

**New England Archivists Quarterly Board Meeting
Friday, October 20, 2006
University of New Hampshire, Durham, New Hampshire
1:00 – 5:00 pm**

During the October 20, 2006 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the June 19, 2006 minutes.
- Voted to appoint the following members to the Spring 2007 Program committee: Robin McElheny and Nanci Young (co-chairs), Bridget Carr, Silvia Mejia, Kim Reynolds, Rick Stattler and Rachel Wise.
- Voted to table the vote on the budget until the January Board meeting.

New England Archivists Executive Board
Meeting Agenda
20 October 2006
1:00-5:00 PM
Dimond Library, Room 343

- 1:00 PM Call to Order
- Approval of 19 June 2006 Board Meeting Minutes
[Secretary report] (Appendix A)
- 1:10 PM Newsletter Committee Report (Appendix B)
- 1:25 PM Accept Reports (no action required)
Education Committee (Appendix H)
Immediate Past President/Nominating Committee (Appendix C)
Listserve Moderator (Appendix D)
Membership Secretary (Appendix E)
Outreach Committee (Appendix F)
Public Relations Coordinators (Appendix G)
- 1:30 PM Local Arrangements Committee Fall 2006
- 1:35 PM Policy Review Task Force
- 1:40 PM Membership Committee (Appendix I)
- 1:55 PM Print Coordinator (Appendix J)
- 2:05 PM Development Coordinator (Appendix K)
- 2:15 PM Treasurer's Report (Appendix M)
- [2:30ish, Break]
- 3:45 PM President's Report (Appendix L)
Spring 2007 Meeting
- 3:55 PM Vice President's Report (Appendix N)
Fall meetings
College & University Conference, Fall 2007
- 4:15 PM Program Committee Fall 2006 (Appendix P)
- 4:25 PM Membership Recruitment and Retention Task Force (Appendix O)

4:45 PM New Business/Announcements
 Haas Award Committee
 American Archives Month
 UMass Boston Archives Program
 Next Meeting: 22 January 2007 (snow date: 24 January) at
 NEDCC?

[Spring 2007 Local Arrangements Appendix Q]

5:00 Adjournment

New England Archivists Quarterly Board Meeting
Friday, October 20, 2006
University of New Hampshire, Durham, New Hampshire
1:00 – 5:00 pm

In attendance: Nora Murphy (presiding), Karen Adler Abramson, Chris Burns, Paul Carnahan, Donna Longo DiMichele, Lois Hamill, Tara Hurt, Tom Hyry, Brenda Lawson, Rodney Gorme Obien, Jaimie Quaglino, Susan von Salis, Mark Savolis, Elizabeth Slomba, Heather Soyka, Sheila Spalding, Jane Ward, Diana Yount

Excused: Mary Caldera, Paul Carnahan, Judy Huenneke, Jonathan Penyack, Paige Roberts, Bill Ross, Felicia Share, Kelcy Shepherd

Call to Order, Approval of Board Meeting Minutes

Nora Murphy called the meeting to order at 1:00. Attendees introduced themselves, including Heather Soyka, who was attending as proxy for the student representative.

Lois Hamill moved to accept the June 19, 2006 minutes. Brenda Lawson seconded. No discussion. *All members voted in favor.* Elizabeth Slomba briefly discussed the Secretary's report (Appendix A).

Newsletter Committee

Sheila Spalding presented the committee report (Appendix B) and discussed the committee's requesting for the newsletter redesign. The committee received a proposal from a graphic designer regarding the redesign. The redesign proposal would be \$350 for the design and include two to three designs for the committee to choose from. The committee also learned that implementing a design to include color in the front and back cover (inside and outside) would be a \$980 per year additional cost. The suggestion to include color came from the membership; the committee also suggested that color could be added to the online edition. Attendees discussed if the redesign was already part of the newsletter budget, what are the implications of using color in the newsletter and what the newsletter would get for the additional \$980 costs. Sheila mentioned that the newsletter designer had seen the suggested newsletter redesign from the Branding Committee and suggested ways to tweak the design to fit the newsletter better and that is where the proposal for the redesign came from. She added that the decision about adding color to the newsletter would be purely aesthetic. The board discussed the newsletter postage request for in the proposed budget, if the request included the rise in postal rates, why use a graphic designer and other issues about the redesign. The sense of the Board was a preference for spending on the graphic redesign but that the Board was more ambivalent about including color in the newsletter. Sheila reported that the graphic designer can have the designs done for the January meeting so that the Board could compare the suggested designs with the Branding committee designs and that the redesign would cover interior sections of newsletter. The graphic designer's webpage is Culpdesign.com.

The newsletter ad exchange has been arranged. The Academy of Certified Archivists advertisement will appear in the January issue of the NEA newsletter while the NEA ad will appear in the November issue of the ACA newsletter.

Accept Reports (no action required)

Nora acknowledged the reports needing no action: Immediate Past-President/Nominating Committee (Appendix C); Listserv Moderator (Appendix D); Membership Secretary (Appendix E); Outreach Committee (Appendix F); and Public Relations Coordinators (Appendix G).

Jaimie Quaglino presented her report (Appendix H). Attendees discussed the budgeting for Education programming, the corrected \$310 profit in the education budget, the cancellation of the Institutional Repository workshop and the circumstances of why it was cancelled. Jaimie discussed how the committee is developing a more formal process of engaging workshop teachers and the wording of a contract or agreement of understanding or guidelines between education committee and workshop teachers. There was a discussion of why there is a need for some sort of guidelines for workshop teachers, issues with reimbursing teachers and room set-up and how the Education committee could develop these guidelines. Attendees briefly discussed the costs and issues of hosting SAA workshops and the educational benefit and the need to raise awareness of assessing costs before agreeing to host SAA workshops. Jaimie mentioned that the committee needs a new member and there was a discussion of how to recruit new members.

The Nominating committee needs candidates for some positions for the next election. Attendees discussed the Membership Secretary's report that included increased numbers of new members and what that means for membership. There was a brief discussion about an Archives on the Road type program in Maryland. In response to a question about why the SAA calendar did not list the NEA fall meeting, Tara Hurt answered that she and Tracy Messer had sent a note to SAA about the conference dates but did not know why the dates did not appear and they are concerned about it.

Local Arrangements Committee Fall 2006

Elizabeth reported that as of October 20 there were 116 attendees registered and that the conference was on track.

Policy Review Task Force

Susan von Salis discussed of work of the committee, their review of collected Board minutes and other documents. The committee is currently working on the best way to present their findings to the Board at the January meeting. Susan asked that people please contact her if they had ideas about the presentation.

Membership Committee

Attendees discussed the Membership committee report (Appendix I) and the requested \$1325 funding to finish the online membership directory and to cover work not in original contract. Membership anticipated that this request would be a one-time only cost

but that the cost for the security certificate to enable online purchases would be an ongoing annual cost. There was a brief discussion of costs for the security certificate and in which budget (web or membership) does the previous security certificate costs appear. Attendees continued to discuss the requested budget line, how membership calculated the costs, the original contract with Skybuilders and that the additional costs are being charged because of added functionality of the NEA website. If the costs are paid, the online directory will be up soon; the committee has made a priority of getting the directory up and running. The Board asked if the online payments function would be for registrations or for memberships. Membership has been more concerned about getting the membership directory up and have not reviewed the possibility of online payments. Attendees discussed fees for using processor to handle credit cards and whether the Skybuilders costs would cover the processing of credit cards. Brenda offered to talk to Rodney Obien and Kelcy Shepherd about the costs associated with accepting credit card payments.

There was further discussion of Membership's involvement in the Internship Fair and the differences in co-sponsoring the Fair as opposed to being the main support. Membership has organized the Fair before but now Simmons is willing to take over the organizing of and holding the Fair. The sense of the Board was that it was more helpful to have a table at the Fair and recruit students that way than to organize the Fair. It was thought that it would be better use of the committee time if members attended other events, such as the Simmons GSLIS Alumni panel, which features networking opportunities and a mentoring program.

Print Coordinator

Diana Yount presented her report (Appendix J). The print job for the Fall 2006 registration mailer came in high. Diana attributed the high cost to the bigger size of the registration mailer and inflation. The Board discussed at length the possibility of reducing the size of the registration mailer for future conferences and debated the benefits versus the drawbacks of reducing the mailing and the size of the mailer and putting the mailer only on the web. Diana explained that the extra two pages of the Fall 2006 mailer was why the mailer was so expensive. She also explained why she mailed the mailer through first class mail, problems with regional distribution through bulk mail, and why the mailer also went out to two-year lapsed members. Mailing out the Spring 2007 mailer will also be more expensive due to increases in postage. The sense of the Board was a preference to keep sending the registration mailer to two-year lapsed members and to keep the mailer size strictly to eight pages.

There was a discussion of lapsed members and the need to track lapsed memberships and those who rejoined because they received an NEA mailing. Soon membership expiration dates will be published on labels so that members can track their membership. Attendees discussed being able to verify addresses through the online membership directory, the mechanics of verification and the notification of members of expiring membership. The Membership Taskforce will be reviewing lapsed membership issues.

Development Coordinator

Jane Ward mentioned her report (Appendix K). She said it was difficult to find vendors for the fall meeting and that vendors were more interested in the spring meeting. She missed the yearly over all revenue projection. There was discussion of funding, vendors at spring meeting, alternate presentation venues for vendors, what are the benefits for vendors to attend meeting and a suggestion of giving vendors a discount on the second meeting in a year. Vendors do not want to go to meetings with lower attendance numbers. Attendance numbers fluctuate between the fall and spring meetings. There was further discuss of the effects of the number of vendors on vendors attending, the costs of meetings and alternative pricing, vendors having travel budgets cut later in the year and factors on vendors commitments. Jane mentioned raising money over the year, complaints from vendors that NEA is the only group that meets on a weekend and ways to attract vendors. Jane said that she would make a big push in attracting vendors for the spring meeting, see what happens in the fall, and then she will evaluate the outcome for a decision regarding vendor recruitment the year after. She added that it will be a challenge to raise \$6000 for one meeting. The Board voted last year to give electronic mailing lists to vendor and there was a discussion of creating new incentives for vendors. There is a possibility of recruiting new vendors for the Fall 2007 due to the special nature of that conference. Attendees discussed how to let vendor know they are wanted and to inform the membership how much vendor income effects the price of conference registrations. Jane still plans a survey of other archival organizations regarding their vendor policies and charges.

President

Nora Murphy presented her report (Appendix L) and thanked the Fall 2006 Program and Local Arrangements committees. Nora discussed the Spring 2007 conference and thanked Jane Ward for chairing the Local Arrangements committee and Nanci Young and Robin McElheny for co-chairing the Program committee. The theme for the Spring 2007 meeting will be the NEA tagline (“Taking the Past into the Future”) and the Program committee is moving forward and soliciting session ideas.

Nora moved to appoint the following members to the Spring 2007 Program committee: Robin McElheny and Nanci Young (co-chairs), Bridget Carr, Silvia Mejia, Kim Reynolds, Rick Stattler and Rachel Wise. Brenda seconded. No discussion. All members voted in favor.

In regards to local arrangements for the Spring 2007 conference (Appendix Q), Jane is developing a proposed budget; she does not have all the figures in yet. Based on anticipated expenses and income involving audio-visual costs and potential attendee numbers with an expected \$3500 in vendor income, Jane is currently projecting a \$59.04 adjusted cost per person. There was a brief discussion about changes in food costs, anticipated speaker costs, using a contingency fee and the projected budget.

Treasurer

Lois presented her reports and discussed the narrative report (Appendix M). She noted that NEA received a thank-you note for the donation to the Katrina fund. With the NEA donation of \$1000 and \$1500 in donations from individual members, NEA and the

membership have donated a total of \$2500 to the fund. Lois went over the balance sheet and explained what is meant in accounting by being on a cash basis since NEA works on a cash basis. If money is deposited, it exists; if not deposited, it does not exist. It works the same way for bills and that is how discrepancies can occur. She discussed how she handles discrepancies when they appear. She then reviewed NEA reserves, assets and equity earnings. She explained that NEA gets its income earlier in the year through membership dues and then spends down the income during the rest of the year as the bills come in. Lois reviewed the profit and loss statement and described how that statement gives a sense of the cash flow through the year. She added that she had not received the bills yet for expenses that were budgeted for in the budget passed at the beginning of the year. It appears that although the Board passed a deficit budget NEA could still end the year in profit but that depends on how many expenses still need to be paid. Lois said that committees and coordinators not spending their requested funds is why NEA is ending the year without a deficit. She does not expect any significant increase in income through the end of the year. There was a discussion of whether it is better to budget for the worst case scenario or to budget on safe assumptions on past expenses and income. Budgeting for the worst case scenario will lead to passing deficit budgets; some committees may not be able to budget for all their expenses or may have ambitious plans and so request more funds and end up not spending the funds. It may be more sensible to not budget for the worst case scenario and budget on the likely expenses and income as on projected expenses that are likely to happen, not just hopefully happen.

The Board began the annual budget review and modified some budget lines to account for the replacement of the Secretary's laptop, the Development Coordinator's costs and contract labor for Membership and Web committee projects. Lois mentioned the affect of delinquent bills on budgeting. There was discussion of the costs for the security certificate, which committee pays for it, when does the bill come, and what are the actual costs for the certificate. The Membership Recruitment and Retention Task Force has not requested money for anything so they have no budget line.

Attendees reviewed the income lines in the budget and discussed where income is coming from, potential vendor income for the next year, education committee income, and discussion of membership numbers and membership income. There was a lengthy discussion about projecting the attendance numbers for Fall 2007 conference and regional meetings because the conference structure and regional meetings are different from what has been offered before. Attendees discussed as well the difference between using current membership numbers to project income and using historical numbers and which numbers were better to use. There was discussion about why actual membership income was higher than the income budgeted.

Lois turned the discussion to a discussion of expenses and the bulk mail account. Bulk mail expenses were moved to the budget lines of the committees that use the bulk mail account. There was a brief discussion about why committees and coordinators did not spend out their requested budgets, such no requests for travel reimbursement. She mentioned the costs for the Katrina Fund donation.

Issues concerning funding the Haas Award and granting the award came up. Brenda referred to the Board decision last budget cycle to raise NEA's contribution to the Haas fund and what happened with the award last year. The Haas Award committee has been talking about new ideas about using the award money besides giving out the award money. Although they had not advertised the award last year with the higher award amount, this year the committee wanted to gauge response to the award and see if offering the higher award amount will generate interest. If interest remains low, the committee will actively explore other ways to use the money. Attendees debated whether to contribute more money or reduce the contribution to the award fund and discussed the management of the fund. According to ARMA in June 2005, enough money existed in the fund to sustain the award. Brenda proposed the Haas Award committee offer the award in 2007, see if the higher amount of the award attracts more interest, and then reevaluate the use of the award. She also said she would consult with ARMA concerning the management of fund and how much was in the fund and get a sense from the ARMA board about what they think about the award and future directions.

The Board then debated at length the NEA contribution to the Coalition for History contribution, perception of whether the Coalition is growing more political and the perception of what the Coalition does on behalf of archival organizations. The sense of a majority of the Board was to keep the donation at the same level as in previous years. Nora suggested that Board members could suggest other organizations to which the Board could consider donating and that the Board discuss the issues about donating to other organizations at a future Board meeting.

Attendees discussed a variety of other proposed expenses, expenses in the Education budget and the Haas Award budget line. The costs of the membership renewal cards were brought up and whether those costs could be covered by the bulk mail account. It was suggested that the expense line be moved to the Print Coordinator budget. There was a discussion about the bulk mail account, what can be charged to it, what it is used for and how the last mailing of membership renewal cards was handled.

There was a review of the expenses for the Membership committee. The Membership committee decided against a new member breakfast at the Spring 2007 conference and is planning a discussion group about membership at the conference instead. The Spring 2007 Program committee offered to schedule open meetings for committees at the conference and Membership thought that an open meeting would be interesting to new members as well as long-term members. The Membership Recruitment and Retention Task Force had thought that there would be a new members breakfast and the two committees were urged to discuss this issue. A new member breakfast could be held at the last minute but that it would not be possible to have two separate breakfasts at the location for the Spring 2007 conference.

The costs for the newsletter redesign proposal was included in the budget, but not the costs for including color in the print copies of the newsletter. Attendees reviewed other budget requests and noted the Nominating committee was set for their budget. Outreach committee included a higher travel reimbursement higher this year because the

committee had under funded the reimbursement in previous years and now they were accounting for higher travel costs. The Public Relations Coordinators have no budget because they are trying to do the public relations activities as cheaply as possible (meaning for free). The Web committee budget was deemed fine although the security certificate issue was still outstanding.

Brenda moved to table the vote on the budget until the January Board meeting. Nora seconded. There was a brief discussion of what could be discussed or accomplished concerning the budget over email before the Board meeting in January and what remains to be done or discussed concerning the budget. Seven members voted in favor, one against.

Vice President

Chris Burns referred to his report (Appendix N) and mentioned recruiting a program chair for fall 2007 for the proposed small regional events. The Board discussed a variety of ways of developing programming and scheduling the events regionally and how this could be done. The sense of the Board was to develop a workshop and that Chris and the Education committee could develop the programming. And as locations were selected, a local arrangements person could be found.

Membership Recruitment and Retention Task Force

Mark Savolis mentioned his report (Appendix O) discussing the work of the committee so far and referred to the ideas of the committee mentioned on the second page of the report. The committee believes that they need to come to terms why members are leaving and whether they are intentionally leaving or just forgetting to rejoin. The committee is considering surveying the lapsed membership, discussed the suggestions on how to do this, and is requesting feedback on where to go from this point. It was suggested that the committee investigate the long term picture of the membership numbers, focus on retention, and try to collect data or feedback on why people are leaving or not renewing. The committee will look into retention and report in January.

Program Committee Fall 2006

Donna Longo DiMichele presented a brief report (Appendix P). She mentioned that the committee cancelled the discussion group concerning working with boards of trustees due to lack of numbers. One program member is conducting a session because of they had very a difficult time finding an appropriate speaker.

New Business

There was a brief discussion about using a timekeeper at the next meeting; Karen Adler Abramson volunteered.

Nora on behalf of the Board thanked Lois for all her work as Treasurer.

Adjournment

Elizabeth moved that the Board meeting adjourn. Chris seconded. No discussion. All members voted in favor.

The meeting adjourned at 5:00 pm. The next meeting will be at the College of the Holy Cross, January 22, 2007, time to be announced.

Respectfully submitted,
Elizabeth Slomba, Secretary