

**New England Archivists Quarterly Board Meeting
June 11, 2007
Northeast Document Conservation Center, Andover, Mass.
11:00 – 3:00 pm**

During the June 11, 2007 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the March 30, 2007 minutes.
- Voted to allow the Fall 2007 Program committee to offer an additional \$50 in honoraria above the honoraria policy for one time only.
- Voted to set the registration fee for the Fall 2007 conference at \$70 for members, \$100 for non-members and \$35 for students.
- Voted to appoint Gerald (Jay) Gaidmore, Brown University, Chair, Heidi Benedict, Roger Williams University, Jennifer Betts, Brown University, Regine Herberlein, Fairfield Historical Society, and Maureen Jennings, Harvard University to the Spring 2008 Program Committee.
- Voted to appoint Maria Bernier, Salve Regina University, Chair, Evelyn Cherpak, Naval War College Library, Linda Eppich, Preservation Society of Newport County, and Donna DiMichele, RI OLIS to the Spring 2008 Local Arrangements Committee.
- Voted to accept the Policy Review Task Force report and amend the Secretary's job description to update the policy manual not less than once a year.
- Voted to appoint Anne Ostendarp, Archivist, Archives and Special Collections, Amherst College to the Outreach Committee for a term of June 2007 to June 2010.

NEA Executive Board
NEDCC
June 11, 2007 11:00 – 3:00

Agenda

- 11:00 Secretary's Report (Appendix A)
 - Approve Minutes of March, 30 2007 meeting
- 11:10 Spring 2007 meeting
- 11:15 Newsletter Editors Report
- 11:45 Fall 2007 meeting
 - Program Committee (Appendix C)
 - Local Arrangements Committee (Appendix D)
- 12:05 Spring 2008 meeting
 - Program Committee
 - Local Arrangements Committee
- 12:15 Student Representative (Appendix E)
- 12:30 Break
- 1:15 Treasurer's Report (Appendix F)
- 1:25 Immediate Past President's Report
- 1:30 President's Report
- 1:35 Web Committee's Report (Appendix G)
- 1:45 Policy Review Task Force (Appendix H)
- 1:55 Education Committee (Appendix I)
- 2:25 Meeting and Workshop Fees
- 2:50 Reports Needing No Action
 - Outreach Committee (Appendix J)
 - Listserv Moderator's Report (Appendix K)
 - Membership Secretary's Report (Appendix L)
 - Print Coordinator's Report (Appendix M)
 - Development Coordinator's Report (Appendix N)
 - [Public Relations Coordinators' Report (Appendix O)]

2:55 New Business

3:00 Adjournment

New England Archivists Quarterly Board Meeting
June 11, 2007
Northeast Document Conservation Center, Andover, Mass.
11:00 – 3:00 pm

In attendance: Chris Burns (presiding), Karen Adler Abramson, Kathryn Hammond Baker, Ellen Doon, Krista Ferrante, Michael Forstrom, Nora Murphy, Jaimie Quaglino, Susan von Salis, Mark Savolis, Nova Seals, Elizabeth Slomba, Sheila Spalding, Jane Ward, Melissa Watterworth

Excused: Tara Hurt, Rodney Gorme Obien, Paige Roberts, Felicia Share, Diana Yount, Molly Wheeler

Call to Order

Chris Burns called the meeting to order at 11:05 pm and there was a short discussion about the agenda. Attendees introduced themselves.

Secretary

Elizabeth Slomba referred to the Secretary's report (Appendix A) and requested committee and board members information for the NEA Board contact information list.

Kathryn Hammond Baker moved to accept the March 30, 2007 minutes. Nora Murphy seconded. No discussion. All members voted in favor.

Spring 2007 Meeting

Jane Ward presented her report (Appendix B) on Local Arrangements. There was a brief discussion about requiring all speakers and workshop leaders to register and why they need to register. Jane also noted that many conference attendees did not check off the lunch option and why they likely did not. She suggested that future registration information include a line that people check if they do not want lunch. There were 171 registrants, including 7 vendors and some non-NEA speakers. The committee received 59 evaluations. There were many positive comments on the meeting, although there were a few negative comments on the long break in the middle of the day. There is interest in continuing discussion groups and there were many requests for sessions on collection management and the Archivists' Toolkit. Non-NEA attendees found out about the conference in a variety of ways, not one specific way. The hotel was very popular with attendees and the hotel staff wonderful to work with. There was a brief discussion about whether the Local Arrangements or Program committee is responsible for the evaluations and how other committees handled the evaluations in the program. The sense of the Board was not to change committee job descriptions since the committees tend to figure out who should be responsible for the evaluations.

Newsletter Editors Report

Michael Forstrom and Sheila Spalding presented drafts of the proposed redesign of the newsletter. They discussed the history of the proposed redesign, the process of deciding the direction of the redesign, and the stages of the various redesign proposals. They

described the first designs and the committee's and others' reactions to the initial designs, the development of the second set of designs, how the movement of the text in the masthead and the pages were the focus of requested changes and the needed changes to the second set of designs. Michael and Sheila mentioned the committee's work on the redesigns and how the committee became interested in having just the masthead on the page and not including the logo. They briefly touched on having to change the NEA logo to include the "newsletter" title. The committee went ahead with some designs of the NEA logo including "newsletter" but were concerned about having changed the logo against the recommendations of the Branding Committee. The committee was not enthusiastic with the initial set of designs presented but did not want to start over with more redesigns because of budget concerns.

The attendees discussed the proposed changes to the NEA logo for the newsletter design and the possibility of needing an exception to the Branding Committee logo guidelines for the newsletter redesign. There was a lengthy discussion about the submitted redesign proposals; many attendees discussed what they liked or did not like about the redesigns and made suggested changes to the redesigns. They discussed needing the logo and the masthead on the cover of the newsletter, how the masthead reflects the NEA branding, and other issues about including or moving the logo, the tagline and the masthead positions on the cover. The committee also had a question about where to put the volume/number information on the cover. The committee has just received the latest designs so they have not been able to completely review the new redesigns. The board discussed what the committee is recommending regarding the redesigns. It was suggested that the committee have a focus group selected from the membership to review the proposals. But there was a concern about loading up to much work on the committee regarding the redesigns and preventing them from going forward in a timely manner. There was additional discussion about incorporating the changes suggested at the Board meeting and the issue of total redesign versus just redesigning the masthead. The Board planned to review the proposals during the meeting break and send their response to the committee.

Michael and Sheila announced that the July issue would be out June 29 and briefly mentioned the newsletter articles. They also added that they would need replacements on the committee as their terms would be ending in January 2008. It was mentioned that it would be nice to have the redesign issue settled before Michael and Sheila stepped down.

Fall 2007 Program

Elizabeth presented her report and briefly described the program (Appendix C). Then she asked the Board to raise the limits on the honoraria offered to the non-NEA speakers, requesting \$300 for the plenary speaker and \$250 for the others. She mentioned that the speakers would be coming quite a distance to present at the conference and that some would be getting some support from their institution. *Kathryn moved to allow the Fall 2007 Program committee to offer an additional \$50 in honoraria above the honoraria policy for one time only. Nora seconded.* Attendees discussed at length the honoraria policy, why the honoraria limits, differences in offering honoraria versus travel expenses, and problems with honoraria exemptions. There was discussion about what is meant by

honoraria and why covering travel expenses is different; the honoraria is a speaker's fee. It was suggested that people received more honoraria based on location. The history of offering travel expenses was related. Attendees debated the issues with offering travel expenses and the issues with offering a set honoraria to all qualifying speakers. The difficulties and complications of reimbursing travel expenses were mentioned. *All members voted in favor.*

It was asked if there was any need to investigate the honoraria issues further. But concern was expressed that the Board keeps revisiting the honoraria policy over and over. The sense of the Board was a preference to wait to see if and why other program committees request for more honoraria before revisiting the issue.

There was a brief discussion about publicity for the fall meeting.

Fall 2007 Local Arrangements

Melissa Watterworth presented the Local Arrangements report (Appendix D). She went over the details of the final budget, the size of the hotel block at the on-campus hotel and the other hotels available. There was discussion on whether to hold the Board meeting at another time; after a discussion of the pros and cons, the sense of the Board was to have the meeting at the conference. There was a brief discussion about the vendors and where they would be located.

The Board reviewed the budget. *Chris moved to set the registration fee for the Fall 2007 conference at \$70 for members, \$100 for non-members and \$35 for students. Ellen Doon seconded. No discussion. All members voted in favor.*

Spring 2008 meeting

Chris discussed the spring 2008 meeting to be held at Salve Regina University. *Chris moved to appoint Gerald (Jay) Gaidmore, Brown University, Chair, Heidi Benedict, Roger Williams University, Jennifer Betts, Brown University, Regine Herberlein, Fairfield Historical Society, and Maureen Jennings, Harvard University to the Spring 2008 Program Committee. Nora seconded. No discussion. All voted in favor. Then Chris moved to appoint Maria Bernier, Salve Regina University, Chair, Evelyn Cherpak, Naval War College Library, Linda Eppich, Preservation Society of Newport County, and Donna DiMichele, RI OLIS to the Spring 2008 Local Arrangements Committee. Mark Savolis seconded. No discussion. All members voted in favor.*

Student Representative

Mark presented his report on the student representative position (Appendix E). The position was approved for a two-year trial period, which is now ended. He reported on his findings – students who served felt that the position was a very good thing for the Simmons students, but there were mixed feelings about the benefits to NEA. He mentioned that the student representatives were hesitant to voice their opinions and found it difficult to participate. It was suggested that if the student representative had an additional role beyond attending board meetings, that the representative would be able to participate. Mark noted the appearance of a constant turn-over of student representatives

and that lead to the mixed feelings about the benefits to NEA from the position. He referred to the initial discussion concerning the position about filling the position with students from other schools/programs in the region. The board discussed how to get the student representative more involved with board business, whether the representative was on the board listserv and the difficulty of keeping the position filled due to the academic year. And it was asked if the position was also proving to be a good venue for students to participate. It was suggested that maybe the board was not the best experience for students to get involved in NEA but maybe a committee for students would be. Although students could get a sense of the big picture through service on the board, the student representatives had felt intimidated at board meetings. Attendees discussed the importance of getting students involved, grooming future NEA leaders, and encouraging students as new professionals. Attendees also mentioned the need to make a commitment to encourage student involvement and the need to get involvement on many levels from students. They discussed further the possibility of a student committee, how such a committee would work and how students create their own community. Kathryn, Melissa and Mark offered to work on report on a student committee; Felicia Share, the most recent student representative would be invited to join them.

Treasurer's Report

Nova Seals discussed her reports and the final Spring 2007 budget numbers (Appendix F). She went over the final budget for the Spring 2007 meeting and why she needed to adjust the budget to take into account the audio-visual fees for the education conference workshops. She asked about the NEA donation for the National Coalition for History; the Board had already voted on giving the donation. Tax return for 2006 will be filed shortly. Then she gave a short synopsis of the budget for the May Education workshop. There was a brief discussion about the balance sheets and current assets and liabilities, and the transfer of the Hale Award funds. She noted that things were on track for the 2007 budget but that there were areas of concern for the Web and Education committees. The Education committee will be working on budget problems in planning for future workshops.

Immediate Past President's Report

Nora is putting together a nominating committee and asked the Board to send her names of people that would be able to serve on the committee. She also discussed the publicity and the ads in the newsletter for nominations for the Archival Advocacy and the Distinguished Service Awards; she can take nominations any time of the year for the awards.

President's Report

Chris discussed the need for volunteers for committees, citing the many open positions on the Membership Committee, including the chair position. He would be putting a call out for volunteers on the NEADiscuss listserv and asked the Board for suggested nominations.

There was a brief discussion of the Haas Award, what was decided about the award at the March Board meeting, and what steps to take next. Chris said he would take the continued discussion to email.

Web Committee's Report

Krista Ferrante discussed her report (Appendix G) and the current work on the membership database. Kelcy Shepherd and Rodney Gorme Obien have been focused on finishing up the membership database project. A few details needed to be reviewed and completed. Then Skybuilders will load up the database on the website. There are some outstanding security and privacy issues to be resolved. Once up, the membership will be able to select special interests in their profile in the directory and use the drop-down menu to list interests. They plan to publicize the online membership directory. She plans for the directory to be up at the most by the Fall meeting.

She also had been contacted by an NEA member, a former newsletter editor who has been indexing the newsletter, about updating the index online. There was discussion about the newsletter indexing and if an index was needed, given the website Google search engine and PDF articles. The former editor does want to keep indexing the newsletter but wants to make sure that the online version is updated. The sense of the Board was to let the indexing continue as it has in the past. There was a discussion about putting reports and other support materials on the NEA website, past similar projects and concerns about electronic records storage on the website and the website storage available.

There was a brief discussion about the website, the work being done by the web committee, and changes recently made to the webpage.

Policy Review Task Force

Susan presented the final report (Appendix H). She suggested that the elected board members read the manual and review it for out-dated policies or policies not in force. Her report requested a change to the Representatives-At-Large job description to include a duty to update policy manual. The report also includes a suggestion work flow for updating the manual. There was a short discussion of the remaining work to be done and Susan mentioned she was trying to find a couple of policies. She thought it would be best to bring an electronic version of the manual to board meetings due to the difficulties in using the manual in a paper format. The policy manual will be located in the business section of the webpage.

There was a lengthy discussion about why it was suggested that a Representative-at-large update the manual, the amount of time likely to be spent on updating the manual and whether the proposal should be amended to include the votes between board meetings.

Chris moved to accept the Policy Review Task Force report and recommendations from the committee. Nora seconded. It was asked why updating the manual was not proposed as part of the Secretary's job. Concern was expressed that updating the manual each board meeting could be difficult to complete in a timely fashion and may be much more work for the Secretary in addition to the other Secretary duties. Attendees debated the pros and cons of updating the policy manual every board meeting versus once a year. Some mentioned their concern that the policy manual would lose its usefulness and

timeliness if required to be updated only once a year. A question was asked that if the motion was approved, would that mean that the Secretary would be required to update the manual every board meeting. *Members voted 1 to 7 against the motion.* Attendees continued to discuss whether the secretary should update the policy manual, whether it was better that Representative-at-large or Secretary update the manual, the Secretary workload, and whether to update policy manual once a year or every board meeting. *Mark moved to accept the Policy Review Task Force and amend the Secretary's job description to update the policy manual not less than once a year. Melissa seconded.* No discussion. *All members voted in favor.*

Chris thanked the Policy Review Task Force for their work

Education Committee

Jaimie Quaglino went over her report (Appendix I). She reviewed the income and costs from the spring workshops, mentioned other workshop income. Despite having made a profit from a recent workshop, the committee is running a slight deficit. The committee is updating workshop teacher forms, and making sure that teachers are aware of policies up front. She requested input from the Board about the forms.

Then she discussed the planning underway for the workshops for the fall: Film preservation basics and Archivists' Toolkit for implementing DACS. Another workshop has fallen through. She also mentioned topics for the spring workshops, such as Paper-based EAD finding aids and Preservation Basics. There was a discussion about standard workshop fees, offering food breaks and the cost of food, and whether the fee structure should change when workshops are held separately from conferences. Jaimie asked if she were required to bring budgets and workshop fees to the Board for approval; she had researched the issue but was not sure if it was policy or not. It was suggested that Jaimie review the policy manual to determine if Education was required to submit budgets and have workshop fees voted on. There was a brief discussion of the proposed contract worksheets and suggested language in the contracts to make them clearer. She is working on standardizing education practices to make things clearer and work smoother and will send updated contracts through email to the Board.

The Board, after a discussion about the issues involved, decided to table until October the discussion about meeting and workshop fees.

Reports needing No Action

The Outreach Committee gave a summary of their recent activities in their report (Appendix J). The committee has ordered a new banner and Ben Johnson is the new web liaison. *Chris moved to appoint Anne Ostendarp, Archivist, Archives and Special Collections, Amherst College to the Outreach Committee for a term of June 2007 to June 2010. Nora seconded.* No discussion. *All members voted in favor.*

Chris acknowledged the receipt of reports needing no action: Listserv Moderator's Report (Appendix K), Membership Secretary's Report (Appendix L), Print Coordinator's

Report (Appendix M), Development Coordinator's Report (Appendix N), and Public Relations Coordinators' Report (Appendix O).

New Business

There was a brief discussion about getting business on the agenda, when to bring up new agenda items, and how to get in touch with the president about agenda items. There was a change in the web coordinator's email address on the website because of spam. Nova reminded attendees to send in their request for mileage reimbursement.

Adjournment and next meeting

Nora moved that the Board meeting adjourn. Mark seconded. No discussion. *All members voted in favor.*

The meeting adjourned at 3:00 pm.

The next meeting will be on October 12, 2007 at the Dodd Research Center, University of Connecticut, Storrs, Conn. from 8:30 am to 12:30 pm.

Respectfully submitted,
Elizabeth Slomba, Secretary