



TAKING THE PAST INTO THE FUTURE

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

New England Archivists Executive Board Meeting

October 24, 2018

10:00 a.m. – 4:00 p.m.

College of the Holy Cross

Worcester, MA

AGENDA

- | | |
|---------------|--|
| 10:00 – 10:15 | Welcome and introductions (Karen Adler Abramson) |
| 10:15 – 10:25 | Approve minutes from June 2018 Board meeting (Caitlin Birch) |
| 10:25 – 10:40 | Inclusion and Diversity Committee report (Rose Oliveira) Approval of updated organizational chart (action required) Proposed honorarium for Bystander Training (action required) |
| 10:40 – 10:55 | Fall 2018 symposium report (Juliana Kuipers) |
| 10:55 – 11:10 | Spring 2019 meeting report (Sarah Galligan) Review/approval of budget (action required) |
| 11:10 – 11:20 | Communications Committee report (Sarah Shoemaker) Update on Task Force for Documentation Practices |
| 11:20 – 11:40 | Education Committee report (Nadia Dixson) Discussion on increased funding for instructors |
| 11:40 – 12:00 | Strategic plan updates (Caitlin Birch) |
| 12:00 – 1:00 | Lunch on your own |
| 1:00 – 2:15 | Treasurer's report (Emily Atkins) 2019 budget (action required) |
| 2:15 – 2:30 | Open positions update (Jamie Rice for Karen Adler Abramson) Membership Committee (2) Mentoring Program (3) |
| 2:30 – 2:40 | Afternoon break |

NEA's mission is to connect and support the diverse individuals and organizations in New England responsible for the care of cultural heritage and the documentary record, through advocacy, education, communication, and the forging of a strong, inclusive professional network.

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| 2:40 – 3:00 | NEA Newsletter report (Sean Parke and Claire Lobdell) Printing costs (action required) White paper recommendations |
| 3:00 – 3:15 | Membership Committee report (Sam Howes) Discussion on membership survey questions |
| 3:15– 3:45 | Vice President’s report (Jamie Rice) Update on spring 2020 meeting |
| 3:45 | Meeting adjourned for non-voting members |
| 3:45 – 4:00 | Immediate Past President’s report (Ellen Doon) Executive session on election slates |
| 4:00 | Adjourn |



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In attendance: Emily Atkins, Caitlin Birch, John Campopiano, Ellen Doon, Liz Francis, Juliana Kuipers, Olivia Mandica-Hart, Cristina Prochilo, Jamie Rice, Jane Ward

In attendance via video conference: Karen Adler Abramson, Nadia Dixson, Sarah Galligan, Sam Howes, Claire Lobdell, Rose Oliveira, Sean Parke, Sarah Shoemaker

Welcome and introductions

At 10 a.m., Karen Adler Abramson called the meeting to order, followed by attendee introductions.

Approve minutes from June 2018 Board meeting

Caitlin Birch moved to approve the June 29, 2018 quarterly Board meeting minutes as submitted. Liz Francis seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Inclusion and Diversity Committee report

Rose Oliveira presented the Inclusion and Diversity Committee report. IDC is working on the development of membership survey questions to gauge interest in childcare at NEA meetings. They're also exploring the legal side of the issue.

IDC contributed to a statement on contingent employment that was posted to the NEA website.

Approval of updated organizational chart

In IDC's latest *NEA Newsletter* column, they're featuring new members of the committee. They're also working with the Communications Committee to update NEA's website so that it reflects IDC changes. They need approval from the Board to revise the organizational chart. Emily Atkins moved to approve the changes to the organizational structure of the NEA Executive Board to reflect the new name of the Inclusion and Diversity Committee and the change from a non-voting Board member to a standing committee. John Campopiano seconded. No discussion. No abstentions. **All members voted in favor (8-0-0).**

Proposed honorarium for Bystander Training

IDC wants to offer a bystander training webinar in 2019. For effective training, the committee needs to identify a trainer outside the archival community. Anna Robinson-Sweet of the IDC and Becky Parmer of the Education Committee have investigated several trainers and none were able to work



TAKING THE PAST INTO THE FUTURE

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for NEA's standard webinar honorarium of \$175. Trainers asked for a minimum of \$500, which IDC sees as reasonable for training that would be tailored to NEA's needs. IDC is seeking Board support.

Karen Adler Abramson asked if the trainer honorarium would come out of the IDC budget. Rose said that it would come from the Education Committee budget. Karen said that bystander training is an important issue that aligns with the 2016-2020 NEA Strategic Plan. The primary question is whether the Board finds it affordable. Ellen Doon asked if, for that amount of money, the webinar would be recorded and available after the fact for members who can't attend in real time. Rose said she wasn't sure. Nadia Dixson said that in order to do that, attendees of the webinar would need to consent to being recorded because they might share confidential information that they wouldn't want to distribute to a larger audience. Ellen said that if recording wasn't a good option, she'd like to know whether the price could include supporting materials from the trainer that could be offered to members who couldn't attend the webinar. Rose said IDC could explore that option.

Nadia said that the Education Committee has found that NEA doesn't have the infrastructure to host and record webinars, so that's another issue that needs addressing. Karen said the education offerings for the upcoming year look robust. She asked whether, if the Board approved a bystander training webinar, the Education Committee could eliminate a traditional workshop from its offerings to cut costs. Nadia said the committee has not discussed that option. Rose said that this year's IDC budget included \$500 for in-person bystander training, and rather than spend it as planned, they'd like to instead roll the funding over to 2019 for a webinar. Emily said that funds can't roll over like that. She thinks that this is an important initiative for the Board to support, but there are questions of how. Specifically, there are questions of infrastructure — whether and how to record, how to store recordings, how to deliver access to them — and questions around finances. Emily said that she is concerned about offering the training free of charge, and questioned whether it would be free for NEA members only, or for anybody interested in accessing it. From a budget perspective, the Board is able to support the webinar, but that doesn't resolve these questions. Juliana Kuipers said that IDC's proposal indicates that the webinar would be a one-time offering, which is why there is strong interest in recording. Juliana said that a better option would be to fold bystander training into a regular education curriculum. NEA has done this in the past, paying an instructor \$1,000 to develop the course, which can then be offered by different instructors at different times in the future. Karen asked when NEA has done this before. Juliana said that it was a number of years ago, when NEA developed its basic education curriculum (arrangement and description, caring for historical records, reference, etc.). Karen said that that was obviously a successful model and Juliana agreed that it was. Karen asked whether the Board could do both: move forward with developing the webinar while also thinking about investing in curriculum. Caitlin Birch said that was possible, but the big question is still how. Karen asked whether that had to be determined first. Emily said that she would like to get the "how" resolved before the Board spends money on webinars. Nadia said that the Education Committee's idea was to offer a few webinars and treat them as pilots to resolve logistics



TAKING THE PAST INTO THE FUTURE

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

(infrastructure and collecting payments). Juliana asked why this particular webinar would not require payment from attendees. Rose said that NEA hasn't collected payment for bystander training in the past, so IDC didn't want to collect payment in the future. Emily said that that returns the discussion to whether this webinar is a one-time offering, and whether it's available to NEA members only. Rose said that IDC had only planned to offer it to NEA members. Juliana said that when in-person training was offered before, it was part of the Spring Meeting, so attendees had already paid to be at the meeting and the cost of the training was folded into the meeting budget. NEA could collect a minimal payment (\$10, for instance) for this webinar. Nadia asked how the webinar would be delivered. Caitlin said NEA has Zoom and it has screensharing capability and functionality to record meetings, so that should be a delivery option.

Nadia said the Education Committee wants to take this project in bite-size pieces. Logistics would come later; right now they want Board approval to offer the webinar. Karen asked whether the Board was comfortable spending \$500 on the webinar. Ellen said she would be comfortable if NEA was able to do something with the webinar after it's offered live. Rose said IDC could pursue supporting materials as part of the price. Karen asked whether the Board could hold a provisional vote. Caitlin asked whether there is a reason the Board has to vote on the question today if there are still big unanswered questions. Karen said there wasn't, and the Board can continue the conversation and put the proposal to a vote when the details have been resolved. Jamie Rice said that it would be good for IDC and the Education Committee to identify their ideal trainer, figure out what the terms would be to work with that person, and then bring a proposal to the Board for a vote. Emily suggested that the planners could also talk to Abby Cramer about Zoom functionality. **The Board agreed to earmark funding for the webinar but wait for a full proposal before voting to approve the use of that funding. Rose said IDC will work on more concrete details and bring them back to the Board.**

Karen returned the discussion to childcare questions for the membership survey. She was struck by how many questions IDC had developed and how specific they were, and wanted to hear thoughts on asking more general questions. Ellen said that it would be good to structure the survey so that if a member answer no, they aren't interested in childcare, then they wouldn't see the rest of the questions. Cristina Prochilo said that she was glad to see a question about the child age group in the survey. Emily said that it would be helpful to frame these questions with a statement about whether or not NEA would be subsidizing childcare. Members without children in need of care may be interested to know whether their registration dollars are going to childcare.

Rose said that as one final piece of IDC business, the committee will be working on the IDC scholarship award soon.



TAKING THE PAST INTO THE FUTURE

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

Fall 2018 symposium report

Juliana Kuipers presented the Fall 2018 Symposium report. Pre-registration for the symposium closed on Monday October 22, 2018, with 141 registrants, a healthy number for fall. The call for proposals went out in the summer and the Program Committee received 13 proposals from a geographically diverse pool (Pennsylvania, New York, Maryland, California, and four from Canada). Due to the logistics of traveling a significant distance for a short meeting, some presenters that offered appealing proposals weren't able to participate. Jane Ward asked how proposers from outside the New England region discovered the CFP. Juliana said she doesn't know, but Sarah Shoemaker might.

Juliana reported that for catering, the John F. Kennedy Presidential Library has been a great partner. The Program Committee was able to negotiate a slight reduction in catering costs and has worked well with the JFK to address dietary requirements. Large signs will show the various components of the bagged lunch. Nut-free lunches will be individually labeled for attendees in need of them. Vegan and gluten-free requirements also being met.

Karen Adler Abramson applauded the Program Committee's work and asked whether any Board help was needed. Juliana said that if Board members who are attending feel comfortable contributing during the discussion blocks in the event of discussion lulls, that would be appreciated.

Spring 2019 meeting report

Sarah Galligan presented the Spring 2019 Meeting report. The Program Committee has secured two plenary speakers: a professor with a focus on lesbianism in the archives from the University of Vermont, and an American studies professor from Amherst College focused on Native American studies and digital humanities. The Program Committee received 24 session proposals and may have some holes in the program to fill. They may reach out for ideas from the Board. If Juliana Kuipers knows of any presenters who wanted to participate in the Fall 2018 Symposium and couldn't, Sarah G. requested that she encourage them to pursue a Spring 2018 presentation. Juliana said that she has encouraged those who couldn't participate in the Fall Symposium to be in touch with the Spring Meeting Program Committee. Sarah G. said that several workshops will be offered at the meeting: an SAA workshop, an oral history workshop from the Vermont Folklife Center, and an NEA workshop on caring for historical records.

Review/approval of budget

Sarah G. reported on the meeting budget. Catering and the audiovisual system have pushed the meeting about \$6,000 beyond expected total costs, so Sarah G. plans to negotiate those. Karen Adler Abramson asked whether the costs were unexpected. Sarah G. said they weren't; they'll just require negotiation. Emily Atkins said that there's space to negotiate the costs down, but the numbers for the



TAKING THE PAST INTO THE FUTURE

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

meeting have been high from the beginning. She said this situation, in which prices rise from where they were when NEA first began planning, seems like a growing trend now that meetings are held at hotels. Juliana said that the Board may want to address rising costs in the membership survey. Member feedback consistently emphasizes food and coffee at meetings, but in order for NEA to continue meeting member expectations, registration costs may have to rise. Jane Ward asked what the budget includes for vendor revenue at the Spring 2019 Meeting. Sarah G. said the budget includes \$6,000 in vendor revenue. If the Program Committee can secure a sponsor for the evening reception, that'll be another \$5,000 in revenue. Ellen Doon suggested that the Program Committee speak with Rachel Chatalbash, co-chair of the Spring 2018 Program Committee, because her committee had good success with vendor fundraising. Vendors tended to say yes to lower-level \$1,000 sponsorships, so it might be good to pursue multiple vendors who wanted to sponsor smaller pieces of the meeting, such as a coffee break. **Sarah G. said she will talk to Rachel.**

Karen asked whether the Program Committee has begun planning the day of service yet. Sarah G. said the committee is considering repositories dedicated to Vermont music and Vermont quiet history, both located in Burlington, as service options. They're also working on tour options.

Karen said that since the meeting is in northern Vermont, the Board had previously discussed outreach to Canadian archivists. Sarah G. said that the Program Committee will be working on outreach to both Canadian and upstate New York archivists.

Communications Committee report

Sarah Shoemaker presented the Communications Committee report.

Update on Task Force for Documentation Practices

Sarah S. provided an update on the Task Force for Documentation Practices, noting that the TFDP has met virtually twice and has surveyed Board members about their documentation and communication practices. Results of the survey showed a general agreement that PBworks and the Yahoo listserv platform are no longer effective tools for the Board. The TFDP is analyzing the information gathered and identifying potential solutions. They're also creating a parking lot for issues that come up in discussion that are outside the scope of the task force.

Emily Atkins asked how the transfer of NEA promotional material to the SAA Annual Meeting worked this year. Sarah S. said that it was a lot cheaper with the new approach. Liz Francis said the transfer went well. Ellen Doon noted that the location of NEA's table wasn't ideal, so fewer materials were handed out than usual.

Karen Adler Abramson, referencing the Communications Committee report, called to the Board's attention the fact that Kelli Bogan has confirmed that Wild Apricot has polling functionality, should



TAKING THE PAST INTO THE FUTURE

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

that be of use to the Board in the future. **Karen also noted that the Board had been interested in exploring whether it would be possible to stream a session from the Spring 2019 Meeting; she will speak with Sarah Galligan about that offline.**

Education Committee report

Nadia Dixson presented the Education Committee report. The Education Committee will offer a skillshare pilot in early December centered around an article by Meghan Rinn. The pilot will be a lunchtime discussion and Meghan will participate in it.

Discussion on increased funding for instructors

Nadia said the committee would like to discuss with the Board the possibility of funding to hire speakers outside the archival profession or outside the New England region. The committee wants to offer a salary negotiation workshop, but believes an outside instructor to be necessary. Karen Adler Abramson opened the floor for discussion. Caitlin Birch said that before determining whether to support this type of funding, she thinks the Board needs to consider what NEA's role should be for the membership. She questioned whether NEA should be the organization to offer a specific training if the expertise doesn't exist in the New England archival community. Jane Ward said that some NEA members can't afford offerings from larger national organizations, so the Board should be careful not to rely too much on sending members elsewhere for the resources they need. Caitlin said that another thing to consider is that the Membership Committee is working on a part of the 2016-2020 NEA Strategic Plan that focuses on reaching out to more experienced members and inviting them to teach, mentor, publish, etc. It's possible that there are untapped areas of expertise within the membership. Nadia said that the Education Committee has identified an instructor from outside New England for the salary negotiation workshop and they'd like to work with that instructor to offer the workshop as a webinar. Emily Atkins said that this might be another area where the Board wants to focus on curriculum development so a session can be taught by a variety of instructors into the future. Caitlin asked how the Education Committee identifies instructors. Nadia said there was a list at one point, but it's now outdated. The committee often leverages their own professional networks. They've considered putting a call out on the listserv. Karen said that the Education Committee is in a position to try new things, and the Board can be a little risk-averse when it might prove to be a positive to try something new. Emily said that Karen makes a fair point, but sometimes it's hard to tell why something has been successful or not. She'd also like to see more offerings for mid-career archivists. Nadia encouraged the Board to suggest the kinds of offerings they'd like to see. Emily and Juliana Kuipers said that past membership surveys have collected feedback from members about the topics they'd like to see covered in workshops, as well as the names of members who would be willing to serve as instructors. Caitlin said the Strategic Plan has an item charging the Education Committee with building a tiered curriculum for various levels of experience, and encouraged the Board to continue supporting that work. The Board discussed the need for any increases in stated honoraria



TAKING THE PAST INTO THE FUTURE

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

and travel reimbursement amounts for instructors to be accompanied by a clear proposal outlining attempts to work within existing policy and the resulting need for an exception.

Strategic plan updates

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 seven total items that fell under review this quarter, and of those seven, one has been completed, two are in progress, three haven't been started, and one is the responsibility of the Board and requires discussion today.

Completed Items

~~“By January 2018~~ “By September 2018, the IDC will develop a “best practices” stylesheet for language and selection of visuals to represent our diverse professional community in print and online communications in order to increase the visual and verbal representation of the diversity within NEA in print and online literature, press releases, and other forms of institutional communication.” (4.5.1.b)

Items in Progress

~~“By June 2017~~ “By September 2018, 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 Rose Oliveira and Rosemary K.J. Davis about the above item. They reported that this item seems to be progressing since the Board is seeking to expand the representatives-at-large to include a member from each state. The IDC has not been too involved in these discussions but are supportive.

Further discussion of this item ensued at the Board meeting.

Caitlin said the question for the Board is whether the work being done with the representatives-at-large expansion is enough, or whether this action asks the Board to address opportunities at other levels of service, too. Ellen Doon said the Board should consider all levels of service. Juliana Kuipers said that after giving more thought to the idea of a per-state approach to the representatives-at-large, she's no longer sure that she's in favor. Given the difficulty of getting members to run for elected office, Juliana questioned how the Board's work would be affected if some state seats stayed vacant. She suggested as an alternative a regional approach (possible region examples: Boston, western Massachusetts, Connecticut/Rhode Island, New Hampshire/Maine). The Board should be careful not to exhaust the pool of potential volunteers when trying to recruit for other NEA positions, too. Cristina Prochilo said that there would be logistical questions to answer if a new approach were taken with the representatives-at-large, since volunteers might live in one place and work in another. Jamie



TAKING THE PAST INTO THE FUTURE

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

Rice said that it's good for the Board to cast a wider net and provide opportunities to members in different geographic areas, but the challenge is to locate programming in places that will actually garner attendance. Ellen suggested thinking beyond social programming; a day of service in northern Maine, for instance might be a great way to identify potential volunteers in that area. Karen Adler Abramson said the Board should also focus on increasing remote participation, including remote participation in Board meetings. Caitlin said that remote attendance is offered through Zoom. Juliana said that the Board needs to send information (agendas, for instance) to the membership further in advance in order to encourage remote participation. Karen said she wasn't aware that remote attendance had been offered in the past, and asked if the Board wanted to revive that. Several action items developed from the discussion: **Through the membership survey, the Board will seek member feedback on the per-state representatives-at-large idea. The Board will develop an alternative to per-state representation in the event that member feedback doesn't support the idea. Karen and Sarah Shoemaker will work on a plan to increase member engagement in Board meetings. The Board did not determine a clear scope and new deadline for the Strategic Plan item, and it remains in progress.**

"By ~~June 2018~~ October 2018, the Membership Committee and/or a Task Force (if appropriate), will develop a policy and procedures for outreach to retired and lapsed members with invitations to stay involved as presenters, workshop leaders, and newsletter contributors." (4.3.4.c)

Caitlin spoke with Sam Howes about the above item. Sam reported that the item is in progress and a group is forming within the Membership Committee to focus on it. **He requested a deadline revision of June 2019. The Board approved the revision.**

Items Not Yet Begun

"By ~~June 2017~~ September 2018, 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 Sam about the above item. He said work on it hasn't yet begun. Most of the NEA Mentoring Program volunteers end their terms next month and he plans to meet with the Mentoring Program Coordinator after the positions have been filled. **He requested a deadline revision of June 2019. The Board approved the revision.**

"By ~~January 2017~~ ~~January 2018~~ September 2018, 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)



TAKING THE PAST INTO THE FUTURE

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

Caitlin spoke with Sam and Sarah S. about the above item. Sam reported that work had not begun on the Membership Committee's side and he requested a deadline revision of June 2019. Sarah S. brought Kelli Bogan into the conversation and together they reported that they were waiting on information from the Membership Committee about their functionality wishlist. Developing such a list was the action item that came from the Board's last discussion of this item.

Further discussion of this item ensued at the Board meeting.

Juliana suggested that rather than working from a list developed by the Membership Committee, Kelli might be able to begin with an investigation of the four functionalities listed in the item. **Sarah S. said she will ask Kelli to try this approach.** Juliana said that she would be happy to help if needed. **Karen said that she has a conversation scheduled with Sam and Elizabeth Slomba about the role of membership secretary, and she'll discuss this item with them during that conversation. The Board approved the revised deadline of June 2019.**

~~"By January 2018~~ September 2018, the Membership Committee should consider whether to rename the committee (i.e. Membership and Development Committee or Member Services Committee), based on new duties and charge." (4.3.1.b)

Caitlin spoke with Sam about the above item. He said work on it hasn't yet begun. He plans to survey the Membership Committee but at first glance, believes a name change would be a good idea. He requested a deadline revision of January 2019.

Further discussion of this item ensued at the Board meeting.

The Board approved the deadline revision. Karen reminded the Board of past discussion of development. Ellen said that the Board did agree in that discussion to remove external development responsibilities from the Membership Committee, but if they retain internal development responsibilities, that may influence what name is chosen for the committee. Emily Atkins said that while the Board did agree to remove external development responsibilities from the committee, it now looks as though they're recruiting a new member for external development. **Ellen suggested checking with Sam to clarify the development role. Karen and Liz Francis will do that.**

Items for Board Discussion

~~"By January 2017 June 2017 September 2017~~ January 2018 September 2018, 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)



TAKING THE PAST INTO THE FUTURE

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

Caitlin said that when the Board last discussed this item, Kelli had confirmed that Wild Apricot has the functionality for donate buttons, and the Board had agreed to provide buttons in different increments between \$5 and \$100. **Ellen said that she thinks the specific amounts are in her notes from that meeting, so she will revisit those and share the information with the Board by email. Sarah S. will find out how many buttons are possible. The Board then needs to choose the amounts and implement the buttons for this action to be considered complete. The revised deadline is January 2019.**

Treasurer's report

Emily Atkins presented the Treasurer's report.

2019 budget

Emily said the budget numbers are subject to change, and that Spring Meeting numbers are still tentative. Catering and audiovisual system costs seem to be inching up over the last few years, which is something to keep on the Board's radar. Rising costs won't pose a big problem this year. The budget for workshops is also subject to change as the Education Committee determines what they're going to offer. Even though a vote on the topic is still forthcoming, the Board should assume for the time being that a bystander training will be offered at a cost of \$500. **Emily will look into cost of recording through Zoom, in light of the earlier conversation about webinars.** The representatives-at-large are also requesting more funding for additional Zoom licenses and for microphones. On a separate but related note, Emily said that she is currently providing NEA with storage out of her home because she has space available, but having designated storage is something the Board should consider. The clerk of the corporation could be one Board member attached to a unit at a storage facility, and another NEA leader — a program committee chair or the registrar, for example) could act as a secondary. Jane Ward said that NEA materials used to pass from the outgoing local arrangements committee to their successor, but that was back when there were two big meetings per year.

Emily said there are specific budget requests to review. First, Claire Lobdell and Sean Parke spoke with the company that does the printing for the *NEA Newsletter*. NEA could save about \$2,000 if newsletters were printed with black-and-white covers instead of color. Second, only one roundtable requested funds for the upcoming year, and that was the Preservica Roundtable with a request to cater two full-day working meetings. Third, the representatives-at-large have requested additional Zoom licenses. With only one license, the same person has to set up all the meetings and launch the meeting when it's time to start. NEA also can't hold more than one Zoom meeting at a time. The Board discussed and agreed that more information is needed from Abby Cramer. The Board wants the ability to hold meetings of more than 40 minutes, simultaneous meetings, and meetings that are recorded, but needs to know if/how multiple licenses will support this functionality. **Emily will speak with Abby. Jamie Rice said that the New England Museum Association does a lot of webinars; she'll ask how they record and disseminate their's.** Juliana Kuipers said that at one point, the Board had



TAKING THE PAST INTO THE FUTURE

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

negotiated shared membership rates with NEMA (so that NEMA members could take advantage of NEA offerings at NEA member rates and vice versa), so if that's still in effect the Board should be sure to advertise NEMA webinars to NEA members. Emily said that Becky Parmer is working on a Spring Meeting workshop on caring for historical records and had mentioned that NEMA might be interested in it, so she might want to be a part of NEMA conversations, too.

On the microphones point, the Board agreed to rent them but needs to determine who will be responsible for storing them. Ellen Doon said that it should be a voting member whose presence in person at Board meetings is essentially required, such as the secretary. Caitlin Birch said that she would be willing to do it as the current secretary, so long as there are clear guidelines around storing/maintaining/transporting. **The Board agreed to rent the microphones with Caitlin storing them, and will continue to consider the purchase of a storage unit.**

Emily said the current budget has a deficit of \$6,000. Next year's budget projects a deficit of \$3,500, but that number is going to change as numbers become firmer. Emily asked Liz Francis about the Board's recent decision to continue supporting the Regional Archival Associations Consortium's membership in the National Coalition for History: The Board voted to contribute financially to RAAC's membership this year, but is there information available on what NEA may be asked to contribute next year? Liz said that RAAC plans to fundraise every year for its NCH membership. Every year NEA can decide how much, if any, to contribute. Caitlin asked whether the Board could allocate \$250 annually toward NCH (with or without a request from RAAC), since it's been determined that NCH's work is important to NEA. Ellen said that part of RAAC's challenge this year is that they haven't been able to raise enough money to achieve the desired NCH membership level, so the Board could consider making its annual allocation more open-ended — a minimum of \$250 per year with the option to increase the amount in any given year. Caitlin asked whether NEA could work with other giving organizations within RAAC to develop a sustainable funding plan so that RAAC doesn't have to ask for funds each year. **Liz will investigate the possibility with RAAC. The Board agreed to earmark \$500 in next year's budget for now.**

Juliana asked whether the Board should think about raising membership dues in the next few years, given rising costs. Jane suggested delaying an increase for a year. The Board discussed other options of raising revenue, with a focus on vendor rates for both *NEA Newsletter* ads and meeting booths.

Open positions update

Jamie Rice presented on open volunteer positions.

Membership Committee (2)

There are two open positions in the regular Membership Committee: survey coordinator and development, mentoring liaisons).



TAKING THE PAST INTO THE FUTURE

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

Mentoring Program (3)

Additionally, there are three mentoring liaison positions open in the NEA Mentoring Program administered through the Membership Committee. Jamie asked why all the liaison terms ended at the same time. Caitlin Birch provided background on the work of the NEA Mentoring Task Force and its recommendations that resulted in the creation of three liaison positions at the same time. Jamie said it would be good to talk to Sam about staggering liaison terms in the future. Caitlin said it would also be good to talk to Sam about exploring the Mentoring Program's growing pool of alumni as potential future leaders.

NEA Newsletter report

Sean Parke and Claire Lobdell presented the *NEA Newsletter* report.

White paper recommendations

Sean presented the *Newsletter* editors' white paper. The editors have seen a decline in submissions of news, features, and mini-features. Everything they publish is now solicited content, rather than content from unsolicited submissions. The editors believe the *Newsletter* still has value to NEA, but they recommend changes. Strength of the *Newsletter* include session reports, repository updates, and the "Who's Missing from This Table?" column. All three of these components support the mission and focus of the organization. The *Newsletter* also gives members the opportunity to publish in a more informal venue. The editors support continued distribution of the *Newsletter* in print because they believe it will be read by more members, whereas a digital version might get lost in the email shuffle. Claire said that the white paper is a response to the conversation at the June 2018 Board meeting in which some of Board members seemed to question the value of the *Newsletter*. Caitlin Birch said that the Board still values it; it just makes sense to evaluate its direction from time to time. Ellen Doon said that she supports the recommendation to do away with the calendar. Jamie Rice said that she supports the recommendation to do away with book reviews. Jane Ward raised the issue of a crunch in ad space and said that vendors still value being able to publish ads in print. For her own part, she still prefers to receive the *Newsletter* in print. Caitlin said she understands that there are members who prefer print, but she'd prefer to receive a digital version. She asked whether the Board could adopt a model in which members can opt out of print. The Board agreed that such a model is worth trying. **Juliana Kuipers will follow up with Kelli Bogan about adding that opt-out functionality in Wild Apricot.** Jamie asked for more information about the difficulty with soliciting content. Ellen said that historically, there's always been a struggle to find content. When she served as an editor, she had to actively solicit content. Claire said the current editors have also done active outreach. Caitlin said that other points of interest in the *Newsletter* report were the idea of renaming the *Newsletter* and the request for input from the Board on the direction of the *Newsletter* in the *Journal of Contemporary Archival Studies* era. The Board discussed names. Juliana suggested adding a question to the membership survey to solicit name ideas and awarding a free year's membership to the



TAKING THE PAST INTO THE FUTURE

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

winner. Emily said that she would like to see a strong focus on NEA and its strategic directions in the *Newsletter*, which will mean more Board-contributed content.

Printing costs

On the issue of cost-saving by printing black-and-white covers as opposed to color, Juliana said color gives the publication a more professional look and it's worth keeping. Jane said she would like more information from the printer about cost savings if the print run were reduced. **The Board agreed to add a membership survey question about whether members would opt out of receiving the Newsletter in print if that option were available. The Board agreed to keep color covers, but to seek more information on costs saved by cutting the print run. The Board also agreed to eliminate book reviews and transition the reviews editor position to other responsibilities.** Ellen said once survey data is available, the Board can continue discussing the identity of the *Newsletter*. Juliana will send data from the last membership survey to Claire and Sean, since they never saw it and there's information on the *Newsletter* in that data.

Membership Committee report

Sam Howes presented the Membership Committee report. Sam put out a call for a survey coordinator and a member to focus on development and hasn't received any responses. He's trying to put together the membership survey on his own. The NEA Mentoring Program will also have the liaisons ending their terms next month, so Jessica Holden is going to send Sam information to work for recruitment of new liaisons.

Discussion on membership survey questions

The current estimated time to complete the membership survey is 24 minutes, and Sam would like to reduce that. He recommended the elimination of questions on roundtables and education. Emily Atkins suggested keeping the questions on education so the Board has longitudinal data. Juliana Kuipers said that a survey will go out early next week on the Fall 2018 Symposium, and she suggested some buffer time between the two surveys, which would require a delay in the distribution of the membership survey by a week or two. Sam said that would work. He sent a link to the Board to review the current survey draft and is happy to accept feedback. Juliana gave feedback on the childcare section, on the structuring of the questions. Emily said she has used SurveyMonkey often and is happy to help with questions related to the platform..

Vice President's report

Jamie Rice presented the Vice President's report.

Update on spring 2020 meeting

The Providence contract has been signed. The meeting will be the first weekend in April at the Providence Marriott Downtown.



TAKING THE PAST INTO THE FUTURE

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

Jamie said that she has begun plans for the Fall 2019 Symposium, but there's not really a guide to planning the symposium as there is for the Spring Meeting. Juliana Kuipers said she is helping based on her own experience planning the Fall 2018 Symposium. Jamie said that there's a map library in Portland that would be a great focus for the symposium, so she's exploring that option.

Adjourn

The meeting adjourned for the Non-Voting Board at 3:18 p.m. The Voting Board held a closed-door executive session to discuss the slate of candidates for the upcoming NEA election, then adjourned.

Respectfully submitted,
Caitlin Birch