

New England Archivists Quarterly Board Meeting
June 29, 2005
NEDCC, Andover, Mass.
10 am – 2 pm

During June 29, 2005 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the April 29, 2005 minutes.
- Voted to appoint Maryalice Mohr Session Reports editor for a term to run from October 2005 to October 2008.
- Voted to set the Fall 2005 Conference registration fee at \$45.
- Voted to accept the Fall 2005 Local Arrangements budget.
- Voted to accept the Membership Directory Use Agreement.
- Voted to appoint Molly Wheeler, Rick Statler, and Megan Friedel to the Outreach committee.
- Voted to appoint Christie Carter to the 2006 Nominating committee.
- Voted to create an Archives Student Representative position for a two-year trial period, as outlined in job description with suggested changes.
- Voted to table discussion on the Parliamentarian/Policy Coordinator for further discussion at the fall Board meeting.
- Voted to appoint Jane Ward to another three year term as Development Coordinator.
- Voted to approve a change in the amount of the Haas Award to be awarded in 2006 from \$500 to \$1000 for one time only.

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AGENDA

Call to order

Accept minutes of April 30, 2005, meeting
Accept minutes of May 25, 2005, meeting
Secretary's report (Appendix A)

Treasurer's report (Appendix B)

Acknowledge reports requiring no action

- Membership Secretary (Appendix C)
- Outreach Committee (Appendix N)
- Web Coordinator (Appendix F)
- Listserv Moderator (Appendix D)
- Print Coordinator (Appendix E)
- Newsletter Committee (Appendix G)

Spring 2005 Local Arrangements and Program Committees (Appendix H)

Fall 2005 Local Arrangements Committee Report (Appendix J)

- Adopt conference budget

Fall 2005 Program Committee Report (Appendix I)
Spring 2006 Program Committee Report (Appendix K)

Outreach Committee (Appendix N)

- Archives Week
- Vote to add members:
 - Molly Wheeler (Albers Foundation, CT)
 - Rick Statler (Harvard Houghton Library, MA)
 - Megan Freidel (Mass. Historical Society, MA)
- MHRAB Grant

Public Relations Committee (Appendix O)

- Camera at awards presentations; who is responsible?

Membership Committee (Appendix L)

- Membership directory

Education Committee (Appendix M)

Web Committee and Coordinator (Appendix F)

- Vote to make addendum to coordinator's job description

Nominating Committee

- Vote to add Christie Carter (Vermont State Archives) to the committee

Immediate Past President (Appendix P)

- Parliamentarian Position (Appendix R)
- Student Representative Position (Appendix Q)
- Branding Committee

President (Appendix S)

Vice President

Development Coordinator (Appendix T)

- Vendor policies and sale of mailing labels

Hale & Haas Awards (Haas Award - Appendix U)

- Judy Huenneke and Brenda Lawson new members from NEA; Judy is chair
- Hale: Applications by Feb. 15

Old Business

New Business

- Schedule January meeting: Thursday, January 20? Snow date?

Adjournment

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In attendance: Paul Carnahan (presiding), Chris Burns, Tom Hyry, Mary Ide, Brenda Lawson, Jeff Marshall, Rodney Gorme Obien, Anne Sauer, Mark Savolis, Keley Shepherd, Elizabeth Slomba, Karen Spicher, Susan von Salis, Jessica Steytler, Jane Ward, Diana Yount

Excused: Mary Caldera, Lois Hamill, Tara Hurt, Tracy Messer, Meg Moughan, Nora Murphy, Jonathan Penyack, David Horn

Call to Order

Paul Carnahan called the meeting to order at 10:10.

Secretary

Diana Yount discussed how she sent out the election ballots, in response to Board concern. The perceived extra ballots were sent to members who renewed after the renewal date. Diana receives labels from the membership secretary and some times she gets a set of labels from the Membership Secretary after the first group of labels due to membership renewals or bounced mail. So ballots sent out after the first mailing are sent to members eligible to vote.

Anne Sauer moved to accept the April 29, 2005 minutes. Mary Ide seconded. No discussion. All members voted in favor.

Elizabeth Slomba discussed the appendices in the minutes, how they are added into the minutes and that anyone can request copies from her. The Board suggested changes to the May 25, 2005 Special Board meeting minutes and that Elizabeth include the changes made to the mission statement to the minutes. Any additional corrections were to be sent to her by July 8th. Elizabeth then would circulate a corrected copy.

Paul acknowledged receipt of the Secretary's report (Appendix A).

Treasurer

Paul relayed Lois Hamill's report (Appendix B). Lois is preparing the NEA budget for the next meeting and wants board members to remember the schedule and submit budget requests in time. She wanted to know if there needed to be a Board vote regarding the money spent on renewing the NEA website domain name and noted that the web budget is \$1000. The Board agreed that no special action was required. Lois also wanted to know if there are situations that require a board vote if the situation costs are in the budget or can be covered by the budget. The Board said no.

Lois reminded the Board that chairs of committees and board members can be reimbursed for travel over 100 miles. The Board discussed whether the reimbursements

were for elected Board members only or that chairs of Local Arrangements and Program Committees were reimbursed as well since they were required to attend board meetings. Elizabeth was directed to research the reimbursement issue.

The Board reviewed the budget and saw that NEA is actually under budget so far this year. Budget numbers were discussed. Lois presented the budget in a new format. The Board liked the addition of a “percent of budget” column to the budget format and discussed the usefulness of “\$ over budget” column. The Board was confused by the budget format presentation and discussed what goes into budget preparation. It was suggested that Lois submit an accurate budget with profit and loss statements to the Board by August 15th for the fall board meeting. The Board discussed the Spring 2005 conference budget format.

Paul acknowledged the receipt of the Treasurer’s report.

Membership Secretary, Listserv Coordinator, Print Coordinator, Web Committee Reports

Paul acknowledged the receipt of the Membership Secretary (Appendix C), Listserv Coordinator (Appendix D), Print Coordinator (Appendix E), and Web Committee (Appendix F) reports.

Rodney Gorme Obien was asked if the lifetime institutional membership was still offered. He was not sure and would research the issue. Paul noted that the membership numbers increased. There were 411 members reported at the April 2005 Board meeting; now there are 446 members reported.

Newsletter Report

Paul acknowledged the Newsletter committee report (Appendix G).

Anne moved that Maryalice Mohr be appointed Session Reports editor for a term to run from October 2005 to October 2008. Mark Savolis seconded. No discussion. All members voted in favor.

Spring 2005 Conference Committee Report

Paul mentioned that Karen Adler Abramson participated at the April and Special Board meetings and presented the final conference report (Appendix H). It was mentioned that several people requested copies of the program sent out with the conference registration packet at the conference; the Local Arrangements committee was concerned that printing additional copies might be wasteful. The Board discussed the usefulness of session summaries, location and room maps for conferences, what is meant by “brief” for session descriptions and the format of the program to be included in the conference registration. Chris Burns said an onsite program with session descriptions can be done for the Fall 2005 meeting. It was suggested that the direction for program committees to create onsite programs be in the Program and Local Arrangements committees handbooks. It was also suggested that the direction be included in job descriptions for the committees.

The Spring 2005 Program committee report mentioned that the program committee needed more time for developing the program as well as better Program committee documentation and policies. The Local Arrangements committee did not have any other suggestions.

Jane Ward then discussed the vendor donations referenced in the Local Arrangements budget. Boston Photo owes \$300 and Video Transfer \$500. When these accounts are paid, then the vendor income for the meeting will be \$4100. There was a discussion of budgeted amounts for vendor income. Jane then pointed out that the vendor ads budget line should be removed since the ad costs had not been broken out before and are part of the vendor costs. The Board discussed whether vendor registration should also be a part of vendor costs and whether it is useful to break out the vendor costs to the individual line. Paul mentioned that Lois is bringing out the hidden costs of the conference in the budget by adding these budget lines. Then, the Board discussed the facility rental and equipment costs. The \$2300 line needs to be moved from the actual cost column or costs should be clarified.

Lois is trying out a new presentation of the budget. The Board is not as concerned as Lois about the hidden costs and prefers an emphasis on actual costs. The two bottom lines are confusing. Lines between budget items would be helpful for understanding the budget. Excel may be better than Word for presenting the budget. The Board said it is very useful to see the budgeted amount versus actual costs. Karen Spicher mentioned that she and Lois are working on the Education workshop accounting. There was a discussion of the differences between the Local Arrangements final budget and the Treasurer's final financial statement from a conference. It was suggested that in-kind contributions could be added to income; the cost then would be added to the cost column and so these items would balance out.

Paul thanked all members of the Spring 2005 Program and Local Arrangements committees.

Fall 2005 Conference Local Arrangements and Program Committees Reports

Program Report

Jeff Marshall presented his report (Appendix I) and handed out a draft of the program. One session lost some speakers but the session organizer will be finding replacements. Jeff sent out letters to speakers, including the lunch speaker, acknowledging their participation. The committee will be spending \$1450 on honoraria. Greg Sharrow is the lunch speaker.

Jeff hopes that archivists that self-identify as belonging to particular group will attend special group discussion sessions. The Board discussed the scheduling of sessions versus special sessions; the committee aimed for minimizing conflict between sessions and the group discussion. The group discussion will feature facilitators. Jeff hopes to have the names in time include in the program but he may not have the topics of the group sessions in the program. It was suggested that there be a brief description of sessions in

program. There was a discussion of scheduling the vendor presentations; it should be 10:30-11:00, which gives attendees a chance to visit vendors. It was suggested that the name for the time slot be "Meet with the vendors." Jane suggested that Jeff check with the vendors for their audio-visual equipment needs. Jeff then said that the Preserving Folklore Collections session is intended to be a round-table discussion; it was suggested that that be indicated in the session description.

Local Arrangements Report

Chris discussed his report (Appendix J), the recent activities of the Local Arrangements committee, the proposed budget and how numbers may change as new numbers come in from the University of Vermont.

He also clarified the education budget and explained the separate budget for workshops. He mentioned concerns of paying for break food costs for workshops. The Board discussed raising workshop registrations costs to cover the food costs, paying for the costs and the likelihood that the food costs will be \$540 for the workshops, and the need to have registration numbers in order to cover the costs. It was mentioned that the limit for minimal registrations may need to be raised in order to balance the workshop budgets. Karen expressed concern about the food costs and would the Board cover the budget in case of a shortfall. It was also suggested that the costs could be absorbed into the Local Arrangements budget. Chris said that there would likely be no addition costs for audio-visual equipment for Education since the hotel will allow NEA to bring in equipment. The Board then discussed whether to raise the workshop registration fee to cover the breaks and profits made by previous workshops at other conferences. It was suggested that the Board accept that Education may not make money for this conference. Karen suggested that the Treasurer keep track of the workshops profit and use that for other meetings. Karen also mentioned that Education could create a budget for the upcoming year and budget for break food for future workshops. The Board also discussed how the education budget is a part of the whole NEA meeting budget. Paul said that Karen should plan for food costs in her upcoming budget.

Chris then went on to mention that the workshops will be at the hotel, the Friday Board meeting at UVM, the Friday reception at UVM and Saturday sessions at UVM. Friday parking at UVM is expected to be expensive. But at the Sheraton the parking is free and plentiful. UVM is charging for the rooms on Friday. Chris said at the Friday reception author Katherine Patterson will be speaking. The agreement is that the Center for Research of Vermont will pay for the reception space, the Friends of (UVM) Special Collections for the speaker, and NEA for the food. There was a brief discussion of vendor set-up time, availability of tables and electrical outlets and whether there would be time to set-up on Friday. It was agreed that it was okay for set-up on Saturday. There was further discussion of rooms and room locations at UVM on Saturday.

The hotel arrangements are ready and the membership can already register for rooms. Attendees must register by September 14 for the conference room rates. Information should be posted to NEA listservs. The registration mailer will be going out early in August and registration mailers will be sent to VGMA members.

Chris mentioned the differences between his two budgets. UVM has increased the room costs and that the numbers have changed depending on whom he talks to. He is aware that UVM is bound by the signed contract regarding room costs. The room fees range from \$30 – \$75, based on size. He is basing the cost of the reception on 125 people attending and that the committee has decided on a cash bar for the reception. The cash bar needs to be mentioned in the program. He thought that 125 may be likely, since having a speaker and sponsorship from other groups may attract more attendees. There may be name tags at the reception. There was discussion of what number attendance is likely, differences between the reception numbers at the Dartmouth meeting versus the likely attendance at Burlington, that the food fees are based on catering and the impact of fixed fees versus flexible costs on the conference registration fee.

The Board went over the budget numbers, discussed changing the flexible fees and the impact on the conference rate and budget bottom line. If the fees were reduced in cost and some other items reduced, the budget could be \$8725. If the registration cost is based on 125 attendees, the cost per attendee could be \$69.80 without vendor income, \$45.80 with vendor income. Jane mentioned some vendor issues and that some vendors may not be coming; she added that \$3000 (based on six vendors) in vendor income would be reasonable. It was proposed that the registration fee be \$50. It was determined that a registration fee of \$45 (based on 125 attendees) with vendor income of \$3000 would result in \$8625 in income for the meeting. The Board further discussed the budget numbers, that the Vermont conference would be a break-even conference, and the affordability of the Boston College conference.

Mary moved that the Fall 2005 Conference registration fee be set at \$45. Mark seconded. Tom Hyry mentioned his concern with setting the registration fee that low since with this fee there is a razor thin margin between making a profit and having a budget shortfall. The Board discussed the profitability of previous Boston meetings, that NEA has met the budget or made a profit on every meeting since Newport, and the merits of \$45 fee. *All members voted in favor.*

There was a brief discussion of additional fees for students, new members, and late registrations. The late fee applies to registrations received less than two weeks prior to the conference. The board meeting will be from 1 pm to 5 pm on October 14, 2005.

Mary moved to accept the Fall 2005 Local Arrangements budget. Brenda Lawson seconded. No discussion. *All members voted in favor.*

Spring 2006 Conference

Jessica Steytler presented Laura Katz Smith's report (Appendix K). The theme is "Learning from Each Other"; they plan on refining the name later. The emphasis is on archivists talking to each other and on interactive sessions and a de-emphasis on "talking head" sessions. They are also planning for discussions on better communication and coordination between museums and archivists with similar responsibilities; Anthony Reed suggested these topics in a draft of the program. Paul noted that the draft program is

responsive to issues brought up at the special Board meeting on May 25 and during the planning for Fall 2004 meeting. The Program committee does not have strong ideas on the keynote speaker yet and are thinking of trying to get Allen Weinstein for the keynote speech. The program needs to include the Annual Business meeting, which may be held at a time other than lunch; they will need to plan around the speaker if the business meeting is held at lunch. There was a discussion of how to get people to attend the Friday reception, such as having a speaker or partnering with other groups. The committee needs to firm up honoraria for the Local Arrangements budget to be presented at the October 2005 meeting. And Local Arrangements needs a way to contact the membership in case of weather since the meeting is being held so much earlier in March.

Membership Committee

Kelcy Shepherd discussed her committee's activities (Appendix L). The proposed membership directory is part of the original contract with Skybuilders but they have not been billed yet for any work Skybuilders has done on the directory. The committee will come back to the Board if additional money is needed to complete the project. The committee adapted the proposed use agreement forms from other organizations and they suggest that it may be time to develop a privacy policy regarding membership information.

As for the membership directory, the committee is not asking for functionality for updating addresses or renewing membership online. They have submitted the list of functional specifications in their committee report. They are planning for updating membership contact information and for distributing a paper copy of the membership directory to those not wanting to be in the online directory. However, they are not widely advertising the availability of the paper directory. The Board discussed advertising the membership directories and how they would create a paper directory through extracting data from membership database to create a report. It was asked if the membership directory could be searched by region or by zip code. There was a discussion of how to set up such a search and other possible searches. It was suggested that people wait and see how people would use the directory and in what ways before expanding search capabilities beyond what is requested in the RFP. And it was suggested as well that the Membership committee use their contact email for suggestions to make the directory usable. Kelcy said that the letter will be sent out to the membership in July with a 30 day reply period for people to respond, while Jonathan Penyack and Rodney work with Skybuilders on the directory and moving information. They expect to have the membership database up by the Fall 2005 meeting. The Board discussed vendor use of the directory. Some vendors may pay for membership and therefore have access to directory; if vendors do not have access, then the membership directory issue is null.

Mary moved to accept the Membership Directory Use Agreement. Anne seconded. No discussion. All members voted in favor.

Kelcy finished by saying that Membership plans on making the New Members breakfast an annual event. It was suggested that she should discuss planning with the Spring 2006 Local Arrangements and Program committees.

Education Committee

Karen presented her report (Appendix M). There will be three workshops at the Fall 2005 conference. Film Preservation and Textiles are confirmed and both are full day workshops. Descriptive Methods, a half-day workshop, is being organized. The committee is in contact with the Spring 2006 committees. There was a discussion of food costs for the Fall 2005 conference, that Education will be setting a minimum limit of registrants and that they will estimate food costs for the future budgets. Karen added that it will be lunch on their own for the full day workshop registrants; this information will be included in the program and there are two restaurants at the hotel.

Paul asked about the basic workshops and why there was not one scheduled for the Fall conference. Karen described the process of selecting workshops, workshop topics and other issues with scheduling workshops. She mentioned that the committee is working on scheduling floating workshops. Paul mentioned the need for holding a basic Arrangement and Description workshop soon. There was a brief discussion about workshops and topics for the Spring 2006 conference.

Outreach Committee

Mary Caldera sent in her report (Appendix N). They have requested new committee members. The committee will be meeting in mid-July to tackle the next issues for the committee. They need an inventory of NEA bookmarks. Archives week after first Sunday in November stays the same

There was a brief discussion concerning the money for the NEA developed brochure on behalf of the MHRAB grant, the history of the brochure and grant, and the consolidation of the NEA Outreach information sheets into more professionally designed brochures. When NEA receives the money or the go-ahead for the brochures depends on how the money will be managed by grant administration.

Tom moved to appoint Molly Wheeler, Rick Statler, and Megan Friedel to the Outreach committee. Mary seconded. No discussion. All members voted in favor.

Public Relations Coordinators

Paul mentioned their report (Appendix O). There was a brief discussion of who is responsible for camera work at events and the issue was referred back to the Coordinators for further consideration.

Web Committee and Coordinator

Paul suggested that discussion about renewing the web domain name be moved to email.

Nominating Committee

Mary requested an appointment to the committee.

Elizabeth moved to appoint Christie Carter to the 2006 Nominating committee. Brenda seconded. No discussion. All members voted in favor.

Print Coordinator

Diana asked if there were any feedback on the longer ballot format. There was discussion of the timing of the ballot and costs for mailing. Diana said that it would be \$100 for the postcards and \$350-\$400 for the longer format ballots. Mary will develop a timeline for the upcoming elections and for sending out ballots. Diana added that she had heard anecdotal information about preferences for the ballots. There was not much change in voting numbers due to the different ballot format.

Immediate Past President

Mary alluded to her report (Appendix P).

Branding Committee

There will be an article in the fall newsletter on the committee and its work. The graphic design is expected to be ready in September and available for membership review in October.

Distinguished Service Award

Mary led the discussion of when to offer the award, whether it is a once-a-year award, of when to accept submissions for the award, whether or not to have deadlines for submissions, and how to handle more than one worthy candidate.

Student Representative

Mary presented a proposed job description for a Student Representative (Appendix Q). She added that she would need to clear the quarterly column idea with the newsletter. The position will start with Simmons students, have a two-year trial period, and then the Board will evaluate the position. If the position then is made permanent, it would be opened to students from other programs. The position term will run from September to June, based on the academic year. She said that she hopes that the position will generate student interest and NEA participation.

There was a brief discussion of reimbursement for student representatives traveling to Board meetings. Resolution of the discussion deferred until the reimbursement for Board and committee members is clarified.

The Board commented on starting with Simmons students in the position. It was suggested that the "Simmons SCoSAA chapter" reference be removed from the job description. The Board discussed that if the newsletter could not accommodate the student column, then the column could be posted on the NEA webpage, and debated the merits of a column versus a short article of interest. It was suggested that "submits column to NEA for publication twice a year" be added to job responsibilities and the column would first be submitted to the position liaison for review. It was also pointed out that it should be explicit in the job description that this is not a voting position. There was a brief discussion on whether representative or liaison should be in the position name.

Mary moved that NEA create an Archives Student Representative position for a two-year trial period, as outlined in job description with suggested changes. Mark seconded. There was a brief discussion of developing evaluating criteria for the position, of importance to students, and of improving communications with archives students. All members voted in favor.

Parliamentarian

Mary presented a proposed job description for a Parliamentarian/Policy Coordinator position (Appendix R). The board discussed the need for the position. Mary mentioned the usefulness of the position and went over the job description and position purposes. It was suggested that the position be on a two-year trial period, then evaluated. There was discussion on the updating of the Board manuals, how out of date they are, on the difference between the Secretary position and the proposed position, on updating policies, and how to separate out the Parliamentarian/Policy Coordinator duties from the Secretary's.

Tom moved to table discussion on the Parliamentarian/Policy Coordinator for further discussion at the fall Board meeting. Elizabeth seconded. No discussion. All members voted in favor.

President

Paul mentioned his recent activities (Appendix S). He is interested in working on the procedures manuals for the Program and Local Arrangements committees. He has started initial discussions with Elizabeth and Jonathan. Paul wondered if it would be useful to have a member from next upcoming Local Arrangements committee to sit on the current Local Arrangements committee. There was concern that there might committee burn-out if that was required. Paul then said that Local Arrangement committees should communicate ideas or that possibly the Board request that committee chairs come to Board meetings as soon as they are appointed. There was a discussion of appointing committees earlier, of finding experienced members, about learning about board procedures and of hopes for getting manuals up soon on the webpage.

Development Coordinator

Jane mentioned in her report that her term ends this June (Appendix T). *Brenda moved to appoint Jane Ward to another three year term as Development Coordinator. Mary seconded. No discussion. All members voted in favor.* The Board thanked Jane for all her work. Discussion of vendor policies was tabled.

Hale and Haas Award

Brenda reported on the Haas Award committee meeting (Appendix U). There was concern over award amounts. The committee needs to see how much money is available and how the income is generated. ARMA wanted to raise the award to \$1000, then fundraise for additional moneys; the ARMA representatives feel optimistic about raising money. The committee compromised and decided to ask to raise the award to \$1000 when awarded next for one time. The committee then will review the income and current fund amounts. There was a discussion about concern about the income on the capital,

concern over fundraising for the award, of maintenance of the account and the ARMA approach to the award. It was agreed that if there is not enough money for the award at \$1000 for the next year, then the award can be offered every other year. The Haas committee will be in touch with the Public Relations Coordinators about better publicity for the award.

Brenda moved to approve a change in the amount of the Haas Award to be awarded in 2006 from \$500 to \$1000. Mary seconded. There was discussion of the Haas fund, Haas line in the NEA budget, how the award is paid out and accounted for and the need for research to see how the fund operates. All members voted in favor.

Anne reported on the upcoming Hale Award. Applications are due February 15, 2006. They need a new deadline since the March conference date is much earlier than usual and the committee needs time to review the applications. There was discussion of proposed deadline dates. The issue was referred back to Anne for consideration of a February 1 deadline for the award applications. It was suggested that the Hale and Haas Award deadlines be made the same; the issue was referred back to Brenda and Anne for further discussion.

New business

There was discussion of the winter board meeting date. Paul will set the date over email or at the next board meeting.

Adjournment

Mary moved that the Board meeting adjourn. Brenda seconded. No discussion. All members voted in favor.

The meeting adjourned at 2:20 pm

Respectfully submitted,
Elizabeth Slomba, Secretary