



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | secretary@newenglandarchivists.org

New England Archivists Executive Board Meeting
January 27, 2017
10 a.m. – 3:45 p.m.
Hampshire College
Amherst, MA

AGENDA

- 10:00 - 10:20 Welcome and Introductions (Jennifer Gunter King)
- 10:20 - 10:25 Approval of October 2016 Board Minutes (Caitlin Birch)
- 10:30 - 11:00 Spring 2017 Meeting - (Erica Boudreau)
- 11:00 - 11:30 Fall 2017 Meeting (Ellen Doon)
- 11:30 - 12:00 Spring 2018 Meeting (Ellen Doon)
- 12:00 - 1:00 Lunch on your own
- 1:00 - 1:40 NEA Strategic Plan Updates (Caitlin Birch)
- 1:40 - 2:00 Membership Committee (Heather Mumford and Pam Hopkins)
- Update on Mentoring Program
 - Membership Survey Update
 - Questions: Membership Dues by Checks (Juliana Kuipers) and Membership Secretary role (Elizabeth Slomba)
- 2:00 - 2:15 IDC Committee
- Bystander Intervention Training for the CoC roll-out
 - Contingent Employment Study report
- 2:15 - 2:45 Committee Appointments
- Newsletter Committee new co-chairs Claire Lobdell and Sean Parke (Jessica Holden and Carolyn Hayes)
 - IDC Committee Chair - updated job description (Jennifer and Anna Clutterbuck-Cook)
 - Education Committee Chair (Stephanie Call)
 - Awards Committee (Liz Francis)



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- 2017 A/V Professional Development Award Scholarship Committee Needs Board Vote (Silvia Mejia)
 - Silvia Mejia (chair)
 - Jessica Sedgwick
 - Abby Cramer
 - Liz Francis
 - Rebecca Martin
 - Blake Spitz
 - Meghan Bailey

2:45 - 2:55 Afternoon Break

2:55 - 3:20 Progressive Archivists Statement and Petition (Jennifer)

3:20 - 3:40 NEA and MA History Conference/MA Alliance for Sharing History (Colin Lukens)

3:40 - Wrap Up and Adjourn



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In attendance: Karen Adler Abramson, Emily Atkins, Caitlin Birch, Erica Boudreau, Stephanie Call, Ellen Doon, Liz Francis, Carolyn Hayes, Jennifer Gunter King, Juliana Kuipers, Claire Lobdell, Colin Lukens, Heather Mumford, Sean Parke, Jane Ward

In attendance via video conference: Anna Clutterbuck-Cook, Elizabeth Slomba

Welcome and Introductions

At 10:10 a.m., Jennifer Gunter King called the meeting to order, followed by attendee introductions.

Minutes

Caitlin Birch moved to approve the July 8, 2016 quarterly Board meeting minutes as submitted. Juliana Kuipers seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Spring 2017 Meeting

Erica Boudreau presented the Spring 2017 Program Committee report. The Program Committee is working with a new liaison from the meeting hotel, and that is going well. The Program Committee is working on room configurations for the plenaries. Erica plans to do a walkthrough at the hotel soon.

Final session descriptions for the program are due February 3, and they will be available on the NEA website soon after. Erica is also working to publish meeting information to the Guidebook app.

Jane Ward said that projected vendor income is lower than the Board had budgeted. Erica said that small changes have been made to the budget as the meeting approaches. Juliana Kuipers said that there was an error in the budget for program printing. Last year, the vendor that handled the printing made a mistake in the price quote and, upon realizing it, honored the original quote. This year's budget used the erroneous price from last year, so printing will be more expensive in actuality than what is currently projected. Juliana said that Jessica Tanny is seeking additional price quotes to find the best value, but no decision has been made yet as to which vendor/pricing plan to use. This change will not result in a budget deficit, but it will affect the projected balance.

In a discussion of audiovisual arrangements at the meeting hotel, Colin Lukens reminded the Board that the company that handled audiovisuals at the Spring 2016 Meeting in Portland meeting did an excellent job, and although they are based in Portland, they're available to travel to future NEA



meetings. Sometimes the meeting hotel requires the use of their in-house A/V staff and equipment, but when NEA has contracts without that requirement in the future, the Portland company is a good one to consider.

Fall 2017 Meeting

Ellen Doon reported on the Fall 2017 Meeting. The meeting will be at MIT on a Saturday. The date options are Sept. 23, Oct. 14, and Oct. 21.

Ellen moved to appoint Liz Andrews and Nora Murphy as co-chairs of the Fall 2017 Program Committee, and Chris Tanguay and Emily Gonzales as members of that committee. Colin Lukens seconded. No discussion. No abstentions. **All members voted in favor (6-0-0)**. Ellen said that a call will go out to solicit additional volunteers for the Program Committee.

Spring 2018 Meeting

Ellen Doon reported on the Spring 2018 Meeting. The meeting will be at the Omni Hotel in New Haven, March 22-24, 2018. The Archivists Roundtable of Metropolitan New York (ART) may be co-hosting this meeting, but has not made a firm commitment. If they do, they'll put forward a Program Committee co-chair from their members to work with the NEA co-chair. If they don't, there will be two co-chairs from NEA. Colin Lukens asked if the Board should appoint two co-chairs from NEA either way, since ART has never hosted a meeting before and thus an ART co-chair might need additional support. Ellen said that it would be something to discuss with the NEA co-chair that has already been identified. Juliana Kuipers asked what kind of financial contribution the Board should expect from ART. Ellen said the contribution would be substantial. Emily Atkins suggested a conversation with ART about registration rates, since rates should match for both NEA and ART members. Colin said that because ART does not host meetings of their own, their members would register as NEA members within NEA's registration system. Juliana said that NEA would not share meeting profits with ART. Ellen suggested that if NEA reaches a pre-determined profit threshold, a portion of any profits beyond that point might be shared with ART. Although ART may eventually commit to co-host the meeting, logistical arrangements still belong solely to NEA. This will not be the same type of co-hosting that NEA has done in the past with the Mid-Atlantic Regional Archives Conference (MARAC).

The Beinecke Library at Yale University will host a reception for meeting attendees at no cost to NEA.

Ellen moved to approve Rachel Chatelbash as a chair of the Spring 2018 Program Committee. Caitlin Birch seconded. No discussion. No abstentions. **All members voted in favor (6-0-0)**. Ellen said that she planned to put out a call to solicit Program Committee members at the same time that the call for the Fall 2017 Program Committee goes out.



NEA Strategic Plan Updates

Caitlin Birch reported on the implementation of the NEA Strategic Plan 2016-2020. At the October 2016 Board meeting, the Board decided to check in on the status of Strategic Plan initiatives on a quarterly basis, and to share an updated version of the plan with the membership via the NEA website. For the first quarter, Caitlin reviewed the plan to identify actions that were past due, due in January 2017, or coming due in the near future, and then contacted the volunteers responsible for each specific action requesting status updates. In the case of items that had not been completed, she requested information on what the volunteers needed from the Board in order to progress, as well as a revised due date for the item. There were 13 total items that fell under review this quarter, and of those 13, three have been completed, three are in progress, four haven't been started, and three are the responsibility of the Board and require discussion today.

Completed Items

"By January 2017, the Representatives-at-Large will create an updated organizational chart for the website, improve the transparency of the application process for volunteering and nominating, and formalizing the process so that members have a clear sense of how to get involved in NEA leadership service." (4.2.2.b)

"By January 2017, the IDC will complete the Contingent Employment Survey (CES) using a targeted online questionnaire and in-depth one-to-one interviews to assess the labor conditions and professional needs of contingently-employed archivists in the New England region. Submit final report and recommendations for the CES to the Board in January 2017 and submit an article version of the CES findings and recommendations to a relevant professional journal for consideration." (4.5.2.a)

"By September 2016, the Representatives-at-Large, in collaboration with the IDC, will review application policies and procedures for conference scholarships with the goal of clarifying expectations and increasing participation." (4.5.3.a)

Items In Progress

"By January 2016, the NEA Executive Board liaison to the Regional Archival Associations Consortium (RAAC) will take responsibility for monitoring and soliciting in the areas of archival advocacy and working with the Communications Committee and the RAAC to release statements on behalf of NEA." (4.1.1.a)

Caitlin spoke with Jessica Tanny about the above item, and Jessica T. reported that Jessica Sedgwick sent her a draft of the NEA Advocacy Protocol in October 2016. Jessica T. sent her feedback to Jessica S., and hasn't heard anything further. Caitlin said that the Board may simply need to reconnect Jessica T. and Jessica S. in order for this item to progress. **Jennifer Gunter King will contact Jessica S. to see what work remains to be done. The revised deadline for this item is March 2017.**



“By March 2016, create a sustainable dedicated leadership structure for NEA’s Mentoring initiative within the Membership Committee.” (4.2.1.a)

Caitlin spoke with Heather Mumford about the above item, and Heather reported that the mentoring liaisons are in place for their three-year terms. She is not considering this item complete because she and Pam Hopkins are serving as the program administrators due to a lack of volunteers. This should not set a precedent where the chairs of the Membership Committee also serve as the Mentoring Program administrators, and a new call for volunteers will go out in December 2017. **The revised deadline for this item is January 2018.**

“By September 2016, launch a formalized mentoring initiative based on the recommendations of the MTF.” (4.2.1.b)

Caitlin spoke with Heather about the above item, and Heather reported this item as in progress. **The Board agreed that this item can be considered complete, due to the fact that the mentoring initiative has indeed launched.**

Items Not Yet Begun

“By June 2016, the NEA Executive Board, in collaboration with the Membership and Communications Committees, and/or a task force (if appropriate), will develop workflows to facilitate raising awareness of archival advocacy issues through the RAAC.” (4.1.1.b)

Caitlin spoke with Heather and Jessica T. about the above item. Heather reported that work on this item has not begun, and the Membership Committee needs guidance from the Board. Jessica T. reported that the Communications Committee is awaiting information from both the Membership Committee and the Board. The Board discussed and determined that this item relies in part on the work and progress of the Regional Archival Associations Consortium (RAAC). **Caitlin suggested that the Board discuss further with Jessica S., since she is the RAAC liaison and may have information that would help move this item forward. The revised deadline for this item is June 2017.**

“By January 2017, the Membership Committee, in collaboration with the Web Coordinator, will investigate an expansion of the functionality of the membership database to include more detailed information — such as profile pictures, skill-set descriptions, geographic data, and self-identified one-on-one mentoring interest — so that members can better connect with nearby colleagues and those with expertise relevant to their work.” (4.2.2.c)

Caitlin spoke with Heather and Jessica T. about the above item. Heather reported that work on this item has not begun, and the Membership Committee needs input from the Communications



Committee. Jessica T. reported that she spoke with Kelli Bogan, who is awaiting input from the Membership Committee. Jessica T. also suggested that this item might fall more naturally under the Membership Secretary, rather than the chairs of the Membership Committee. Ellen Doon asked about the intent of this item: Is the goal to implement the stated functionality, or to investigate whether it is technically possible to implement the stated functionality? Does this item respond to member requests? Juliana Kuipers said that this item resulted from membership survey data. Colin Lukens said that the item is also a response to recommendations of the Constituency Task Force (CTF). **Emily Atkins suggested that a good way to proceed with this item would be to have the Membership Committee draft a list of ideal features they'd like to see in the membership database, then share it with the Web Administrator, who can determine what features are possible.** Even if a feature is deemed impossible at the moment, the website team has a running list of features they'd like to add in the future, and features identified by the Membership Committee could join this list. **The revised deadline for this item is January 2018.**

"By January 2017, the Executive Board will restructure the Membership Committee to give each member a specific role/area of responsibility, such as:

- Chair(s)
- Development
- Membership survey creation and analysis
- Mentoring
- Meet-up organization
- Outreach to new and lapsed members
- Membership Secretary (non-voting Board Member)" (4.3.1.a)

Caitlin spoke with Heather about the above item, and Heather reported that the Membership Committee needs guidance from the Board, particularly as to whether a bigger committee is possible. **Ellen said that a good course of action would be for the Membership Committee to determine what roles should exist within the committee, and then report to the Board. Caitlin suggested that the Membership Committee discuss in advance of the March 2017 Board meeting, so that the Board can make decisions at that meeting, and solicitation of the necessary volunteers can occur in the spring.** Colin said that this item is a prerequisite for later items in the Strategic Plan, so it's something the Board should address soon. Juliana said that the Membership Committee can look to the Communications Committee for a good model of how to assign specific roles to each member of a committee. This structure has been helpful to the Communications Committee since they adopted it. **The revised deadline for this item is August 2017.**

"By September 2016, the Communications Committee, in collaboration with the IDC, will establish a communication plan to increase awareness of conference scholarships." (4.5.3.b)

Caitlin spoke with Anna Clutterbuck-Cook and Jessica T. about the above item. Anna reported that she is waiting to hear from the Communications Committee, and Jessica T. reported that she is waiting to hear from the Inclusion and Diversity Coordinator. **Anna said that she will connect with Jessica T., but that it might be helpful for the Board to clarify primary responsibility for some of these items.** Emily said that it's important to remember that Jessica T.'s term as the chair of the Communications Committee has officially ended, so this is not a case of her dropping the ball. The Board agreed, and clarified that none of the incomplete work in the Strategic Plan is viewed as anyone dropping the ball, but that there is room to make responsibility for items clearer, as Anna suggested. Colin added that some of these items may be implemented in ways different from what was originally envisioned, so responsibilities may shift. Jane Ward said that status updates like these have not been done with past strategic plans, so the fact that these conversations are occurring is great progress. **The revised deadline for this item is June 2017.**

Items for Board Discussion

"By January 2017, NEA will establish the Community Engagement Coordinator (CEC) as a non-voting Executive Board Member, to increase public appreciation and understanding of archives." (4.1.2.a)

Jennifer asked whether the CEC was envisioned as part of a committee, or a standalone position. Juliana said the position was envisioned as standalone, like the IDC. Colin said this item was a response to both membership survey data and CTF recommendations. Emily said that this position is responsible for later actions in the Strategic Plan, so it's important for the Board to fill it. Anna said that the timing is good to recruit volunteers for this position. **Colin said that there are likely notes from the drafting phase of the Strategic Plan that may provide more detail on what was intended with this position, and he will review those notes. Jennifer said that the Board should plan to develop a CEC job description prior to the March Board meeting, and that conversations in this direction can occur electronically.** Her preference is to recruit for the new IDC and the CEC at the same time. Colin said that he will not write a job description yet, but will review his notes to try to better define the role. He plans to bring Jennifer and possibly Jill Snyder into the conversation, since Jill led the effort to draft this section of the Strategic Plan. Caitlin reminded the Board that the first item in the Strategic Plan for which the CEC is responsible has a June 2017 deadline. **The revised deadline for the item in discussion is March 2017,** while the deadline for the CEC's first action remains the same.

"By June 2016, the Executive Board will create a list, to be added to the meeting manual for consideration by Program Committee chairs when planning bi-annual NEA meetings, of inclusive and participatory activities and strategies to encourage increased mingling and participation within meetings." (4.2.2.a)

Jennifer said that this item seems to cross over with the work that Colin, Juliana, and Emily are already doing on the meeting manual. She asked when a draft is expected. **Juliana said that the group hopes to have a draft ready in advance of the March Board meeting, and will request Board feedback prior to the meeting.** Emily suggested reaching out to past Program Committee chairs and Anna for ideas. Anna said that some of the programming she introduced at the Spring 2016 Meeting was in response to the same types of member concerns that are represented in this item, and she can share more about that as work on the meeting manual continues. **The revised deadline for this item is March 2017.**

“By January 2017, the Executive Board will institutionalize Board and member time and fiscal contributions to NEA awards and scholarships through new online donation tools, with targeted outreach and increased publicity.” (4.3.3.a)

Juliana said that this item address the need to increase participation in award and scholarship donations, and also to formalize how the Board supports these funds. Jane said that when NEA switched from paper meeting registrations to online registrations, donations to these funds dropped. Members were able to donate at the point of registration under the paper system, but not under the online system. Emily said the website functionality does not exist at this time to support donation at the point of registration. Registration has to be one transaction, and donation has to be a separate transaction. Jennifer asked how difficult it would be to create new online donation tools. Emily said that it isn't possible with the current web infrastructure. The Board could hire a developer, but the cost would likely not be worth it. Juliana said that rather than functionality, what would be most effective to boost donations is a better approach to communicating the importance of donating. Colin said that the Development Task Force worked to identify solutions to the donation problem. They made recommendations regarding the website that have already been implemented, and they also recommended having a member of the Membership Committee specifically focused on development work. Emily said that the Board had discussed the possibility of having a designated person at the registration table during meetings to accept donations. The registrar is too busy with on-site registrations to handle that piece of work. Jane asked whether the confirmation page that follows a successful online registration could display a prompt to donate. Emily said that functionality does not exist, but the text of the email that is sent to confirm registration could be changed to include a donation prompt. Liz Francis said that during the awards ceremony, members should be reminded that the awards are made possible by member donations. Colin said that other organizations ask past winners to be ambassadors for the awards they won, and NEA might want to do the same. This would be something for a designated development volunteer to explore. Jennifer said that the next time NEA's registration process undergoes major updates, the Board should pursue donation functionality for the point of registration. For now, though, an immediate action the Board can take to boost donations is to demonstrate a formal donation effort by Board members. Juliana said that it is an effective fundraising strategy to be able to tell members that 100 percent of the Board has already

donated. Caitlin said that she is in favor of the Board supporting the awards and scholarships, but that she is concerned about creating individual financial obligations for Board members. There may be members of the Board in the future who are not in a financial position to donate. Jennifer agreed, and suggested that any amount would achieve the goal of 100 percent participation, even if it's only \$1. Jane said that there should be no obligation to donate. Juliana said that 100 percent participation is not necessary, so long as we can communicate that generally, the Board is donating. Caitlin said that the Board should keep in mind the barriers that already exist to serving at the Board level, and avoid creating a new barrier in the form of financial obligation. Juliana suggested that Board donations could be of time, rather than money. Colin said that was the intent of this item: to recognize the donations NEA volunteers make in whatever forms they occur, and to institutionalize that recognition. Emily asked whether this would be work for the development role on the Membership Committee. Colin said that it would be. Emily said it would be good for the person who eventually fills that role to meet with the treasurer and brainstorm around this topic. **Jennifer requested that as an immediate action, she reach out to the Board and encourage all to donate whatever amount is individually manageable. The Board can then encourage members to follow suit and donate.** Anna suggested a matching campaign, where the Board matches member donations with funds from the NEA budget. The Board supported this idea. Juliana said that it would be feasible to match donations up to a total of \$1,000 for each award/scholarship fund. Juliana moved to authorize the matching of donations from the NEA treasury to all scholarship and award funds up to \$1,000 per fund through December 31, 2017. Colin seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).** The Board agreed to consider this item in progress. **Anna suggested advertising the matching campaign on the NEA website. Emily said that she will discuss advertising with Kelli, and she will also draft a list of ideas for how to improve the online donation situation.** Juliana asked whether the match should apply retroactively to donations that have already been made this year. The Board agreed that it should, and the individuals who have donated should be informed that their donations were matched. **The revised deadline for this item is June 2017.**

Caitlin concluded the Strategic Plan discussion by saying that she would notify the Board when an updated version of the plan was available, and would work with the Communications Committee to share it with the membership.

Membership Committee

Heather Mumford presented the Membership Committee's report.

Update on Mentoring Program

The call for applicants has gone out, and to date three mentors and 10 mentees have applied. The majority of applicants have expressed a preference for virtual meetings. Applications will be accepted until February 15.



Membership Survey Update

The membership survey closed on January 6, and Sarah Hayes is analyzing the results. Colin Lukens asked about the response rate. Emily Atkins said there were 98 responses, which is lower than usual and may be a result of the timing of the survey. In the past, the norm has been closer to 175 responses. All respondents completed the whole survey and most respondents provided free-response comments, which indicates that the survey was well-designed. **Unedited, anonymized survey results will be available to the Board. Edited results will be posted to the NEA website.** Results in the education section of the survey remained consistent with the results of years past, indicating that the same continuing education topics that have been popular in recent years are still popular this year. Survey results indicated that membership dues are still seen as reasonable. Fewer respondents reported concern over losing their jobs than in recent years.

Membership Dues by Checks and Membership Secretary role

Juliana Kuipers introduced a discussion about membership dues. Before NEA adopted Wild Apricot as its web platform, all members paid their dues by check. After Wild Apricot adoption, members were still given the option of printing out a membership form and sending it to the membership secretary with a dues check, but most members switched to online payment. Wild Apricot has a feature that automatically notifies members when it's time to renew their membership, but it seems that in the case of members who pay by check, these notifications persist even after the renewal has been processed. Juliana suggested that going forward, all members be required to complete the online version of the membership form, but that check remain an option for dues payments. This would eliminate the erroneous Wild Apricot reminders. Contact information should also be provided in the event of questions during the renewal process. Elizabeth Slomba said that currently, dues checks are routed to her first in her role as membership secretary, and she forwards them to the treasurer. It might be more straightforward for checks to go straight to the treasurer.

Elizabeth outlined her position's other responsibilities: running a membership list four times per year for the NEA Newsletter editors and once per year for the vendor coordinator, and running the list once per year for the immediate past president during NEA elections. Elizabeth said that it may be time for the Board to reconsider the position of membership secretary, given its limited responsibilities. Juliana said that the Board should consider retaining the position, but as a regular member of the Membership Committee, not as membership secretary. The Board should avoid distributing the responsibilities of the position to existing positions. Emily agreed that it's good to have one person with these responsibilities. It makes it clear to members that there is a specific contact for their membership questions. Liz Francis said that roundtables also have to verify their members' NEA membership status once per year, so that adds another area of responsibility for the membership secretary. Colin suggested that the job description of the membership secretary be rewritten. Elizabeth suggested that she and the Membership Committee co-chairs have a discussion about how the role might be absorbed into the Membership Committee. Colin asked if the Board

would lose anything if the membership secretary were no longer an ex-officio member of the Board. Elizabeth said that when she was NEA president, she wasn't clear about what the relationship was between the membership secretary and the Membership Committee. There has also been inconsistency in the level of involvement of the membership secretary in the Board and quarterly Board meetings, depending on who holds the position. **Jennifer Gunter King said that Elizabeth and the Membership Committee would meet to discuss the future of the membership secretary position and then report back to the Board on their recommendations.**

IDC Committee

Anna Clutterbuck-Cook presented the Inclusion and Diversity Coordinator report.

Bystander Intervention Training for the CoC roll-out

The Code of Conduct was approved by a vote of the membership and is in place for use at the Spring 2017 Meeting. All meeting attendees are required to agree to the terms of the Code of Conduct as they register for the meeting. The bystander intervention training that NEA plans to offer is meant to give trainees the skills necessary to intervene in the event of Code of Conduct violations. **Anna will call a bystander intervention instructor next week to check availability for training in conjunction with the Spring Meeting. If the instructor is not able to offer training at the Spring Meeting, Anna will ask for recommendations of other instructors who might have availability.** If costs and space allow, Anna suggests opening this training opportunity to the general membership. **Anna will report back to the Board by email when she has cost and scheduling information.**

Contingent Employment Study report

When Anna began her role as Inclusion and Diversity Coordinator in 2015, she spoke with the membership about their concerns, and employment concerns were cited frequently. Her conversations on the topic eventually inspired her to carry out a survey of archivists in New England about their employment experiences, and to identify a group of volunteers to carry out the survey. They designed the survey to cover the experiences not only of NEA members, but of any individual identifying as a member of the profession who has lived or worked in New England in the last 10 years. The survey was offered online, and the volunteer group did follow-up interviews with some respondents. The group is developing recommendations for the Board based on survey results. Anna shared some survey data in advance of the recommendations:

- The demographics of survey respondents closely match the demographics of NEA's membership.
- The majority of respondents are Massachusetts residents, with a scattering of respondents from other New England states, as well as some responses from individuals who no longer live in New England.
- The majority of respondents identified as white.



- The majority of respondents did not identify as LGBT.
- The majority of respondents did not identify as disabled.
- The majority of respondents identified as either recent graduates of master's programs or as early-career.
- The majority of respondents had student loans that were of significant concern to them.
- Many respondents said that they lived with other adults who shared their expenses.
- Survey questions requested information about respondents' jobs — whether they were full-time, contract, volunteer, etc. — and benefits of those jobs. About half of the positions described were hourly wage jobs with no benefits.
- For respondents with benefits, the most frequently reported benefits were sick time, personal time, and vacation time.
- For respondents without benefits, most expressed positive perspectives on their colleagues and their work environments. They expressed negative perspective on wages, lack of flexibility, lack of professional development, the dedication of all work hours to a specific project (viewed as particularly problematic by respondents who would otherwise like to be more involved in an organization like NEA).
- The survey asked respondents to identify what they saw as NEA's role in addressing their concerns. Respondents were unsure whether NEA could do anything beyond what the organization already does. They provided positive feedback on the initiatives in the Strategic Plan designed to increase opportunities for virtual/remote participation in NEA. Some respondents had participated in the NEA Mentoring Program in its pilot phase and reported positive experiences.

Anna suggested that the Board consider how it might advocate on behalf of contingently employed archivists, and create best practices for working conditions in the field. She confirmed that recommendations from the survey group are forthcoming. Emily Atkins asked whether it would be useful for Anna to have most recent membership survey data as the group develops its recommendations. Anna said that her data is current through 2013, so updated data would be helpful. **Emily will send provide her with data for the years since 2013.** Jennifer Gunter King asked whether survey data should be stored in an accessible place like PBworks. Emily said that data is stored in SurveyMonkey and on the NEA website, but that it might be useful to store it in PBworks as well. Caitlin Birch asked whether survey data is eventually added to the NEA archives. Emily said it is not, but should be. A tangential conversation developed about management of documents generated in the course of NEA operations. The Board agreed to continue the conversation later. Returning to the Contingent Employment Survey, Caitlin asked whether the results would be published and/or presented to a broader audience, as suggested in the Strategic Plan. Anna said that the survey group's report is internal at this point, but that the group would like to share its findings with the archives community as a whole. The group decided not to propose a session for the Spring 2017 Meeting, preferring to focus on publishing rather than presenting. Caitlin suggested that a brief presentation



could occur at the Business Meeting. **Jennifer will add the CES survey presentation to the Business Meeting agenda. Heather and Pam will present on the membership survey then, too.** Juliana suggested that survey presentations should be brief because awards presentations will occur during the Business Meeting as well. Liz Francis thanked Anna and the survey group for their work.

Committee Appointments

Newsletter Committee new co-chairs Claire Lobdell and Sean Parke

Colin Lukens moved to appoint Claire Lobdell and Sean Parke as co-chairs of the Newsletter Committee, with terms from January 2017 to January 2020. Caitlin Birch seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

IDC Committee Chair - updated job description

Jennifer Gunter King reported that Anna Clutterbuck-Cook is rotating off the Board as Inclusion and Diversity Coordinator in November 2017, and a call has gone out for the next IDC using an updated job description. Anna said that while revising the job description, she had recommended that the Board consider making the IDC role a voting member of the Board. A discussion followed with several members of the Board prior to today's meeting. During that conversation, Juliana Kuipers said that the issue of making the IDC a voting member is more complicated than rewriting the job description and soliciting volunteers to fill it, since voting members of the Board must be elected by the membership. If the IDC became a voting member, this could not occur until the next election. Additionally, another voting member would have to be added to the Board to avoid having an even number of voters. Colin said that a change to a voting IDC would also require a change to the NEA Bylaws. The decision was eventually made that the IDC would remain an ex-officio member of the Board. Jennifer said that the IDC should continue to have a strong say on the Board. Jennifer reminded the Board that during a discussion earlier in the meeting of the Strategic Plan, the question arose as to whether the Board needed to add to the IDC job description a statement of responsibility for Inclusion and Diversity initiatives. The Board agreed that this would be beneficial. **Jennifer will revise the job description accordingly and then circulate it by email for a vote.**

Education Committee Chair

Stephanie Call reported that she will rotate off the Education Committee as chair at the end of March. The committee is struggling as many people rotate off, and they are actively seeking new members. The deadline for volunteer applications is February 6. The Board needs to focus on filling the chair position, since none of the current members of the committee are interested in taking on that role. Emily Atkins asked whether there were elements of the position that could be improved to make it more appealing to volunteers. Stephanie said that the dual responsibility of Education Committee Chair and Education Coordinator is confusing. She holds both positions, but is not clear on the role of Education Coordinator. Alyssa Pacy created the position and the position no longer functions as was

intended. Colin said the position has become redundant. Stephanie said that potential volunteers may see that her name appears in two roles, and that may lead them to believe that the commitment is an especially big one and deter them from volunteering. She suggested that the Board consider eliminating the position of Education Coordinator. She would be willing to stay on for a month beyond the end of her term to help a new volunteer transition into chairing the Education Committee, but she would like to end her service to the committee by the end of April. Juliana asked if a space could be added to each issue of the NEA Newsletter for open volunteer positions. **Claire said that the Newsletter editors would explore that idea. Colin suggested that at the next Board meeting, the Board consider voting to eliminate the Education Coordinator position.**

Awards Committee

Liz Francis moved to appoint the following individuals to the Hale Professional Development Award Committee: Jessica Sedgwick (chair), Elizabeth Coup, Abby Cramer, Liz Francis, Kris Kobialka, Michael Lotstein, and Silvia Mejia. Juliana seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Liz moved to appoint the following individuals to the Haas Records Management Award Committee: Liz Francis (chair), Veronica Martzahl, Ed Galvin, Meghan Bailey, and Kris Kobialka. Caitlin seconded. **All members voted in favor (6-0-0).**

2017 A/V Professional Development Award Scholarship Committee Needs Board Vote

Liz moved to appoint the following individuals to the Audio-Visual Professional Development Award Committee: Silvia Mejia (chair), Jessica Sedgwick, Abby Cramer, Liz Francis, Rebecca Martin, Blake Spitz, and Meghan Bailey. Ellen Doon seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Other

Colin moved to appoint Surella Seelig to the Communications Committee as Social Media Coordinator for a term of January 2017 – January 2020. Caitlin seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Emily asked if the Board had received any applications for the position of registrar. The Board had not. Jennifer said that the Board needs to encourage colleagues to apply for volunteer positions. Colin said that it's a good idea to approach individuals who did not win their races for elected positions, since they have already indicated an interest in serving. **Colin will reach out to individuals from the most recent election.**

Colin said that the clerk of the corporation, Jean Nielsen Berry, will be stepping down. The Board should consider how to approach filling that position. Juliana has expressed interest in serving as the

next clerk of the corporation, which would be a logical move since she is already attached to NEA's accounts in her role as treasurer. The Board expressed support of Juliana as a candidate for the position. **No appointment will be made until the March meeting.**

Progressive Archivists Statement and Petition

Jennifer led a discussion on the Progressive Archivists statement and petition. Some Board members saw (and in some cases signed) a petition that was circulated on the Progressive Archivists listserv in response to the actions of the Trump administration. Jennifer decided not to sign the petition because doing so might present conflicts with her role as NEA president. Encountering the petition, though, led to considerations of whether the Board should issue a statement of its concerns with the administration. The Board proceeded to discuss these concerns. Ellen Doon suggested that the statement should address items of concern that have already occurred, and should not address speculation on what might occur in the future. Caitlin Birch suggested that the general membership be given an opportunity to express their concerns in the same way that the Board is discussing its concerns. **Jennifer said that she will circulate a draft statement to the Board, and then it can go to the membership to solicit additional ideas.** Claire Lobdell said that as archivists, it's important to advocate for the authenticity and existence of information, not the veracity of it. Anna Clutterbuck-Cook said she is in favor of issuing a statement, but reminded the Board that even when limiting a statement like this to archival issues, it will still be viewed by some as broadly political. Karen Adler Abramson said that even if some view the statement as political, all archivists should support freedom of information. The Board agreed that the statement should come directly from Jennifer, and should not filter through the Communications Committee. **Jennifer said that the Board will also look for ways to create time and space at the Spring Meeting to have the general membership converse about their concerns. Jennifer will contact Erica Boudreau to discuss.**

NEA and MA History Conference/MA Alliance for Sharing History

Colin led a discussion of NEA's connection to the Massachusetts History Conference/Massachusetts Alliance for Sharing History. The conference is held annually in June at Holy Cross. Several years ago, the conference organizers asked the Board for NEA's participation. Colin started attending their planning meetings. The Board made a donation in support of the conference and in return, was able to set up an outreach table at the conference. The table generated many new member inquiries. Organizers have rebranded under the name Massachusetts Alliance for Sharing History (MASH). Last year the Board sent a three-person delegation to the conference on behalf of NEA, and the Board should prepare for MASH to inquire after NEA's participation again this year. Colin asked if the Board was interested in continuing to participate. Juliana Kuipers said that if MASH does approach the Board, there's no reason a call can't go out to the membership to see if there are interested volunteers. There are likely NEA members who would be interested. **Colin said he will wait to see if MASH approaches the Board, and if they do, the Board will be prepared to respond.** Emily Atkins said that it might be a good idea for the registrar to attend, to field membership inquiries. Karen Adler



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | secretary@newenglandarchivists.org

Abramson said it could be interesting to find out how many NEA members have a public history educational background as opposed to an archives one. Emily said a question in that vein could be added to the membership survey going forward. Juliana said that it could also be interesting to begin asking about primary job responsibilities (processing, reference, etc.) in the membership survey.

Adjournment

The meeting adjourned at 4 p.m.

Respectfully submitted,
Caitlin Birch