

## **New England Archivists Board Meeting**

March 19, 2015

1:00 – 4:15 p.m.

Boston Park Plaza Hotel

Boston, MA

Between March 19, 2015 and June 19, 2015, the Board discussed and voted on the following:

- Voted to approve January 23, 2015 minutes as submitted. The motion passed with a vote of 9-0-0.
- Voted to appoint Meghan Bailey to the Spring 2016 Program Committee. The motion passed with a vote of 9-0-0.
- Voted to approve an updated Registrar job description. The motion passed with a vote of 8-0-0.
- Voted to approve the appointment of Alfie Paul to the Education Committee for a three-year term (May 1, 2015-April 30, 2018.) The motion passed with a vote of 8-0-0.
- Voted to approve the Records Schedule Implementation Task Force, consisting of Liz Francis and Jill Snyder (Co-Chairs), Elizabeth Cousins, Abby Cramer, Adrienne Pruitt, and Laura Smith, charged with presenting their guidance document to the board by March 2016. The motion passed with a vote of 9-0-0.
- Voted to approve locking in our current annual rate of \$1080.00 with Wild Apricot for two years, through 2018-01-15. The motion passed with a vote of 9-0-0.
- Voted to approve an updated Immediate Past President job description. The motion passed with a vote of 9-0-0.
- Voted to approve the updated Roundtable Handbook. The motion passed with a vote of 9-0-0.
- Voted to approve the appointment of Jill Snyder (Chair), Danielle Kovacs, and Nora Murphy to the Archival Advocacy and Distinguished Service Awards Committees; and to approve the appointment of Jill Snyder (Chair), Chris Burns, Marta Crilly, Joan Gearin, and Nova Seals to the Nominating Committee. The motion passed with a vote of 9-0-0.

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### **AGENDA**

- |           |   |
|-----------|---|
| 1:00-1:05 | Welcome and New Business  |
| 1:05-1:10 | Approval of January Board Meeting Minutes                           |
| 1:10-1:25 | Strategic Planning: Caitlin Birch and Jill Snyder                   |
| 1:25-1:55 | Roundtables Erica Boudreau and Jessica Sedgwick                     |
| 1:55-2:25 | Inclusion and Diversity Coordinator's Report: Anna Clutterbuck-Cook |
| 2:25-2:40 | Spring 2015: Liz Francis, Camille Torres, Christina Zamon           |
| 2:40-2:55 | Break   |
| 2:55-3:25 | Website: Kelli Bogan and Jessica Tanny                              |
| 3:25-3:40 | Mass Humanities Conference: Colin Lukens                            |
| 3:40-4:10 | Historic Northampton: Jill Snyder                                   |
| 4:10-4:15 | Next Meeting  |
| 4:15      | Adjourn   |

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**In attendance:** Caitlin Birch, Kelli Bogan, Erica Boudreau, Stephanie Call, Paul Caserta, Tessa Cierny, Anna Clutterbuck-Cook, Liz Francis, Jessica Holden, Juliana Kuipers, Colin Lukens, Silvia Mejia, Alyssa Pacy, Adrienne Pruitt, Mary Richardson, Jessica Sedgwick, Jill Snyder, Vivian Lea Solek, Jessica Tanny, Emily Tordo, Camille Torres Hoven, Jane Ward, and Christina Zamon.

### **Welcome and New Business**

At 1:05 p.m. Jill Snyder called the meeting to order, followed by Board member introductions.

Tessa Cierny moved to approve the January 23, 2015 quarterly board meeting minutes as submitted. Juliana Kuipers seconded. No discussion. No abstentions. **All members voted in favor (9-0-0).**

Jill Snyder entered into the record a list of volunteers to be thanked. (See attached.)

Alyssa Pacy announced the winner of the Distinguished Service Award, Nora Murphy, and the winners of the Archival Advocacy Award, the Digital Commonwealth and the Boston Public Library. Amy Ryan, president of the Boston Public Library, will be coming to accept on their behalf.

Tessa Cierny announced that she has accepted a job in Atlanta and will be leaving NEA. As her tenure on the board has one year remaining, a new Representative-at-large will be appointed by the President. Colin Lukens requested that any suggestions for a replacement be sent to him.

Jane Ward requested that signage at the conference be changed to incorporate NEA as well as MARAC. Kelli said that she would work with Jessica Tanny to take care of it.

### **Strategic Planning**

The Board will be calling for a vote of confidence in the vision, mission, and values statement produced as part of the strategic planning process. This is a non-binding vote. Jill will introduce the vote by discussing the process that the task force, the Board, the roundtables, and the members went through to arrive at the statements. All comments have been adjudicated and the comment matrix is available, although no one has requested it.

### **Roundtables**

Jessica Sedgwick reported that the changes to the Handbook for Roundtables discussed at the last meeting have been implemented. Juliana Kuipers suggested that the funding section could use an explanation of what NEA's fiscal year is (Jan.-Dec.) and that the treasurer's email could also be added. Colin suggested that service on committees be made less specific in case awards or roundtables changed. Roundtable elections should be conducted via email sent to all members; it was suggested that the membership secretary's contact information could be added to page 8. People can also join roundtables via Wild Apricot, in addition to contacting the chair, and this info should be added to the handbook. If a roundtable chair resigns, the Board will appoint a roundtable chair if so requested. Otherwise roundtable leadership will be elected. Jessica will make the proposed edits and redistribute via email for a vote at a later date. **No vote at this time.**

## **Spring 2015**

Christina Zamon announced that the Plaza door would not be open during the conference. Jane said she will email all vendors, and Jessica Tanny would let membership know. It was agreed that signage needed to be improved, and Christina said she would see to it. The Coffee Trike Guy said he would be there to provide coffee. Construction is an issue – the fourth floor will also be getting better signage. There was reported dissatisfaction from members, but nothing concrete or actionable. There are rumors that some people have checked out, but nothing confirmed. Configuration of some meeting rooms is a bit awkward. The hotel's front desk could be better informed. We have negotiated the best deal we can; Christina will inquire about other discounts or freebies. We met all food and beverage minimums and filled the room block. MARAC has chipped in another \$10,000 towards food at the reception. The reception will feature sliders, fries, and one free drink each. Alyssa Pacy acknowledged that there have been many challenges and thanked all involved for their hard work. Jill distributed superhero pins as a small token of thanks.

## **Inclusion and Diversity Coordinator Report**

Anna Clutterbuck-Cook discussed her proposed initiatives for a Code of Conduct working group, an Under-18s policies and procedures working group, and a study of contingent employment conditions in archives. Each working group would include 3-4 people to formulate documents for comment and approval. The study on working conditions group would consist of 2-3 student collaborators, Anna, Allyson Glazier, and one other “professional collaborator” (someone employed as an archivist), and they would produce a report for publication. Anna also proposed a sponsored conference panel on Inclusion and Diversity. A working group on this sponsored panel would come up with a proposal for Board approval. It would be an opportunity to sponsor people doing work on inclusion and diversity who might not usually be able to attend. Jessica Sedgwick expressed an interest in doing more with under-18 constituents. Timelines for all of these initiatives could be revised as needed. Early in April, Anna will send out emails requesting volunteers.

Regarding Inclusion and Diversity issues related to the conference, Emily Tordo requested that soy milk be available at coffee breaks; staff provided it this morning but it's something we should consider in general in the future. Christina Zamon also pointed out that some members had identified as needing a lactation room. There is a lactation room for those who need it. Emily Tordo suggested it would be good to let membership know on the website in non-personally identifiable ways about the things ICD has been able to do to help people; Anna will coordinate this with Kelli.

Following up on previous discussions about long-distance participation, Tessa reported on Blackboard. A subscription would cost about \$2,100 annually and would include one web chat room with 50 seats. They are willing to give us a demo that we could try out at a future meeting. Caitlin Birch pointed out that the lack of access to technology has been an issue for the mentoring circles. They have been using Google hangouts, but bad experiences make people give it up. Stephanie Call said that the REPS workshop wanted to livestream, as a lot of people would like to take advantage of it. Jill suggested that a task force could be established to look into this. Colin said he would consider establishing a task force to come up with technical requirements.

## **Mass Humanities Conference**

NEA has sponsored the Mass Humanities Conference archival program panel for \$500. Our logo appears on their registration folders and someone from NEA may attend to introduce the panel. We may wish to continue sponsorship if they have a specific archival program piece. At the moment they are an event-

driven organization, but they are interested in scaling up to be a full-scale membership organization and have asked NEA to be part of their planning. Colin believes they may become a regional force and will send their vision and mission statements to the Board. If there are no objections, Colin will tell them that we have agreed to take a role in their planning. There was some discussion about whether it would be ethical to advise a potential competitor, but our role seems more like coming up with a documentation strategy or doing a gaps survey to ensure that each organization plays to its strengths. And they invited us to advise and want our input, so it seems like a good advocacy opportunity. Mass Humanities has given us funding in the past and they fund processing.

Jessica Tanny asked what promotional materials to send to the conference, and it was agreed that the brochure would be best. Archivist cards, magnets, promotional materials for the next meeting would also be good. The conference is June 1<sup>st</sup> at Holy Cross in Worcester, and the subject is food. If anyone wants to type up anything about archives and food, let Tanny know.

### **Website**

Kelli Bogan has been working on the functionality of the website for the past 3 months (Jessica Tanny will deal with the stylistic aspect). She has been working on a beta site for Wild Apricot and has created a site map, which she sent to Tanny for feedback. They will present their work to the Board at the next meeting (for which they will need a/v capabilities). Juliana requested that they forward the presentation to the Board before the next meeting so there is enough time to review it. They will want to do user testing and get feedback, both with the Board and possibly at the Spring 2016 meeting. Jill asked if there will be a form to fill out during testing – yes, but Kelli also wants to do in-person testing. Anna suggested that it be tested on people not familiar with our organization as well.

They have added banner information, a place for immediately useful information that isn't permanent. They're also working on a couple of forms, including a conference presenter's agreement, and announcement form. Emily asked that she and Kelli discuss registration on the Wild Apricot site, as there were a lot of questions during this conference. Kelli suggested that perhaps a different template could be used for meetings. You can also set a landing page for members once they log in. They can do the meeting changes on the old website, and not wait for the new one.

Next summer (or right after the spring meeting) would probably be the best time for the switchover from the current site to the beta site. We could delay the 2016 membership survey to also capture reactions to the new website.

Jessica Tanny is going to work on an NEA identity kit, including the logo, fonts, etc., all in one place for download on the website. The current logo is from 2005/6, and is masthead-like and not very flexible. There could possibly be a logo redesign in conjunction with the website redesign and the newsletter.

### **Historic Northampton**

A member forwarded to Jill a recent news article about the difficulties Historical Northampton has been having. Jill spoke to the executive director. They have only one paid staff member with no archival experience, plus a lot of volunteer interest. They were most interested in hosting a workshop to train volunteers in archival methods. NEA could host a "Caring a Historical Records" workshop at Historic Northampton and allow a certain number of their volunteers to attend for free, but also open the workshop to other paying institutions in the area. Colin will follow up and include Jennifer and Stephanie in the conversation.

This request begs a lot of broader advocacy questions – what is in our bailiwick and what isn't? What do we mean by advocacy? Maybe our role is more to steer people to funding sources and suggest potential academic institutional partners? What is outside our scope? Maybe we should have a more formal channel for people to request NEA's assistance, perhaps modeled on RAAC.

**Other business**

Jessica Sedgwick requested that people send questions they want added to the membership survey to Marilyn Morgan or Casey Davis.

The Board thanked Jill, Alyssa, and Tessa for all of their hard work.

**Next meeting**

The next meeting will be held on June 26, 2015, from 10 a.m. - 3:30 p.m. at Harvard University Archives.

**Adjournment**

The meeting adjourned at 3:45 p.m.

Respectfully submitted,  
Adrienne Pruitt

**Jill Snyder thanked the following members for their NEA service this past year:**

Awards and Scholarships Committee

Elizabeth Cousins  
Orson Kingsley  
Veronica Martzahl

Distinguished Service and Archival Advocacy Award Committees:

Rosemary Davis  
Rosalie Gartner

Education Committee

Co-Chair: Jim DaMico  
Michael Lotstein  
Katie Seitz  
Anastasia Weigle

Listserv Moderator:

Kristen Albert

Membership Committee:

Co-Chair: Hanna Clutterbuck-Cook  
Membership Secretary: Kristine (Reinhard) Sjostedt

Nominating Committee:

Tom Blake  
Adrienne Pruitt  
Gregor Trinkaus-Randall  
Darla White

President:

Alyssa Pacy

Web Committee:

Chair: Veronica Martzahl  
Chair: Kelliann Bogan

Fall 2014 Program Committee

Chair: Abby Cramer  
Keith Chevalier  
Michelle Chiles  
Genna Duplisea  
John Healey  
Keith Pendergrass  
Julie Swierczek

Spring 2015 Program Committee

Co-chair: Camille Torres Hoven

Co-chair: Liz Francis  
Liz Andrews  
Erica Boudreau  
Renee DesRoberts  
Elise Dunham  
Frances Harrell  
Aliza Leventhal  
Peter Rawson  
Mary Richardson  
Aaron Rubinstein

Spring 2015 Local Arrangement Committee

Chair: Christina Zamon  
Meghan Bailey  
Krista Ferrante  
Rosalie Gartner  
Meridith Halsey  
Brendan Higgins  
Megan Schwenke  
Emily Tordo  
Jane Ward