



TAKING THE PAST INTO THE FUTURE

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

New England Archivists Executive Board Meeting

July 7, 2017

10 a.m. – 4 p.m.

Dartmouth College

Hanover, NH

AGENDA

- 10:00 – 10:15 Welcome and introductions (Ellen Doon)
- 10:15 – 10:25 Procedural overview (Ellen Doon)
- 10:25 – 10:30 Approve minutes from March 2017 Board meeting (Caitlin Birch)
- 10:30 – 10:45 Spring meeting 2017 final report (Krista Ferrante, Erica Boudreau)
- 10:45 – 11:15 Fall Symposium 2017 Report and Budget Approval (Liz Andrews)
- 11:15 – 11:35 Spring Meeting 2018 Report (Rachel Chatalbash)
- 11:35 – 11:45 Spring Meeting 2019 / VP Report (Karen Adler Abramson)
- 11:45 – 12:00 Financial review (Ellen Doon, Jennifer Gunter King, Emily Atkins)
- 12:00 – 1:00 Lunch on your own
- 1:00 – 1:15 NEA Fellows program suggestion (Ellen Doon)
- 1:15 – 1:45 Strategic plan updates (Caitlin Birch)
- 1:45 – 2:00 Open positions update
 - Vendor Coordinator
 - Membership Secretary
 - Listserv Coordinator
 - Community Engagement Coordinator
 - Inclusion and Diversity Coordinator
- 2:00 – 2:30 Inclusion and Diversity Committee structure (Anna Clutterbuck-Cook)
- 2:30 – 2:50 Communications Committee structure (Sarah Shoemaker)

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- 2:50 – 3:00 Afternoon break
- 3:00 – 3:45 Process for recruiting and selecting volunteers
- 3:45 – 3:55 SAA table coverage and other logistics (Sarah Shoemaker)
- 3:55 – 4:00 Fall Board meeting logistics (Emily Atkins, Ellen Doon)
- 4:00 Adjourn

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In attendance: Karen Adler Abramson, Liz Andrews, Emily Atkins, Caitlin Birch, Ellen Doon, Jennifer Gunter King, Olivia Mandica-Hart, Jessica Sedgwick, Sarah Shoemaker, Jane Ward

In attendance via video conference: Rachel Chatalbash, Anna Clutterbuck-Cook, Sean Parke

Welcome and introductions

At 10:15 a.m., Ellen Doon called the meeting to order, followed by attendee introductions.

Procedural overview

Ellen Doon provided an overview of Board parliamentary procedure.

Fall Symposium 2017 Report and Budget Approval

Liz Andrews reported on the Fall 2017 Symposium. Planning is on track. The Fall 2017 Symposium Program Committee has reserved contiguous classrooms, all of which will have easels, plus a larger auditorium space that will accommodate all attendees. The meeting will occur from 9 a.m. to 1 p.m. on Saturday, Sept. 23. Liz said that Emily Atkins suggested that the registration desk open at 8 a.m. Olivia Mandica-Hart won't be available the weekend of the symposium, so Emily will handle registration.

This month, Liz said the Program Committee is working with the Communications Committee on symposium communications. They want to get information about the content of the meeting, travel directions, and public parking out to members as early as possible so that members can decide whether to attend. They're also reviewing responses to the call for conversation topics and volunteer facilitators that went out to the membership. The response rate was good. The Program Committee will contact individuals who responded soon to confirm their participation.

Liz said that the symposium budget is straightforward, and most funding is concentrated on refreshments since there will be no charge for meeting space. Lunch will not be provided, but refreshments will be available during breaks, including options for dietary restrictions.

Liz said that Emily has suggested having copies of the NEA Code of Conduct available at the registration desk. Liz asked who she should contact if attendees have questions about the Code of Conduct, or if violations arise. Anna Clutterbuck-Cook said that she'll be the contact person, and that



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there's also a form that attendees can use to report violations. If Anna can't attend the symposium, she suggested that the Board nominate two people on the Program Committee to be the point people for the Code of Conduct, or Board members could fulfill that role. Attendees could also be directed to contact Anna by email or through the form. Ellen Doon said that the Board would discuss more in a later agenda item, but that she'd be comfortable having attendees come to her with Code of Conduct questions and issues, and thinks other Board members would as well. Emily said that the registrar might be an easily identifiable person to fill the role. Liz asked whether there should be ground rules for discussion at the meeting in accordance with the Code of Conduct. Jessica Sedgwick said that it would be good to have facilitators lay ground rules at the beginning of discussion.

Ellen asked for additional questions about the symposium. Jessica asked if the registration desk would remain open after the start of the meeting. Liz said that it might be unstaffed during the introduction to the meeting, but should be staffed for a short period after that for anyone arriving late.

Ellen turned discussion to the budget. Liz asked whether the number for catering gratuity was too high. Jane Ward said she didn't think it was too high, based on past meetings.

Emily said that it would be more comfortable to vote on the budget after projected costs were firmer. Liz said that she feels confident that the numbers are relatively firm because she's familiar with the vendors that service MIT. Ellen said that the Board can vote on the budget as is, and if approved, the amount budgeted will become a cap and the Program Committee will need to cut costs if later budget projections go over the amount voted upon today. Liz said that the Program Committee can always look for cost-saving measures, such as purchasing bottled water and whole fruit directly as opposed to through a caterer. Emily asked whether MIT would allow outside purchases like that. Liz said they would.

Jessica moved to approve the Fall 2017 Symposium budget. Caitlin Birch seconded. Ellen amended the motion: To approve the budget with the caveat that these numbers are estimates and the Program Committee will not exceed the budget as stated. No abstentions. **All members voted in favor (5-0-0).**

Approval minutes from March 2017 Board meeting

Caitlin Birch moved to approve the March 23, 2017 quarterly Board meeting minutes as submitted. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

Treasurer Report

Emily Atkins presented the Treasurer Report. Emily said that everything looks good. It's taken her a while to get used to QuickBooks, which Juliana Kuipers started using just before the treasurer transition. There's one account that Emily is having trouble accessing online, but the bank is working



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to remedy the problem. The most recent financial statement is probably off by about \$10 because of the problem account.

Emily said that there's a structural change in the way that financial quarters align with Board meetings, so that there may be a delay between when a quarter ends and when the report for it is available to the Board. The balance for this year is currently just over \$13,000. Most of the year's income derives from membership dues. NEA brought in just over \$27,000 in meeting registration, just over \$8,000 in vendor sponsorships, and just over \$2,700 in workshop registration. The profit from the Spring 2017 Meeting was \$5,622.15.

Spring Meeting 2018 Report

Rachel Chatalbash reported on the Spring 2018 Meeting. The Program Committee met in April to tour the Omni Hotel in New Haven and plan for the meeting. The PC has decided on an advocacy theme for the meeting. Planning is on track. The call for proposals has gone out, and subgroups within the PC are actively working on every aspect of the meeting. Rachel has been in regular contact with the Omni staff.

The PC's primary focus right now is the meeting budget. Some of the items in the budget are more expensive for 2018 than they have been for past meetings. The cost of the meeting currently looks to be about \$60,000. Rachel posed two-budget related questions: Are there opportunities to cut costs? Projected attendance is 300 people over all days — is this projection accurate?

Ellen Doon said that the Board can identify and review some cost-saving options. The Board will plan to do this work in advance of the fall Board meeting, and then decide on options to pursue at that meeting.

Ellen said that in terms of attendance, numbers may be higher than projected because the meeting is a joint offering with the Archivists Round Table of Metropolitan New York (ART).

Emily Atkins agreed that the projected number seemed low, but said that it's hard to estimate how much additional participation will come out of the partnership with ART. Emily also said that for NEA members, travel distance and cost are both greater than is typical, so attendance may be down.

Ellen said that the meeting and New Haven should be advertised as an exciting destination, which they are.

Jane Ward said that NEA met in New Haven years ago [October 2001], and the PC could look at attendance numbers from that meeting to get a better idea.



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Ellen said that as an addendum to Rachel's report, she heard back from ART in response to the meeting contract. ART's lawyer has reviewed the contract and proposed a few changes. The contract is close to being finalized.

Spring Meeting 2019 / VP Report

Karen Adler Abramson reported on the Spring 2019 Meeting. She's in the beginning stages of finding a meeting venue. The last time a meeting was held in Vermont was in 2005, so the focus right now is on identifying Vermont venues. Karen is working with Kristin Sharrer of HelmsBriscoe to identify dates and venues. Burlington seems like a solid choice, but there may be other college towns to explore as options, too. Karen said the new meeting guide has been very helpful.

Jane Ward said that a Vermont meeting may necessitate a larger block of hotel rooms, since more attendees would need overnight accommodations.

Anna Clutterbuck-Cook said that there might be an opportunity to do outreach with Vermont cultural heritage organizations. Caitlin Birch said that if the meeting is in northern Vermont, it might also make sense to do outreach with Canadian archivists.

Karen said that a Vermont meeting would likely be scheduled in April rather than March because of winter weather. Jane said that scheduling should account for the Easter holiday, too. **Karen will share venue and date options by email in the near future.**

Karen said that she is looking for a Program Committee chair. The meeting guide recommends that the chair a person with past Program Committee experience. Karen asked about the flexibility of this recommendation — would it be possible to consider someone without past experience?

Jane said that it was possible, but that another member of the PC should have past experience. The Board was in general agreement, and determined that the earlier the volunteer is confirmed, the better, so that the new chair can begin attending Board meetings and becoming familiar with the role. Karen said that her goal is to have a chair in place by the end of the summer.

Karen presented on one other item: a suggestion from a colleague that NEA host a "supply swap" at the Spring Meeting. The idea arose from the Day of Service, when the colleague realized how much underresourced institutions could benefit from receiving supplies. Ellen said that Rachel should take the suggestion under consideration for the Spring 2018 Meeting. **Rachel said that she will connect the members of her PC working on the Day of Service with Karen, so that they can explore the idea further.**

Strategic plan updates

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Caitlin Birch reported on the implementation of the NEA Strategic Plan 2016-2020. The report recurs quarterly to ensure that the Board continues to make progress toward achieving the plan's goals. There were 13 total items that fell under review this quarter, and of those 13, zero have been completed, two are in progress, five haven't been started, and six are the responsibility of the Board and require discussion today.

Items In Progress

"By ~~January 2016~~ ~~March 2017~~ June 2017 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 Sedgwick about the above item. Jessica reported that she sent the final version of her advocacy protocol to the Communications Committee, and this item would be fully complete once the protocol was posted to the website.

Further discussion of this item ensued at the Board meeting.

Jessica said that the protocol had been posted since she spoke to Caitlin. **The Board will consider this item complete.**

"By ~~September 2016~~ June 2017 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 Sarah Shoemaker and Anna Clutterbuck-Cook about the above item. Sarah reported that while Jessica Tanny might have worked on this item during her tenure as chair of the Communications Committee, Sarah has not worked on it since taking over leadership of the committee. She proposed an extension of the June 2017 deadline. Anna reported that after this item was last discussed at the March Board meeting, she, Liz Francis, and Abigail Cramer took responsibility for it. They met recently and will submit a proposal for changes in scholarship administration and promotion to the Board by email later in July.

Further discussion of this item ensued at the Board meeting.

Anna said that the discussion so far has focused on how to award scholarships, and once revisions to that piece are complete, she will work with Sarah on the communications aspect. Emily Atkins said that she would like to be a part of future discussions regarding this item. Anna said that Emily will be included. **The Board assigned a new deadline of September 2017 to this item.** Jessica S. said that one issue with the scholarship response rate last year was that the call for applications occurred around



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the same time as the membership survey. This year, the membership survey is scheduled for the summer, but the Membership Committee's report did not mention it and there is concern that the survey might be delayed and interfere with scholarships again. Jane Ward asked whether a membership survey was necessary every year. Ellen Doon said that the annual data is useful. Emily said that summer may be the best time for the survey in terms of the number of other announcements going out at the same time, but it may not be the best time for member responses. She suggested paring the annual survey down and doing a more comprehensive survey every five years. Ellen suggested sending out the membership survey shortly after the Fall Symposium survey. Jessica said the November election must also be taken into account. **The Board agreed to keep the original survey timeline and conduct it in the summer. Jessica will contact Pam Hopkins about the status of the survey and copy Sarah.**

Items Not Yet Begun

"By June 2017 create a method for NEA members to independently identify opportunities for informal, one-on-one mentoring, so that members of any experience level or career stage may seek out mentoring relationships." (4.2.1.c)

Caitlin spoke with Heather Mumford about the above item. Heather reported that while the Membership Committee has not completed this item, they do have ideas, such as the creation of a listserv or web forum to facilitate mentorship connections and quarterly meeups to supplement it. They've also considered asking liaisons and participants with the NEA Mentoring Program for their input in a post-program survey. Heather said that given the small size of the Membership Committee right now, they are not in a position to progress with this item and others in the Strategic Plan until they have more committee members.

Further discussion of this item ensued at the Board meeting.

Ellen said that a delay is understandable, especially given that the NEA Mentoring Program just relaunched in the last year. Boosting the size of the Membership Committee will be discussed later in the Board meeting. **Emily suggested revising the deadline of this item to September 2018, and the Board agreed.**

"By June 2017 in conjunction with the IDC, the Executive Board will develop a plan to target non-Massachusetts members for volunteer opportunities." (4.2.2.e)

Caitlin spoke with Anna about the above item. Anna reported that she has not been in contact with anyone from the Board regarding recruitment of non-Massachusetts members, and suggested that this item might fall more directly under the new Community Engagement Coordinator position. She



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said that the IDC could support the CEC by ensuring that outreach is done in a way that is mindful of possible barriers to participation.

Further discussion of this item ensued at the Board meeting.

Ellen said that the CEC position is envisioned more in the realm of outreach to non-NEA members, so the CEC might not be the natural fit for this item. This could perhaps fall under the Membership Committee, but they would not be able to take responsibility for it until new volunteers are added to the committee. Anna said that if the IDC transitions into a committee structure as proposed, members of that committee could collaborate with members of the Membership Committee to complete this item. **Ellen set a new deadline of September 2018.**

“By June 2017 the Inclusion and Diversity Coordinator (IDC) will host a brainstorming session to gauge interest in a series of programs on work/life balance. If interest is strong enough, a task force will be appointed to develop programming on this issue to be launched by September 2018.” (4.3.4.a)

Caitlin spoke with Anna about the above item. Anna reported that she and Stephanie Call held two brainstorming sessions on work/life balance at the Spring 2016 Meeting and took away ideas for programming, but they have not had further discussions about developing a task force. Anna said that given the challenges of recruiting volunteers right now, it may not be the best time to start a new project.

Further discussion of this item ensued at the Board meeting.

Ellen suggested that this item could be considered complete, given that the brainstorming sessions have occurred. Anna said that members have an interest in work/life balance, but there isn't necessarily a demand for more programming, just more conversation. She suggested that the next IDC consult notes from the brainstorming sessions and look for opportunities to incorporate the ideas there into future programming. Ellen said that a year remains for the Board to determine whether a more formal task force is appropriate. She suggested adding a question to the membership survey to learn more about member interest in this area. **Jessica will communicate Ellen's suggestion to the Membership Committee.**

“By June 2017, the Education Committee will identify and develop web-based resources, such as skillshares, for frequently requested educational topics that will allow the membership to gain basic, immediate knowledge of a subject or resource.” (4.4.1.a)

Caitlin spoke with Erik Bauer about the above item. Erik reported that the Education Committee has been focused on transitioning leadership and the Spring 2017 Meeting workshops, and has therefore



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not yet begun work on this item. Erik expects to begin work shortly and will have a progress update at the next Board meeting. He requested a year to complete this item.

Further discussion of this item ensued at the Board meeting.

The Board agreed to extend the deadline for this item to June 2018.

“By June 2017, the Education Committee will develop a tiered workshop structure, with tiered pricing, that offers continuing education opportunities along three tiers (beginner, intermediate, and advanced) in order to better serve our entire membership.” (4.4.2.a)

Caitlin spoke with Erik about the above item. Erik reported that the Education Committee has been focused on transitioning leadership and the Spring 2017 Meeting workshops, and has therefore not yet begun work on this item. Erik expects to begin work shortly and will have a progress update at the next Board meeting. He requested a year to complete this item, and would like to receive feedback from the Board on any requirements he should consider when designing the tiered workshop structure.

Further discussion of this item ensued at the Board meeting.

Emily said that this item grew out of membership survey feedback. Some members said that they would attend a workshop expecting a certain level of complexity, and realize that their expectations were off. Implementing tiers like “beginner, intermediate, and advanced” would help to resolve this issue. It might also be helpful to begin using a standardized label system to indicate what kind of content a workshop will cover (“reference” as one example). Jane and Ellen both expressed concern that a year might not be enough time to complete this item. The Board agreed that work on this item should focus on developing a pilot, which could realistically be completed in a year. The Education Committee might choose to focus on establishing tiers and fitting the existing workshop offerings into those tiers, rather than developing all new workshops for each tier. **The Board agreed to extend the deadline for this item to June 2018.**

Items for Board Discussion

“By ~~June 2016~~ June 2017 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)

Jessica said that the original intent of the above item is unclear, and asked whether something in addition to the advocacy protocol written for 4.1.1.a is necessary. **The Board agreed that no further work is needed and designated this item as complete.**



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~~“By January 2017~~ ~~March 2017~~ June 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)

Sarah said that a later agenda item would involve a discussion of the Communication Committee’s structure, and that discussion might have implications for the CEC role. **The Board agreed to extend the deadline for this item to January 2018.**

“By June 2017 the CEC will work with the NEA Web Coordinator to create a space on the website for general resources about archives for the general public.” (4.1.2.b)

Ellen asked whether such a space already exists on the website. Emily said that space is set aside for this purpose, but it doesn’t really have content yet. The Board agreed to mark this item as in progress. Jennifer Gunter King said that Jessica Tanny had been concerned about this item because it sounded like it would involve significant maintenance on the part of the Communication Committee. Jessica T. had suggested pointing to SAA’s existing resource site instead. Emily said that there might be local resources that are more relevant than SAA’s content. Caitlin said that since this item is the responsibility of the CEC and that position has not yet been established, the Board should wait on taking any action. **The Board agreed to extend the deadline for this item to June 2018.**

“By June 2017 the Executive Board will implement, based on the findings of the Conference and Educational Platform Task Force (2015), a more robust long-distance communication and collaboration infrastructure to make non-Boston area collaboration more effective.” (4.2.2.d)

Emily said that Pam and Abigail had been working on this item. The platform has been selected, the funds are available in this year’s budget, and the Board now needs to purchase the subscription. **The Board agreed to label this item as in progress. Emily will consult with Pam and Abigail, and the platform will be used at the next Board meeting.**

~~“By January 2017~~ June 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)

Caitlin said that this item has always seemed unclear in its intent. Emily agreed. Ellen asked whether the Board could choose to focus on the fiscal aspect of this item and drop the part about institutionalizing time, which seems to be the source of confusion. Jennifer suggested returning to previous Board discussions of this item, which focused on increasing contributions to scholarship funds. She suggested a focus on meeting registration as one place to increase contributions. Emily



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said that Kelli Bogan would have to be consulted, but that she believe Wild Apricot does not have functionality to incorporate donations into registration. Caitlin said that we had discussed this previously, and had identified an alternative: incorporating a suggestion to donate in the confirmation email that meeting attendees receive after they register. Karen Adler Abramson said that it seemed like it would make a significant difference to have a donation option at the point of registration. Emily said that if the Board wants that functionality, Kelli should be consulted and a web developer would likely need to be hired. **Ellen said that this item will be considered in progress. Sarah will contact Kelli about the website functionality. Ellen will include verbal reminders about scholarship donations at meetings. Ellen will also develop reminder content for social media and send it to Sarah. Emily will provide statistics about scholarship donations to Ellen. The new deadline for this item is September 2017.**

“By June 2017 the Executive Board, advised by the Conference and Education Platform Task Force (2015), will offer at least one low-cost, no-travel option for accessing in part or in full all NEA conferences, workshops, and business meetings through streaming, webinars, or similar means.” (4.5.3.c)

Jane said that this item sounds like it hinges on the conferencing platform. Emily asked whether the phrase “low-cost” in this item refers to the cost to NEA or the cost to members. Caitlin and Anna said this is meant to be low-cost for members. They would still have to pay to attend a meeting virtually, but it would be a much lower cost than attending in person. Jennifer said that accomplishing a livestream is complex. Ellen said that the Board should explore it. Much is dependent on the venue and the services they provide. Karen asked what the motivation behind this item was. Caitlin said that members without financial means to travel to meetings are left behind by the current setup. Emily said that the platform that the CEPTF selected should work well for things like Board meetings, but would be difficult to use for things like the Spring Meeting. The Board agreed that session reports in the NEA Newsletter already provide a level of access to non-attendees, and other options like audio recordings and official live-tweeters for each session could be worth exploring. Ellen said that the Board could feasibly pilot some of these options at the Fall 2017 Symposium. **Ellen will discuss these idea with Liz Andrews. Emily will ask Abigail to connect with Liz and her Program Committee. The new deadline for this item is January 2018.** Emily asked whether there would be a charge for member use of the platform if it is piloted during the Fall 2017 Symposium. The Board said there would be no charge since it’s a pilot.

Financial review

Ellen Doon reported on a recent conversation regarding how NEA finances are reviewed. The conversation included Ellen, Jennifer Gunter King, Emily Atkins, and Julian Kuipers. At the March 2017 Board meeting, discussion developed on the topic of the now defunct Financial Review Committee, and the reasoning behind disbanding it. In followup, Ellen, Jennifer, Emily, and Juliana looked into the



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history of the committee. They learned that the committee was disbanded in March 2013 during a strategic plan discussion because it hadn't been meeting regularly or taking action. The treasurer has absorbed most of the work the committee would have performed. Jennifer said that for the last few years, the president, vice president, immediate past president, and treasurer have held an annual meeting to review the budget and identify problems or situations that require monitoring. That meeting occurs before the annual budget comes before the Board for discussion and a vote. Ellen said that the sense among herself, Jennifer, Emily, and Juliana is that the annual financial review meeting fulfills the old committee's strategic mandate. Ellen reminded the Board that in March, Colin Lukens suggested that future strategic plans be written with a budgetary component.

Liz Andrews said that one other function of the old committee was to audit the treasurer's bookkeeping, and that function is not really being fulfilled by anyone else, which could be problematic. There should be a formalized process for audit even though the committee no longer exists. Emily said that the Board does have to file taxes, which are subject to audit. Juliana is also the secondary signer to all financial accounts as clerk of the corporation, so she serves as a check on the work of the treasurer. Liz said that the current setup seems to be working, but it should be formalized. Ellen suggested that writing this workflow into the job descriptions of the treasurer and the clerk of the corporation could serve to formalize it. That would create record of the fact that when the treasurer submits financial reports, the clerk has seen and approved them. The Board agreed that Ellen's suggestion should be enacted. **Emily will draft an update to the treasurer's job description. Juliana will draft an update to the clerk job description. Ellen said that the Board will vote on the updated job descriptions at the next Board meeting.** Emily said that more detail can be added to the financial section of the website to make the financial review process more transparent to members.

Ellen said that the other issue that came up during the financial review discussion was development: working with foundations and other outside entities to raise money for NEA. Jane said that there was a development committee in the past. **Ellen said that she will contact Colin to talk about the history around development.**

Open positions update

Ellen Doon reported on open NEA leadership positions.

Vendor Coordinator

Jane Ward has agreed to continue to serve as vendor coordinator. When Jane no longer wants to serve in this role, she'll give the Board notice and the Board will begin recruitment.

Membership Secretary

Elizabeth Slomba has agreed to serve another term as membership secretary. This will provide continuity as her position transitions to the Membership Committee.



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Listserv Coordinator

Maryalice Perrin-Mohr has said that she's willing to continue to serve as listserv coordinator, but that recruitment for the position should begin once the Board is ready. **Sarah Shoemaker said that she will include this position in future communications about volunteer opportunities.**

Community Engagement Coordinator

Because of the changing Communications Committee structure, the Board will defer approval of the Community Engagement Coordinator job description.

Inclusion and Diversity Coordinator

Anna Clutterbuck-Cook said that she has spoken with a couple of candidates for the Inclusion and Diversity Coordinator position, and shared with them the possibility of the position shifting into a full committee. Several NEA members have expressed interest in being part of the potential committee, but no one has confirmed interest in pursuing the coordinator position.

Other

There is a pressing need for Membership Committee volunteers. Sarah will issue a call for volunteers. The Education Committee will need a new member, too. Kelli Bogan has indicated an interest in continuing to serve as web coordinator.

Jessica Sedgwick moved to approve the following appointments: Jane Ward as Vendor Coordinator (June 2017-June 2020), Elizabeth Slomba as Membership Secretary (June 2017-June 2020), and Kelli Bogan as Web Coordinator (August 2017-August 2020). Karen Adler Abramson seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Inclusion and Diversity Committee structure

Anna Clutterbuck-Cook reported on the proposed Inclusion and Diversity Committee. Anna is stepping down from her role as Inclusion and Diversity Coordinator (IDC) at the end of her term in November. As of now, it looks as though the role will be vacant at that point.

Earlier in the year, Olivia Mandica-Hart spoke with Anna about the LGBTQ Issues Roundtable, which has been inactive. Anna and Olivia discussed replacing the LGBTQ Issues Roundtable with a broader social justice group that could address both LGBTQ issues and other social justice topics. They envisioned the group as one that could also support the work of the IDC. From that conversation came the idea of expanding the IDC into a committee. The Board might have an easier time recruiting a new IDC if the work was supported by and dispersed throughout a committee. Students could be on the committee, but shouldn't lead the committee because it might be difficult for a student to take responsibility for enforcing the Code of Conduct. (The Board agreed that positions should be open to



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all, but that student applicants for positions with a high level of responsibility and commitment would need to present applications as strong as those of non-student members in order to be considered.) The Board needs to determine whether the IDC should remain the work of one person, or whether it should expand into a committee.

Ellen Doon asked whether Anna had a committee structure in mind for with specific roles for committee members to fill. Anna said that she could develop a more specific structure, and that she envisions the committee as a group with three or four members. Ellen clarified that the committee would consist of three members and a chair. Jane Ward said that if a committee were appointed in the near future, that would give committee members some time to work with Anna and establish a direction before her term as IDC ends in November. Ellen said that in order to achieve that type of overlap, the committee would have to be established quickly. Anna said that she has some potential volunteer leads that she can follow up on quickly. Emily Atkins said that she likes the idea of a committee for the multiplicity of perspectives, but that a strong chair will still be needed to continue Anna's strategic role on the Board. Anna said that committee members should be assigned staggered terms of one year, two years, and three years so they don't all rotate off the committee at the same. Once these initial terms expire, every future committee member should serve a three-year term. The Board agreed.

Jessica Sedgwick moved to form the Inclusion and Diversity Committee with three members with staggered terms of one year, two years, and three years. Emily seconded. Discussion: Ellen asked if the Board was satisfied with the committee name. Anna said that there had been discussion of a Social Justice Committee, but that name implies a different mandate. The focus should remain on NEA members' needs, and those are best described as Inclusion and Diversity. The Board agreed to keep the committee name as proposed. Ellen amended the motion to indicate that the Inclusion and Diversity Committee reports to the Inclusion and Diversity Coordinator. (The rationale to continue with the coordinator position as opposed to creating a committee chair is that the IDC needs to remain a member of the non-voting Executive Board.) Jessica amended the motion to indicate that at the conclusion of the one- and two-year term positions, they will become positions with three-year terms. No abstentions. **All members voted in favor (6-0-0). Anna will write a committee description and circulate it to the Board.** The Board will then need to vote on the description.

NEA Fellows program suggestion

Ellen Doon reported on a proposed NEA Fellows program. Ellen said that the suggestion to create the proposed program came from NEA member Gregor Trinkaus-Randall, who learned about the Society of Georgia Fellows program and was interested in creating something similar within NEA.

Emily Atkins asked how the Fellows program would differ from NEA's Distinguished Service Award. Ellen said that the program would be an addition to the DSA. Jane Ward said that the program sounds



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similar to existing methods of recognition. Caitlin Birch said that the difference seems to be in the fact that many NEA members can be recognized at once. Ellen said that there would also be some sort of ongoing activity associated with being a fellow. Jane said that there isn't enough of a difference to pursue the creation of a Fellows program. Emily said that it's already challenging at times to solicit nominations for the DSA. Instead of creating a Fellows program, this could be a good opportunity to make improvements to the DSA. Jessica Sedgwick said that the Board has discussed in the past the need to better engage longtime members, and a Fellows program might be one way to do that. Improving the DSA might achieve the same purpose, though. Recruiting experienced members to serve as mentors in the NEA Mentoring Program could also increase their engagement. Emily asked whether this discussion could be folded into the ongoing conversation around the Strategic Plan and the handling of scholarships and awards. Jennifer Gunter King said that this discussion could also be part of a later agenda item: the discussion regarding the Nominating Committee and member engagement.

Communications Committee structure

Sarah Shoemaker reported on the Communications Committee structure. For the last few years, the focus has been on communications between NEA leadership and members, which is essential. However, there may be an opportunity to include communications between NEA and the outside world as part of the committee's purpose. Sarah suggested that the Community Engagement Coordinator, a position proposed in the Strategic Plan, be a part of the committee and work on NEA's outward communications.

Jessica Sedgwick said that she was in favor of the idea. Jane Ward and Caitlin Birch agreed. Emily Atkins said that the Strategic Plan identifies the CEC as a non-voting member of the Executive Board, and asked whether there would be any problems with deviating from the plan. The Board reached a general agreement that the Strategic Plan is not a binding document. Ellen Doon said that the Board would need to rewrite the draft job description for the CEC.

Jennifer moved to make the CEC a part of the Communications Committee. Jessica seconded. Emily amended the motion to indicate that the term will be three years. No abstentions. **All members voted in favor (6-0-0). Ellen said that the job description will be revised.**

Nominating Committee Report and vote

Jennifer Gunter King presented the Nominating Committee report. Jennifer has asked three people to join her on the Nominating Committee for this year's NEA elections. A fourth person has been approached and Jennifer is awaiting a response. One of Jennifer's goals in forming the committee is to incorporate individuals who might have been very involved in NEA in the past, but aren't currently. Participation on the committee could be a good way to re-engage them. The individuals who have agreed to serve so far are Colin Lukens, Rachel Onuf, and Tom Hyry. Jennifer asked for Board



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feedback. Ellen Doon said that she would like to see the committee include an early-career member without a lot of past NEA involvement. The committee has traditionally been an opportunity for development of a less experienced member. Emily Atkins suggested that Jennifer reach out to past candidates for elected positions. Caitlin Birch suggested that Jennifer consult Liz Francis to see if Liz knows of any roundtable leaders who would be good candidates. **Jennifer will pursue both of those suggestions.**

Caitlin moved to appoint Colin Lukens, Rachel Onuf, and Tom Hyry to the Nominating Committee for the 2017 NEA elections. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Process for recruiting and selecting volunteers

Ellen Doon reported on the process for recruiting and selecting volunteers. In the past, the Board has not been clear on how it decides among volunteers who aren't already known to Board members. The Board has begun asking for a statement of interest and resume from volunteers, but has not stated how decisions are made.

Jessica Sedgwick said that she drafted a protocol for selecting volunteers because of a situation that the representatives-at-large faced during volunteer recruitment for awards committees. She received feedback from Anna Clutterbuck-Cook, but hasn't taken any additional steps. Ellen said that Jessica's protocol might be a good starting point. The Board needs to provide a clear sense of the criteria for a position, and a clear sense of how selections are made between equally qualified volunteers. Emily Atkins said that the website provides an additional starting point, since clarifying information was added during the website redesign. The Board agreed that there is a need to better document the selection process, and that there is a need for ongoing conversation in order to create that documentation. Emily made three suggestions: 1) Add more information to the organizational chart that already exists on the website, explaining how members become part of committees or fill positions; 2) the Board can reconfigure the page on the website that lists open calls for volunteers; 3) the Board can reconfigure the page on the website that already exists to explain the selection process. **Ellen said that as an initial baseline, the Board should ensure that volunteers are aware prior to volunteering that they may be required to interview for their position. Emily said that as another initial action, she will also ask Kelli Bogan if the membership database can accommodate a check box for members to indicate an interest in volunteering. Ellen said that Jessica will share her draft protocol, and the Board will discuss it at the next Board meeting.**

SAA table coverage and other logistics

Sarah Shoemaker reported on SAA table coverage. In the past, table materials have been mailed to the conference site where an NEA member attending SAA picks them up for setup, and that member or another member mails any materials leftover at the end of the conference back.



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Emily Atkins said that it's expensive to mail the materials and advocated abandoning that practice. Ellen Doon said that the alternative is carrying materials onto a plane, which is more challenging. Jane Ward asked whether fewer materials could be sent. Ellen said that half the volume of printed materials would be sent this year as compared to last year and buttons would be sent, too.

Ellen said that the Board also needs to arrange staffing for the table. She asked whether the Board would like to ask any attending NEA members with some service to NEA to participate. **Sarah will send out a call to the membership.**

Regarding the materials, Ellen will receive them and Caitlin can send them back on Friday night if Sarah is unable to find a volunteer who is staying through Saturday.

Fall Board meeting logistics

Emily Atkins reported on logistics for the next Board meeting. She put in a request to host the meeting at the Newburyport Public Library, and she expects to hear back in the next week. The date of the meeting is Oct. 6. Because Caitlin Birch is unlikely to be able to attend, the Board may need to identify a temporary secretary for that meeting.

Adjourn

Caitlin Birch moved to adjourn the meeting at 4:05 p.m. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Respectfully submitted,
Caitlin Birch