-0-0.
- Voted to approve the Diversity statement with a correction. The motion passed with a vote of 8-0-0.
- Voted to approve the Arrangement and Description curriculum. The motion passed with a vote of 8-0-0.
- Voted to approve revised NEA polices regarding registration, cancellations, and honoraria. The motion passed with a vote of 7-0-0.
- Voted to approve the expenditure of \$50 for Journal of Contemporary Archival Studies merchandise to be distributed at SAA. The motion passed with a vote of 8-0-0.
- Voted to approve the revised charge for the Mentoring Task Force, as follows: “The Mentoring Task Force will expand the REPS Mentoring Circles Program in its second year to be offered to the entire NEA Membership. Based on research and assessment of the program's first two years, the Task Force will produce recommendations for the establishment and ongoing management of a permanent, sustainable NEA Mentoring Program, including program structure; guidelines and policies; and board/committee oversight.” The motion passed 7-0-0.
- Voted to approve the new award and scholarship protocols. The motion passed 9-0-0.
- Voted to approve the Fall 2014 Meeting budget. The motion passed 8-0-0.

- Voted to approve the following appointees to the Constituencies Task Force as put forward by Tom Doyle on August 5: Connecticut - Elise Dunham; Maine - Jamie Kingman Rice; Massachusetts - Dan McCormack; New Hampshire - Rodney Obien; Rhode Island - Chelsea Gunn; Vermont - Prudence Doherty; Communication Committee Liaison - Stephanie Warner; Education Committee Liaison - Michelle Chiles. The motion passed 9-0-0.
- Voted to appoint Marilyn Morgan to a three-year term as the Membership Committee Chair (from October 2014 – October 17). The motion passed 8-0-0.

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AGENDA

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| 10:00-10:05 | Welcome and New Business |
| 10:05-10:15 | Approval of Board Minutes, Committee Appointments, and Job Description |
| 10:15-10:20 | Diversity Statement: Alyssa Pacy |
| 10:20-10:25 | Mentoring Task Force: Jessica Sedgwick |
| 10:25-10:40 | Communications/Web Committees: Jessica Tanny |
| 10:40-10:55 | Fall 2014 Symposium: Abigail Cramer |
| 10:55-11:10 | Roundtables: Erica Boudreau |
| 11:10-11:25 | Registration Policy: Emily Tordo and Juliana Kuipers |
| 11:25-11:40 | Spring 2015 Meeting: Camille Torres Hoven, Liz Francis, Christina Zamon |
| 11:40-11:55 | Records Schedule: Jill Snyder |
| 11:55-12:55 | Lunch Break |
| 12:55-1:10 | Education Committee: Jim DaMico |
| 1:10-1:25 | Vice President's Report: Colin Lukens Awards and Scholarships |
| 1:25-1:55 | Strategic Plan: Jill Snyder and Colin Lukens |
| 1:55-2:00 | Next Meeting and FY15 Budget |
| 2:00 | Adjournment |

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In attendance: Adrienne Pruitt, Stephanie Call, Jane Ward, Juliana Kuipers, Emily Tordo, Jessica Tanny, Silvia Mejía, Alyssa Pacy, Erica Boudreau, Colin Lukens, Liz Francis, Hanna Clutterbuck-Cook, Jessica Sedgwick, Abigail Cramer, Pamela Hopkins, Jim DaMico, Jill Snyder, and Christina Zamon.

Welcome and New Business

At 10:05 a.m. Jill Snyder called the meeting to order, followed by Board member introductions.

Alyssa moved to approve the March 20, 2014 minutes with corrections. Silvia seconded. No discussion. No abstentions. **All members voted in favor.**

Silvia moved to appoint the following to the Fall 2015 Meeting Committee: Dan Bullman; Paul Caserta; James (Jim) DaMico; Kristin Eshelman; Molly Frazier Macke; and Shana McKenna. Juliana seconded. No discussion. No abstentions. **All members voted in favor.**

Adrienne moved to appoint the following to the Spring 2016 Meeting Committee: John Campopiano; Marta Crilly; Elise Dunham; Sarah Funke-Donovan; Danielle Kovacs; Olivia Mandica-Hart; Martha Meacham; Nora Murphy; Matt Spry; and Melanie Wisner. Silvia seconded. No discussion. No abstentions. **All members voted in favor.**

Colin moved to appoint Elizabeth C. Roscio and Amanda Strauss to a three-year term on the Education Committee (June 2014 – June 2017). Silvia seconded. No discussion. No abstentions. **All members voted in favor.**

Silvia moved to approve the job description for the Vendor Coordinator position, with emendations as follows: the purpose shall now read “To work with national and regional vendors to support NEA activities and projects.” Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor.**

Colin moved to appoint Jane Ward to a three-year term as Vendor Coordinator (June 2014 – June 2017). Alyssa seconded. No discussion. No abstentions. **All members voted in favor.** The Board thanked Jane for her continuing service.

Diversity Statement

Alyssa Pacy reported on the diversity statement. After feedback from the membership at the Spring meeting and via an online survey, Jill adjudicated all comments and incorporated them into the most popular statement, #3. Adrienne moved to approve the revised statement with a correction (removing “of” before “the broad diversity” in the last line). Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor.**

Alyssa noted that this is a work in progress and can be changed in the future. The Board discussed whether to post the comment adjudications online and decided against it; the approved policy, and a press release describing the process of drafting the policy, will be put on the website and spread by the

Communications Committee. Alyssa will draft a job description for a diversity coordinator and will solicit volunteers from membership.

Mentoring Task Force

Jessica Sedgwick presented on update. The Mentoring Task Force is analyzing last year's survey results to inform the coming year's activities, and revising their charge for a vote. They are also compiling promotional material for the website and will coordinate with the Communications Committee and with the Newsletter editors (deadline for fall is Aug. 15). In early to mid-July, they will be soliciting mentors, and in late July will seek mentees, with meetings to take place in September or October. Mentoring models and roll-out may depend on number of volunteers. While Chair Camille Torres Hoven is out, Caitlin Birch is the acting Chair. Alyssa participated in the pilot project last year and urged Board members to participate. Jill thanked Jessica and Alyssa for their work engaging students and new professionals.

Communications/Web Committee

Jessica Tanny presented her report. She is working with JCAS (the Journal of Contemporary Archival Studies), having designed their logo, and is now collaborating on merchandise for SAA. Juliana will look into how this merchandise is being paid for. The Web and Communications Committees are going to merge. At the September meeting, they will have revised job descriptions for a vote by the Board. This merger should improve efficiency and allow for better sharing of information.

Fall 2014 Symposium

Abigail Cramer presented her report. The schedule and sessions are set, and promotional buttons will be ordered. Jessica Tanny is working on a short animated promotional video. As buttons can only be ordered in a quantity of 250, leftovers will be sent to SAA to promote the meeting there. The Fall Symposium can be videotaped for our Vimeo account, but no livestream will be possible. Juliana commented that catering numbers seemed high and suggested that individual registration fees be reduced to \$35. Abby will revise the budget and submit via email for a Board vote. **No vote at this time.**

Roundtables

Erica Boudreau reported on the Roundtables. The Academic Archivists and Crafter's roundtables appear to be defunct, and there has been no response from the Digital Archives. Erica will ask members if anyone wants to revive the defunct roundtables that did not submit reports this year. The Board agreed that roundtables can have co-chairs, as long as someone is the point person to submit a yearly report. The Board also agreed that questions specific to roundtables will be included in the annual membership survey; individual roundtable surveys sent to the whole membership are to be discouraged.

Roundtable elections may not necessarily be held in the spring. Juliana said there is no budgetary reason for a spring election, but Alyssa wanted to look into past reasoning further. Jim D'Amico will work with REPS to meet educational needs; other ideas included holding a session spot for roundtables. Any workshops or unconferences that involved money would have to be done with the approval of the Board. As much as possible, the Board will seek to integrate REPS ideas into how NEA does business. Jessica Sedgwick and Erica will draft a message regarding surveys and roundtable structure, solicit questions to be added to the annual membership survey, and revisit the question of what probation means and what the mechanism is for closing roundtables. Jill will draft a message to REPS addressing their questions about programming.

Registration Policy

Emily Tordo reviewed the proposed changes to the registration process and policy. The changes to the process, not requiring a vote, include a separate registration category for presenters, FAQs on the web page, a web page for vendors, and an onsite membership table. Proposed changes to the policy, requiring a vote, include setting the one day rate at 65% of the two day rate; no longer allowing onsite registration for workshops; changing onsite meeting registration to just the days of the meeting, and closing online registration a few days prior so that registration can occur only in person after the cutoff; increasing the differential between member and non-member rates to \$30 for the Spring meeting and \$15 for the Fall meeting; and changing the cancellation fee to \$10 for workshops and the Fall meeting. It was suggested that the language be changed from just "Student" to "Student member," to avoid confusion. A question was raised as to whether there should be student member workshop fee. The question of policy concerning student presenters under the age of 18; Emily and Juliana will research this question and draft a policy. The proposed policy changes will be amended and sent via email for a Board vote. **No vote at this time.**

Spring 2015 meeting

Liz Francis and Christina Zamon presented their reports. Liz is taking over for Camille on the Program Committee as Camille is out on maternity leave. Liz reported that the call for proposals had a deadline of July 2; 7 good proposals had been received so far and the Google forum was active, with 18 threads going. Liz thanked Elise Dunham and Christie Peterson for setting up the Google forum. There will be 4 or 5 session blocks, depending on hotel space available. The top 5 candidates for plenary speakers have been identified and will be approached. Honoraria will need to be discussed.

Christina reported that the budget had been received two days ago. So far paid items included tours and added guests for the reception; Emily will investigate how the latter would work in our system. Paid tours might be difficult for us to arrange – perhaps committee members could coordinate unpaid tours instead. There will be no charge for repository tours. The Local Arrangements Committee had a meeting on Marathon Monday. A wiki has been set up to answer questions and foster communication between the committees. The mailing of programs, food costs, and a reception site remain to be worked out. Jessica Tanny has suggested a postcard with a link to the online program in lieu of a mailed program.

Mary Mannix will write a memorandum of agreement; we are waiting for that. Juliana is coordinating the finances. Elise Dunham is on both the Program Committee and the Local Arrangements Committee and is a liaison for social media. Jill has requested a list of decision points from both the Program Committee and the Local Arrangements Committee so that she may respond to Mary Mannix with any concerns. Alyssa suggested we begin advertising the dates and the hotel immediately.

Records Schedule

Juliana had several questions regarding the cutoff dates for financial documents. She will research the legal requirements, and also coordinate with the Clerk, Jean Berry, as to who should hold which documents. A vote is postponed until the Fall meeting. In the meantime, any Board members who have documents compiled may send them to the Secretary; otherwise all records transfers will wait until the records schedule is approved. **No vote at this time.**

Education Committee

Alyssa moved to approve the final version of the Arrangement and Description curriculum. Silvia seconded. No discussion. No abstentions. **All members voted in favor.**

Jim DaMico presented his report. The committee will work on the Reference and Access curriculum next. The Constituency Task Force is seeking members. Workshop planning includes a potential audiovisual materials course and how-to course on making enclosures. Peter Hirtle will be doing a workshop at the Spring meeting, for a \$1,200 honorarium; we might seek sponsorship. The hotel is union but will allow us to bring our own projectors (which MARAC has). Other possible workshops for Spring 2015 include caring for historical collections: arrangement and description; an advanced digital curation course; and social media/marketing. Vendor sponsorships will offset costs. The goal is to have the same workshop prices for both NEA and MARAC. The difficulties of having two groups registering for capped workshops were discussed. It might be preferable if everyone registered through NEA, but this will need to be investigated further.

The low attendance at Spring 2014 workshops might possibly have been due to the need for an extra hotel night. Juliana suggested we explore more standalone workshops, as they involve fewer built-in costs for participants. We might also look into online training at some point. Fall and April/May were suggested as good times for standalone workshops. Jessica Tanny will work on a poster for Spring 2015 emphasizing workshop value.

Vice President's Report

Colin Lukens presented his report. A development action plan will be presented to the Board this fall. Our Massachusetts certificate for solicitation has expired, so we can't put a "Donate" button on the web page until we get a new one, which should be soon. A member impressed by the Spring 2014 meeting has given \$1,500 for an a/v scholarship, to be funded at \$500 a year for three years, after which we might fund it or seek further funding. There is now a gift agreement available on the wiki, which has been vetted by our pro bono attorney, Kyle Courtney. Colin will work with Communications to publicize this.

Colin and Megan Schwenke visited the Holiday Inn by the Bay in Portland, Maine, and the Resort and Conference Center in Hyannis, Massachusetts, as possible sites for the Spring 2016 meeting. Both look like good options. Colin noted that we are late in the negotiating calendar and might want to start looking for 2017 now, although we might not want to put a deposit down for 2017 until we have reassessed the success of the 3-day meeting/symposium structure after the 2015 meeting.

The NEA Awards and Scholarships document that Colin compiled will be put on the web to further transparency in the award process. Colin verified that old brochures are still valid, as descriptions haven't changed. The two NEA members on each committee are up to the Reps-at-large; they could be the same two or different by committee. Juliana requests that receipts be sent within two weeks for meeting and travel assistance scholarships. One recipient this year refunded the unused portion of her travel award to us, which was nice but not required. Juliana will change the language so it doesn't give the impression that unused funds *must* be returned. It was suggested that donors could be encouraged to give at certain named levels (Folder? Box? Series? Record Group?) and that they be acknowledged on press releases or programs.

Strategic Plan

Brainstorming for the strategic plan will occur online, where ideas can be added to the wiki. Jessica Tanny suggested a Town Hall or suggestion box at the Fall meeting to solicit member feedback. A final vote will take place in March 2015. We would also like to publicly sunset the previous plan. Colin has requested feedback on the last action plan. Jill and Colin will work on a less complicated strategic plan

with high-level goals and an action plan, with the understanding that the action plan may not be completed in the next year.

Next meeting and FY15 Budget

The FY15 budget call will take place in August. Juliana will send out updated reports to all committees. The next meeting will be held on September 19, 2014, at Suffolk University, from 10 a.m. to 4 p.m.

Adjournment

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,
Adrienne Pruitt