

**New England Archivists Quarterly Board Meeting
March 28, 2008
Special Collections Room, McKillop Library, Salve Regina University, Newport, RI
1:00 pm – 5:00 pm**

During the March 28, 2008 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the January 25, 2008 minutes.
- Voted to appoint Martha Mahard, Simmons College, to the Fall 2008 Program Committee.
- Voted to appoint Ashley Gaunt, Simmons GLIS, to a three year term (March 2008 to March 2011) on the Web Committee.
- Voted to appoint Maria Bernier, Regine Heberlein and Paige Roberts to three year terms (March 2008 to March 2011) on the Membership Committee and Maria and Regine as co-chairs of the committee.
- Voted to approve additional funds of \$412 for the Membership Recruitment and Retention Taskforce.

NEA Executive Board
Salve Regina University
March 28, 2008 1:00 – 5:00
Agenda

- 1:00 Secretary's Report (Appendix A)
Approve Minutes of January, 25 2008 meeting
- 1:10 Spring 2008 meeting
Program Committee (Appendix B)
Local Arrangements Committee (Appendix C)
- 1:25 Fall 2008 meeting
Program Committee (Appendix D)
Local Arrangements Committee (Appendix E)
- 1:40 Spring 2009 meeting
Program Committee (Appendix F)
Local Arrangements Committee
- 1:55 Web Committee's Report (Appendix G)
- 2:05 Education Committee (Appendix H)
- 2:20 Immediate Past President's Report (Appendix I)
Nominating Committee
- 2:30 Vice President's Report
- 2:40 President's Report (Appendix J)
- 2:50 Membership Committee
- 3:00 Membership Recruitment and Retention Task Force (Appendix K)
- 3:15 Break
- 3:30 Treasurer's Report (Appendix L)
- 3:40 Hale Award (Appendix M)
- 3:45 Haas Award
- 3:50 Meeting Publicity

- 4:20 Planning Review (Appendix U)
- 4:50 Reports Needing No Action
 Newsletter Editors' Report (Appendix N)
 Outreach Committee (Appendix O)
 Listserv Moderator's Report (Appendix P)
 Membership Secretary's Report (Appendix Q)
 Print Coordinator's Report (Appendix R)
 Development Coordinator's Report (Appendix S)
 [PR Coordinator's Report (Appendix T)]
- 4:55 New Business
- 5:00 Adjournment

New England Archivists Quarterly Board Meeting

March 28, 2008

Special Collections Room, McKillop Library, Salve Regina University, Newport, RI

1:00 pm – 5:00 pm

In attendance: Chris Burns (presiding), Karen Adler Abramson, Kathryn Hammond Baker, Maria Bernier, Donia Conn, Ellen Doon, Krista Ferrante, Jay Gaidmore, Valerie Gillispie, Tara Hurt, Dan McCormack, Nora Murphy, Rodney Gorme Obien, Maryalice Perrin-Mohr, Jaimie Quaglino, Deborah Richards, Susan von Salis, Mark Savolis, Nova Seals, Elizabeth Slomba, Sheila Spalding, Melissa Watterworth, Jane Ward, Jason Wood

Excused: Paige Roberts, Molly Wheeler, Diana Yount

Call to Order

Chris Burns called the meeting to order at 12:10 pm. Attendees introduced themselves. There was brief discussion about the agenda.

Secretary's Report

Elizabeth Slomba discussed her report (Appendix A), and which files she transferred to the Archives and which files she transferred to the new Secretary. *Nora Murphy moved to accept the January 25, 2008 minutes. Kathryn Hammond Baker seconded.* No discussion. *All members voted in favor.*

Spring 2008 meeting

Jay Gaidmore presented his Spring 2008 Program Committee report (Appendix B). Overall the program is progressing well; the sessions are strong and the program committee and speakers are enthusiastic. He mentioned some changes regarding a few speakers.

Marie Bernier presented her Spring 2008 Local Arrangements Committee report (Appendix C). She discussed the attendance numbers, the food and lunch logistics, publicity efforts, and the cross-promotion with NEMA. There was a brief discussion about the potential NEMA member registrants and how to figure out the actual number of registrants from the NEMA mailing.

Fall 2008 meeting

Donia Conn presented the Fall 2008 Program Committee report (Appendix D). The program committee has been meeting and has determined the essential topics to cover. The conference will have a similar structure to the Fall 2007 conference. The committee received a lot of ideas from the NEA membership. They are looking at preservation topics from traditional preservation methods to modern media preservation to digital media preservation. The committee is now looking to recruit speakers and discussion group leaders; Donia and Anne Sauer ask if anyone has a good suggestion, please send them the names. *Mark Savolis moved to appoint Martha Mahard, Simmons College, to the Fall 2008 Program Committee. Nora seconded.* No discussion. *All members voted in favor.*

Jason Wood and Sheila Spalding presented the Fall 2008 Local Arrangements Committee report (Appendix E). They discussed briefly the hotel blocks and that Simmons College made lots of rooms available for conference use. They mentioned the preliminary budget and that local arrangements are going very well. They also suggested possible ways to save on mailing costs for sending out the registration packet and program. The Board discussed why the bulk mail account is not used to send out the registration mailer and alternate ways of mailing the packet. The size of the registration mailer affects the cost as well and it was mentioned that the Fall 2007 Local Arrangements Committee sent out a shorter version of the Fall 2007 program and posted a longer version on the web site to cut down on costs. Jason and Sheila urged the adoption of online registration. There was a discussion about why NEA does not offer online registration and the history of Board discussion and investigation of online registration. There was mention of possibly setting up a PayPal account to accept online registration. Krista Ferrante and Nova Seals investigated options for offering online registration, such as a non-profit credit card service, similar to the one used by MARAC, PayPal, and other online services. Nova mentioned the significant difficulty of book-keeping for online registration, who would be responsible for it (Treasurer or someone else), and how the accounts need to be tied to one person in order for them to work. She expressed concern that adopting online registration would create more work than one Treasurer could do. It was suggested that perhaps the Board could appoint a conference registrar who would handle online registrations. There was a brief mention of the services offered by Skybuilders. Susan von Salis and Tara Hurt offered to investigate what other archival organizations are doing and they could tentatively report back to the Board by the June Board meeting. There was a brief discussion about setting the registration fee at the June meeting, potential honoraria and rooms for workshops. Jane Ward suggested that Jason and Sheila add \$3000 for vendor revenue to their preliminary budget.

Spring 2009 meeting

Ellen Doon went over her Spring 2009 Program Committee report (Appendix F). The program will be on all aspects of the relationships between archivists and researchers. The program committee co-chairs are considering a keynote speaker, recruiting members and have received good leads from Kathryn on potential members and speakers. They are considering a mixture of traditional presentations and discussion sections. The conference will take place at the Schlesinger Library on March 27 and 28, 2009. They have been discussing details for rooms and events with the Local Arrangements Committee; there is some flexibility in the rooms, especially since they might be able to use rooms in the Department of Education across the street from the Library. The annual NEA business meeting will not take place at lunch. The committee is soliciting ideas and proposals through a flyer in the Spring 2008 registration packet and through a future post on the NEADiscuss listserv. The co-chairs will present a full program committee slate at the June Board meeting.

Kathryn discussed briefly Local Arrangements issues, possible hotels and how the committee is trying to avoid the high costs of hotels in Cambridge with finding a reasonable conference hotel.

Meeting Publicity

Chris discussed the issues of publicity for conferences. Elizabeth recounted the experiences in publicity for the Fall 2007 conference and the recommendations in the final Fall 2007 Program Committee report. There was a lengthy discussion about publicity for meetings, who does what regarding publicity, and the responsibilities included or not included in job descriptions. Tara mentioned the Public Relations Coordinator job description and her use of PR contact list to publicize NEA. She described sending out press releases out to the contacts. There was a brief discussion of the publicity for the Fall 2008 meeting. The Board recounted previous publicity efforts for other conferences and debated who should notify the Web Coordinator and who should send out the reminders to the NEADiscuss listserv (and other listservs) about conferences. They also considered if that responsibility should be written into the Public Relations Coordinator, Local Arrangements, or Program Committee job descriptions. The sense of the Board was the Program Committee chair should be submitting information about the program to the Web Coordinator. There was a discussion about internal versus external communications, how to coordinate the publicity efforts and who sends out internal communications about conferences. It was recalled that at the January Board meeting the Board had discussed having a person on the Fall 2008 Program Committee to do publicity. There was continued discussion that publicity and internal communications should be part of the Program Committee job description. The sense of the Board is to have program committees to come to the Board with a program and marketing/communications strategy. Melissa Watterworth offered to write language up for inclusion in the Program Committee job description for Board consideration at the June meeting.

Web Committee

Krista alluded to her report (Appendix G). *Chris moved to appoint Ashley Gaunt, Simmons GLIS, to a three year term (March 2008 to March 2011) on the Web Committee. Elizabeth seconded. No discussion. All members voted in favor.*

Krista presented a potential redesign for the NEA website. She discussed the out-dated HTML on many pages. She demonstrated the new site navigation and asked for the Board's help in coordinating information. She proposes to move all the Board information under the About Us tab. The Board discussed at length the web page redesign, where the online membership directory would live, the events pages and what would be considered events, and the inclusion of social software/community areas. It was mentioned that a blogging ability would be desirable. It was mentioned that the web pages for committees could be wiki pages, which would allow for easy updating of the pages; there was a discussion of which committees would like to have wiki pages. It was suggested that committees communicate with Krista about the wiki pages and what they would want for their pages. There was additional discussion about having a usability focus group comment on the redesign and where to put volunteer contact information. There was additional discussion concerning a usability focus group and study and when to do a usability study, such as after the launch of the web page. Krista emphasized the Board needed to contribute content to the website. Attendees discussed when the new

design should go up, how to request feedback from the members, and making sure that the redesign is announced thoroughly to the membership and beyond. Krista estimated about six months of clean-up for the web pages and anticipated making a partial launch by the Fall meeting. She would like the Board and the committees to review the web pages thoroughly so that she can update and move legacy pages to the About Us section. The possibility of a live demo at the Fall meeting with potential in-person usability studies was mentioned.

Education Committee

Jaimie Quaglino gave an update to her report (Appendix H). Danielle Kovacs will be leaving the committee so Education needs to recruit two members. She will be consulting with the committee before bringing names to the Board for approval. The Spring 2008 workshops have done very well; she mentioned that the Toolkit Workshop filled up very quickly. She discussed a variety of workshops under development, such as a textiles one. There was a brief discussion about holding workshops with small state organizations and other professional groups, floating workshops and additional workshop ideas.

Immediate Past President/Nominating Committee Report

Nora presented the election results (Appendix I). She mentioned the difficulty in finding candidates to run for president and the desire to recruit candidates besides archivists from college and university collections and archives. She announced that the Distinguished Service Award would be given to Ellen Cherpak and the Archival Advocacy Award to Patrick Leahy. The certificates will be awarded at the conference and then framed later for the recipients. There was a lengthy discussion about having contested elections and whether they are needed, about developing and recruiting leaders from the membership, and the various reasons why potential candidates declined to run, such as being over-committed. It was discussed whether the three year commitment was an issue; it was not one, rather it was more that the people asked were likely to have many commitments in other areas and did not want to hurt NEA by not being able to serve fully. There was additional discussion about the process of changing the bylaws and whether members could bring forward a bylaws change.

Vice President's Report

Kathryn mentioned that the New England Association of Oral History wants to do a workshop for NEA at some point and would like to build a better relationship with NEA. Kathryn is planning to talk more with them about this.

President's Report

Chris went over his report (Appendix J). The Haas Award has been revived and will offered again this year. Maria Bernier and Regine Heberlein have agreed to be co-chairs of the Membership Committee. The Archives Leadership Institute did not need scholarship money from NEA for any attendees. He gave an update concerning the Preserving the American Historical Records legislation.

He thanked the departing officers (Nora Murphy, Immediate Past President; Mark Savolis, Representative-at-Large; and Elizabeth Slomba, Secretary) for their work on the Board.

Membership Committee

Chris moved to appoint Maria Bernier, Regine Heberlein and Paige Roberts to three year terms (March 2008 to March 2011) on the Membership Committee and Maria and Regine as co-chairs of the committee. Nora seconded. No discussion. All members voted in favor. Chris mentioned that the online membership directory continues to be a responsibility of the Membership Committee. There was discussion concerning the directory and the stakeholders and the progress made. Rodney Gorme Obien will be transferring all his membership information to Skybuilders before the directory goes live. The new co-chairs will be trained on entering membership information into the site, and then the directory will be functional. Membership and Web committees want feedback from Board about the directory. After updating the information, the directory could be live by the next Board meeting.

Membership Recruitment and Retention Taskforce

Debbie Richards gave an update on the Taskforce's activities (Appendix K). She described the results of the lapsed membership survey; 150 surveys were sent out and 16 were returned. The majority of the lapsed membership either moved out of the region or have left the profession. A few mentioned that NEA did not offer what they were looking for in a professional organization while some were shocked to have received the survey because they thought they renewed their membership. There was a brief discussion concerning the latest membership numbers. The Taskforce hopes to create focus group from the respondents; they are considering holding the focus groups in New Hampshire and Connecticut for accessibility and inviting five to ten people to discuss issues concerning non-renewal of membership. The Taskforce is designing a postcard invitation and are asking the Board for funding for food and mileage reimbursement for the focus groups.

The Taskforce is designing a new survey to learn about the membership's perceptions of NEA benefits. The survey will be announced on listservs and in the newsletter. Debbie circulated mock-ups of postcards designed to recruit new members. She mentioned that the Taskforce would be specifically recruiting groups not targeted for awhile. There was a brief discussion about the committee's need for more money to cover these additional mailings and postcards and costs for mailing and printing. Attendees saw a preview of the proposed membership survey and discussed at length the survey, making suggestions for questions and phrasing. It was suggested that the Taskforce contact the Archives and other committees regarding earlier membership survey. The survey is designed to be a fact finding about the needs and motivation of the membership and what else can NEA be doing or offering. There was further discussion about what type of information the committee hopes from the membership, possible incentives to encourage the membership to fill out the survey and the difficulties in offering incentives, and how to track information. It was mentioned that the raffle idea could be used with focus groups to encourage participation. *Elizabeth moved to approve additional funds of \$412 for the*

Membership Recruitment and Retention Taskforce. Nora seconded. No discussion. All members voted in favor.

Treasurer's Report

Nova discussed the recent financial statements (Appendix L). She sent the tax information to the accountant for filling tax forms, renewed the bulk mail permit and put additional money in the account and is transferring records to the Archives. She went over the financial statements in some detail and mentioned what she planned to hand out at the annual business meeting. She added that NEA is showing profits across the board and the organization is doing well financially.

Hale Award

Mark report on the winner of the award (Appendix M). James DaMico received the award and will be attending the Summer Educational Institute (SEI) for Visual Resources and Image Management. The committee received three applications. The committee recommends that applicants submit applications electronically and that this be publicized on the website and the newsletter. Mark suggested that the committee address this issue; Karen Adler Abramson will be the next chair of the Hale Award committee.

Haas Award

Ellen mentioned that Haas Award has been revived. Updates about the Award are on the website. The application deadline has been extended to May 1. Judy Huenneke will chair the committee for this year. There was a brief discussion about ARMA's involvement and publicity, flyers promoting the Award and other publicity efforts. Krista requested that committee members from the Hale and Haas Award committees send her information about past awards and award project for posting on the website. Award winners are required to write articles for the newsletter on their project; these articles will be on the website as part of the newsletter online archive.

Reports Needing No Action

Chris acknowledged the receipt of reports needing no action: Newsletter Committee (Appendix N); Outreach Committee (Appendix O); Listserv Moderator (Appendix P); Membership Secretary (Appendix Q); Print Coordinator's Report (Appendix R); Development Coordinator's Report (Appendix S); and Public Relations Coordinator (Appendix T). The Newsletter will have two new openings on the committee soon; Maryalice Perrin-Mohr said that the editors have placed an ad in the newsletter and will be putting a notice on the website to recruit new editors. The committee is working on the online newsletter archive and will create a member login to the archive. They have not received any feedback on the new design. Outreach Committee is looking for suggestions for new promotional items and asking for members to sit at the NEA booth at the Vermont History Expo. There was a brief discussion about the Archives Road Show display, the NEA banner and the podium banner which has resurfaced. Jane Ward had additional information about vendors at the Spring 2008 conference.

Planning Review

Melissa presented her research about recent planning initiatives (Appendix U). She went over her report and where she found information regarding previous planning and planning accomplishments. The Board discussed the report in general and the various action points in the document. It was mentioned that the Branding initiative has been implemented with a branding presence on the website and in the newsletter. There was a general discussion of conference planning and implementation of planning initiatives regarding conference planning. Attendees mentioned the progress of the Education Committee in addressing planning initiatives. Actions have been identified, but it is not clear who is responsible for taking actions. Many actions were considered committee related action items.

An update concerning the student board position was given. Attendees went over the history of the position and Mark's report on the success and the lack of success of the position. Kathryn mentioned her discussion with the SCOSAA chapter about the graduate position and the proposed student committee; she brought up that graduate students have tremendous demands on their time and find it difficult to get involved NEA. It was proposed that it might be better for students to get involved in specific tasks or events. Attendees discussed appointing a student to the Spring 2009 program committee and asking students to serve on future program and local arrangements committees.

There was a mention of the initiative to foster special interest groups or specific affiliation get-togethers. The Spring 2008 conference evaluation included a question concerning this issue. Attendees discussed the value of these groups and suggested that these groups be included the community pages of the webpage. The online Membership Directory can be used to facilitate the creation of these groups since members could self-identify in their profiles which groups or special interests they are interested in. There was lengthy discussion about the special interest and affiliated groups and how to determine the groups. The groups listed in the membership directory were pulled directly from SAA sections and roundtables list. Attendees discussed requesting input from the membership concerning this and how to contact the membership efficiently to request information (question on the Membership Recruitment and Retention Taskforce survey or on a membership renewal form). It was suggested that online membership renewal could include information on special interest and affiliated groups.

There was additional discussion about delaying the publication of a membership brochure until the membership directory completed. There was further discussion about a mentorship program, who would be in charge of the mentorship program, which committee should investigate the possibilities of such a program, and how it would work. Attendees pondered what is meant by a mentor program – is it just orientation to attending conference or mentoring a new member or more? Other successful programs were mentioned; Ellen offered to research these programs.

The conversation turned to the diversity initiatives and what is meant by diversity (underserved communities/minorities or diverse archival institutions and communities). The efforts of the Membership Recruitment and Retention Taskforce concerning diversity were mentioned. Attendees considered if it were a pipeline issue or recruitment issue.

There was discussion of Outreach Committee's efforts and involvement in raising awareness of the profession and the archival process. Attendees debated whether the diversity issue should be part of the charge for the Outreach Committee and whether the committee should develop programs to address this. There was a discussion of outreach to graduate programs other than Simmons and outreach to Simmons students. Attendees also discussed the limitations of outreach efforts, how to make NEA attractive to non-traditional archivists, creative programming, and how to address the diversity issue. It was suggested that NEA may need to bring other people into the discussion to address the fundamental issues and there was a brief discussion on how to do this.

The Board discussed how to turn the planning initiative report into action items and how to assign responsibility. The Board went over each part of the report, decided whether or not the initiative was completed, and determined who would be responsible for the uncompleted items. (A list of the items follows; the numbers refer to the planning items in Melissa's report.)

- 1.1, 1.2, 1.3 – These items were not completed; the Board will address them.
- 1.4 – Item completed.
- 1.5 – The sense of the Board is that committee chairs should encourage student involvement. There will be a letter from the President to chairs regarding the sense of the Board and recommendations about the ways to include the students in committees.
- 1.6 – The Board had a question about the meaning of this item; Melissa will research the item and report back to the board.
- 1.7 – Board needs to discuss this item further.
- 2.1 – Outreach Committee will investigate this item.
- 2.2 – Ellen will investigate the RBMS and other programs; Chris will mention the item to the Membership Committee for their consideration.
- 2.3 – The branding needs to be implemented in a few remaining places such as the membership brochure, but is very nearly completed.
- 3.1 – Item completed.
- 3.2 – Item completed.
- 3.3 – Item completed.
- 4.1 – Member Recruitment and Retention Taskforce addressing this item; Chris will bring item to Membership Committee for their consideration.
- 4.2 – The item will be sent to the Membership Committee to investigate developing special interest and affiliated groups and to the Membership Secretary to consider incorporating the groups in the renewal forms.
- 5.1 – Item is being addressed.
- 5.2 – Chris will item bring to the Membership Committee for their consideration.
- 5.3 – Melissa will be writing up language regarding responsibilities.

Some attendees mentioned that they thought that there was student membership rate but many were confident that there is not one. If the Board wants to implement a student rate, the rate would need to be proposed and voted at the next annual business meeting since it would be a bylaws change.

There was a discussion about other mentoring programs to investigate and whether a question about mentoring should be included in the Membership Recruitment and Retention Taskforce focus groups and survey.

The Board will discuss their items at the next Board meeting. Chris thanked Melissa for the work done on her report.

Adjournment and next meeting

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

The meeting adjourned at 3:00 pm.

The next meeting will be in June 2008, time and place to be determined later.

Respectfully submitted,
Elizabeth Slomba, Secretary