

New England Archivists Quarterly Board Meeting

November 14, 2008

Simmons College

9:30 a.m. - 1:15 p.m.

Executive Board Meeting Report

The business handled at the November 14, 2008 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA website or from the secretary.

The meeting was called to order at 9:38 a.m. by Kathryn Hammond Baker. Minutes from the June 19, 2008 Board Meeting were presented. All members voted to accept the June 19, 2008 Board Meeting minutes.

Officers' Reports

President

Kathryn Hammond Baker introduced two members of the Student Chapter of the Society of American Archivists (SCoSSA) at Simmons College, Stephanie Call and Melissa Gonzales, who described the purpose of the Archives Job Shadow program. The program will partner volunteer archivists and records managers with Simmons GSLIS students who seek exposure to the profession and desire some hands-on experience. SCoSSA is looking to NEA to support the program, to assist in publicizing it, and to encourage members to participate. **All members voted in favor to support SCoSSA's Archives Job Shadow Program.** Kathryn was approached by Christina Zamon for NEA support of her proposed publication for "lone arrangers." The Board recommended offering a general letter of support for a publication like the one proposed, and offering a letter of support for the work produced after reviewing a draft of the publication.

Vice President

Peter Carini announced that program and local arrangements committees have been appointed for both the Fall 2009 and Spring 2010 meetings. The Fall 2009 meeting will be held at UMass Boston and the Spring 2010 meeting will be held at UMass Amherst.

Immediate Past President

The Nominating Committee was appointed by the board and will identify candidates for the four open offices this year. The deadline for the Distinguished Service Award and Archival Advocacy is mid-December, and the awards will be publicized soon on the web site, in the newsletter, and via the listserv.

Treasurer

One addition was made to the proposed 2009 budget; the addition of \$1,000 to support the attendance of an NEA member at the Archival Leadership Institute. **All members voted in favor to pass the 2009 budget.**

Meetings

Fall 2008

Local Arrangements came in under budget with 205 registered attendees. There was one minor change to the program: Beth Wade will lead the discussion session on Grants and Fundraising instead of Shelley Quezada.

Spring 2009

The Spring 2009 meeting will be held on March 28-29 at the Schlesinger Library and will focus on all aspects of the archivist/patron relationship. Four sessions have been confirmed already and a number are in development. There was a brief discussion about publicizing the meeting. Board members will review the current publicity outlets at their meeting in January.

Committee Reports

Web Committee

Krista Ferrente recommended that NEA terminate its relationship with skyBuilders and contract with a new web hosting service. skyBuilders has not completed the work on the membership database outlined in the 2004 contract and they have indicated they do not have time to host non-profit web sites. A lengthy discussion followed in which it was suggested that skyBuilders may be in breach of contract and it was recommended that the Board seek legal counsel before terminating the contract. **All members voted in favor to sever NEA's relationship with skyBuilders as our web hosting service.** The web committee will submit a list of priorities for the NEA web site to a contractor and get an estimate for the work. The goal is to move the redesigned site to new web hosting service by the end of the year and to launch the membership database and implement online registration by the Spring 2009 meeting.

Membership Recruitment and Retention Task Force

Since the task force has completed most of the activities assigned, Debbie Richards proposed turning over the last remaining task to the Membership Committee. Maria Bernier, co-chair of the Membership Committee, expressed willingness to assume responsibility for conducting focus groups with former members who did not renew. **All members voted in favor of dissolving the Membership Recruitment and Retention Task Force and assigning the remaining tasks to the Membership Committee.**

Membership Committee

Maria Bernier proposed a new membership category be created for students. It was agreed that student membership offered at a discounted rate would send a message to students that they are welcomed and valued. **All members voted in favor of creating a membership category of students at 50% of the normal rate.** Maria will draft a by-law to be brought before the membership for a vote at the Spring 2009 meeting. It was agreed that the individual membership rate should not be increased at this time and that the institutional category is worth preserving.

Education Committee

Anne Ostendarp and James Roth will co-teach Caring for Historical Records at the Spring 2009 meeting.

Jaimie Quaglino asked for the Board to consider if we should continue to offer the same three core workshops on a rotating basis. It was recommended that the Education Committee seek the opinion of the membership to determine the sort of workshops they would like to see offered. It was also suggested that a task force or committee be established to oversee curriculum development to ensure consistency in the workshops offered by NEA.

New Business

Susan von Salis suggested that NEA secure a vendor table at next year's New England Museum Association (NEMA) conference. There would be no fee for the table and it would be a good opportunity to for NEMA members to learn about NEA.

The next quarterly board meeting will be held in January at a date and place to be determined.

New England Archivists Quarterly Board Meeting

November 14, 2008
Simmons College
9:30 a.m. - 1:15 p.m.

During the November 14, 2008 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept June 12, 2008 minutes
- Voted to sever NEA's relationship with skyBuilders as our web hosting service
- Voted to pass the 2009 budget
- Voted to support the Archives Job Shadow Program established by the Simmons chapter of SCoSAA with the understanding that the Board would evaluate the program in the future to determine whether NEA will adopt it permanently
- Voted to dissolve the Membership Recruitment & Retention Task Force and assign the remaining tasks to the Membership Committee
- Voted to create a membership category for students at 50% of the normal rate subject to approval by NEA's membership

The Board agreed the following items require further consideration or action:

- Kathryn Hammond Baker will look into consulting legal counsel before severing our relationship with skyBuilders.
- Nova Seals will prepare a document outlining the fees we have paid to skyBuilders since first signing our contract and will share this with the Board via email
- Nova Seals, Peter Carini, and Anne Sauer volunteered to assist with terminating our contract with skyBuilders
- Krista Ferrente will submit out list of top three priorities (moving newly designed web site to a web hosting service, launching the membership database, implementing online registration) to consultant Jason McIntosh of Appleseed for an estimate.
- Kathryn requested that calls for session proposals be sent out for the Fall 2009 and Spring 2010 meetings.
- Tara Hurt will send out a list of publicity outlets via email and the Board will review it at the January meeting.
- Marilyn Dunn will submit a Local Arrangements budget for the Spring 2009 meeting by January
- Maria Bernier will draft the by-law adding a student membership category to be voted on via email
- Jaimie Quaglino will revise the Program and Local Arrangements committees job descriptions to include coordination with the Education Committee for the January meeting
- Ellen Doon will contact Molly Wheeler to see if she is still interested in serving as chair of the Outreach Committee

NEA Executive Board
Simmons College
November 14, 2008, 9:30 AM – 1:15 PM
Agenda

- 9:30 Secretary's Report (Appendix A)
Approve Minutes of June 12, 2008 meeting
- 9:35 Web Committee's Report (Appendix B)
- 10:10 Treasurer's Report & Budget 2009 (Appendix C)
- 10:45 President's Report (Appendix D)
- 10:55 Simmons GSLIS, SCOSSA proposal (Appendix E)
- 11:10 Past President's Report (Appendix F)
- 11:20 Vice President's Report (Appendix G)
- 11:30 Fall 2008 meeting
Local Arrangements Committee (Appendix H)
Program Committee (Appendix I)
- 11:45 Spring 2009 meeting
Local Arrangements Committee
Program Committee (Appendix J)
- 12: 15 Break
- 12:30 Membership Recruitment and Retention Task Force (Appendix K)
- 12:45 Membership Committee Report (Appendix L)
- 12:50 Education Committee Report (Appendix M)
- 1:05 Reports Needing No Action
Development Coordinator's Report (Appendix N)
Listserv Moderator's Report (Appendix O)
Print Coordinator's Report (Appendix P)
- 1:10 New Business
- 1:15 Adjournment

New England Archivists Quarterly Board Meeting
November 14, 2008
Simmons College
9:30 a.m. - 1:15 p.m.

In attendance: Karen Adler Abramson, Kathryn Hammond Baker (presiding), Maria Bernier, Chris Burns, Peter Carini, Ellen Doon, Marilyn Dunn, Krista Ferrante, Joanie Gearin, Danielle Kovacs, Jaimie Quaglino, Maryalice Perrin-Mohr, Debbie Richards, Susan von Salis, Anne Sauer, Nova Seals, Shelia Spaulding, Jane Ward, Melissa Waterworth

Excused: Donia Coon, Regine Herberlein, Tara Hurt, Rodney Obien, Paige Roberts, Molly Wheeler, Jason Wood

Call to Order: Kathryn Hammond Baker called the meeting to order at 9:38 a.m. Attendees introduced themselves as efforts were made to place a conference call to Nova Seals.

Secretary's Report

Danielle Kovacs presented the Secretary's Report (Appendix A). *Chris Burns moved to accept the June 12, 2008 minutes. Peter Carini seconded.* No discussion. *All members voted in favor.*

Web Committee

Krista Ferrante presented the Web Committee Report (Appendix B) with two attachments: a memorandum concerning the committee's recommendation to changing hosting services and a copy of the contract with skyBuilders to host the NEA web site. Krista informed the board that over time it has become increasingly difficult to work with skyBuilders, citing a recent meeting between Rodney Obien, herself, and skyBuilders to discuss the membership database for which they were charged without prior notice. In a follow up phone conversation with Bob Doyle of skyBuilders, Krista learned that the company doesn't have the time to host non-profit web sites, despite the fact that they are not moving away from it altogether.

As a result of these recent interactions with skyBuilders, Krista recommended that the NEA web site be moved to a new web site hosting service as well as into a new content management service, and that we hire a consultant to assist with the move. A lengthy discussion about this recommendation followed. Nova inquired first about the status of our contract with skyBuilders, in particular whether or not there was a fee associated with breaking the contract. After reviewing the contract, it appeared that no fee was stated. Kathryn pointed out that NEA continues to pay \$2,400 a year even though the contract initially promised the membership database would be set up within 6 months of the signing. This was not the case, and she agreed that we should cancel the contract. Peter supported this idea and further suggested that skyBuilders may actually be in breach of contract, and it might be possible for us to get some of the fees refunded. Nova volunteered to assist in any effort to get fees refunded by skyBuilders.

Kathryn asked the board if anyone would like skyBuilders to continue working on the NEA web site. Everyone agreed that they should not develop the site any further. Melissa Waterworth pointed out that we should ensure that the membership database is currently in a state in which it could easily be moved to another system, so that we don't lose any of the effort already invested in it. Krista indicated that the database is not up to date and that we do not want to move it into a new system. Rodney has a current membership database, and that is what we will move if we switch web hosting services. *Peter Carini moved to sever NEA's relationship with skyBuilders as our web hosting service. Melissa Waterworth seconded.* No further discussion. *All members voted in favor.*

Kathryn stated that before moving forward to sever this relationship we should know what fees we've already paid to skyBuilders, and asked Nova to prepare a document with these figures to share with the board. Kathryn also asked for other volunteers to negotiate ending our contract with skyBuilders. Peter suggested it might be worthwhile to consult an attorney. Kathryn approved the suggestion and offered to look into identifying an attorney. Peter volunteered to work on negotiating with skyBuilders after we consulted the attorney.

Krista indicated that the next step would be to find a hosting site with integrated capabilities for content management, as well as to hire a consultant to assist with the move especially if we attempt to sever our relationship with skyBuilders by the end of 2008. She has already identified a consultant who will be able to make this project a priority. She did not have an estimate for the consultant's fees, since it will depend on what we ask of him and how much time it will take. The consultant is Jason McIntosh of Appleaseed and his fee is \$100 an hour. Kathryn asked if we can get an estimate soon for the cost. Krista replied we first need to put together a list of clear functional specifications. She has started the list and asked that suggestions be forwarded to her; once compiled she will submit it to Jason and await his estimate. Further discussion concerning the cost of the consultant will take place via email.

To define our expectations for the web site in the future, Kathryn posed a question to the board: what do we want the site to do for our members and what are parameters for cost? Krista spoke first to the issue of cost, and responded that she requested the same amount (\$2,400) for web site management in the upcoming budget as she has in years past. Since most web site hosting services are significantly less expensive than skyBuilders (most are between \$10-\$20 per month), she felt confident about retaining the same budget. The cost of developing the web site was raised, and whether the same budget would cover this cost, which could be large. Peter offered that we would probably need about \$3,000-\$5,000 total for the development and design features sought. Krista recommended we compile a prioritized functionality list, defining what it is we need when we launch the new site (first level) and what we would need to further develop it (second level), and then get estimates for both levels. Melissa suggested that we might deal first with moving the site to a new hosting service by the end of December, which would correspond with the end of skyBuilders' current billing cycle, and focus on other features by June 2009. Nova pointed out that skyBuilders do not bill us on a consistent basis, so the end of 2008 may not be the natural end of a billing cycle, especially since we have not been charged any web hosting fees for 2008. It was determined that we would wait to see if a bill is received for 2008 charges, and depending on what we learn after consulting an attorney we may decide to withhold payment until the breach of contract is settled.

Returning to the future functionality of the web site, Kathryn reminded the board that we have been working towards a membership database since 2004, so this is a priority. In addition to the database, we and our members want online registration, and we want to offer committee chairs the opportunity to update the content on their web pages, which is achievable if we have a content management system. She asked others to add their suggestions. Melissa inquired about the ability to offer online balloting. Krista replied that it is possible, since it only requires a simple php program. Melissa added that we want to make sure we have adequate storage space to host our archives, board minutes, and newsletters. Krista suggested we could also add a wiki to allow our new committee members and others the ability to update online materials. Kathryn asked whether everyone was in agreement about what we want from the web site: move newly designed site to a new hosting service, launch the membership database, and implement online registration. There was full agreement, and it was suggested that it would be ideal to accomplish all this by the spring meeting. In conclusion, Kathryn suggested we move forward by following up with consultant Jason McIntosh to get an estimate for these three priority items. We will also consult an attorney and then begin to sever our relationship with skyBuilders. Anne Sauer offered to assist in that process.

Treasurer's Report

Nova Seals presented the Treasurer's Report (Appendix C). Discussion about the proposed 2009 budget followed. Chris asked whether or not we should include in the budget \$1,000 to support the attendance of an NEA member at the Archival Leadership Institute. This money may be in more demand this year if institutions cut back on their support of professional development. Kathryn reminded everyone that this topic has been up for discussion in the past, and that the board approved of adding it to the budget. Nova indicated that no one requested the money to be added to the budget. While we are in deficit as of now, provided we don't go into deficit more than \$6,000-\$7,000 the budget should be fine. Jane Ward reminded the board that we have passed deficit budgets in the past,

but that doesn't mean we will actually spend into deficit. Chris inquired about the income for the fall 2008 meeting. Sheila Spaulding reported that we have 205 registrants for the meeting so far. Kathryn suggested that we can amend the budget in the future if it is necessary. *Peter Carini moved to pass the 2009 budget. Joan Gearin seconded. No discussion. All members voted in favor.*

President's Report

Kathryn Hammond Baker presented the President's Report (Appendix D). There were two action items: support for a proposed publication by Christina Zamon for "lone arrangers" and support of the Archives Job Shadow Program developed by the Student Chapter of the Society of American Archivists (SCoSAA) at Simmons College (Appendix E).

Stephanie Call and Melissa Gonzales, both of SCoSAA, were present to describe the intent of the Archives Job Shadow Program and their vision for NEA's role in it. The job shadow program would allow Simmons GSLIS students the opportunity to shadow an archivist or records manager for a day and get some hands-on experience in the field. The primary audience for the program would be new students who have not yet taken either of the archives classes (LIS 438 and 440), students not sure if they want to pursue an archives concentration, and library-track students who would like to learn more about archives and records management. The plan is to have archivists in area repositories volunteer to host a student during the NEA meeting, by the end of February or mid-March students would be partnered with the volunteers, and then the students would be responsible for contacting the host to make arrangements. Students would be expected to complete their job shadowing by the end of April and then evaluate their experiences.

SCoSSA is looking to NEA to support the program, to assist in publicizing it, and to encourage members to participate. The publicity includes allowing SCoSSA to distribute information sheets about the program at the NEA fall 2008 conference and to provide space for an announcement in the NEA newsletter. Krista expressed her support of the program, and asked if SCoSSA hoped to have NEA take it over in the future if it proved successful. Maria Bernier commented that this program could be a good way to attract new members to NEA, but also wondered about continuity of the program and whether NEA should oversee it. Melissa Gonzales noted that with over 87 archives students on the wait list for LIS 438, the job shadow program would be a great opportunity for these students to get some real exposure to archives. *Karen Adler Abramson moved to pass the proposal to support SCoSAA's Archives Job Shadow Program with the understanding that the board would evaluate the program in the future to determine whether NEA will adopt it permanently. Peter Carini seconded. No discussion. All members voted in favor.*

Kathryn introduced the topic of Christina Zamon's proposed publication for the "lone arranger," and asked if we would support the publication. It was suggested that a draft of the publication be sent to the board for review. It was acknowledged that lone arrangers make up a part of NEA's audience, and that a publication addressing their needs would be worthwhile. It was determined that at this point the board could recommend a general letter of support of a publication like the one proposed, and perhaps after reviewing a draft of the publication could prepare a letter recommending this particular work.

Past President's Report

Chris Burns presented the Immediate Past President's Report (Appendix F). The Nominating Committee for this year has been assembled and approved by the board. There will be four open offices in the upcoming election: V.P./President-Elect, Treasurer, and one Representative-at-Large. Chris hopes to identify candidates for these positions soon, so that the candidate questions can be distributed.

The Distinguished Service Award and Archival Advocacy awards will be publicized soon. Mid-December is the deadline for nominations, and the awards will be publicized soon on the web site, in the newsletter, and via the listserv.

Immediate Vice President's Report

Peter Carini presented the Vice President's Report (Appendix G). Program and local arrangement committees are appointed for both the Fall 2009 and Spring 2010 meetings. The Fall 2009 meeting will be held at UMass Boston. Complete budget information has not been submitted yet, because UMass Boston is waiting to hear back from the JFK Library & Museum about the possibility of hosting the Friday night reception. The meeting will be scheduled during the first two weeks of November 2009, and every effort will be made so that it does not conflict with the NEMA annual meeting.

The Spring 2010 meeting will be held at UMass Amherst. Danielle Kovacs on behalf of Local Arrangements Committee asked if they can recommend possible dates for the meeting. Peter responded that date proposals should be submitted to him. Kathryn requested that calls for session proposals be sent out for both meetings.

Fall 2008 Meeting

Sheila Spaulding presented the Fall 2008 Local Arrangements Committee Report (Appendix H). The Local Arrangements Committee came in under budget and to date have registered 205 attendees. An overflow room for the Opening Plenary is unavailable, so attendees will have to meet in one room.

Anne Sauer presented the Fall 2008 Program Committee Report (Appendix I). There is a minor change to the program: Beth Wade will lead the discussion session on Grants and Fundraising instead of Shelley Quezada. Anne asked for volunteers to report on two sessions: emergency management and film preservation. Susan von Salis suggested they ask for volunteers from the attendees. Joan volunteered to report on the film preservation session.

Spring 2009 Meeting

Ellen Doon presented the Spring 2009 Program Committee Report (Appendix J). The Spring 2009 meeting will be held on March 28-28, and it will focus on all aspects of the archivist/patron relationship. Ellen asked for clarification about the cap for honoraria that can be offered. Kathryn explained that \$1,500 is the maximum amount that can be offered including up to \$500 for the keynote speaker. All speakers are expected to register, but the fee is waived.

Four sessions have been confirmed already and a number are in development. Those that are confirmed include sessions on what happens when archivists become patrons, my dream researcher, classroom teaching with artifacts and materials, using web 2.0 capabilities to reach users. Some sessions in the works include sessions on the patrons point of view, copyright and archives in the digital world, Family and Community Archives Project, research/applied research case studies in the archival profession, creation and management of artificial collections developed at the request of users, and reading room security. Kathryn suggested that Marilyn Dunn may be able to suggest some researchers who might participate in the patron's point of view session. Marilyn offered Megan Marshall who used Boston archives for her book. It was suggested that students from the New Haven High School who participated in the Yale Family and Community Project might be a part of that session. Ellen said if it is not possible, then certainly the teachers can be asked to participate. Kathryn noted (in reference to the session that Eliot Wilczek is coordinating) that many archivists engaged in applied research are not from New England, and that this is a topic for us to think about as a group. She also suggested inviting some graduate students to attend the session on "my dream researcher" to add to the discussion.

Ellen commented that keynote speakers contacted so far are either too expensive or unavailable. She is hoping to find someone who can speak about their experience using archives. Melissa observed that it is important to engage a keynote speaker who really attracts attendees' attention, and that this might be an opportunity for planned giving so that people can donate to an ongoing fund for

keynote speakers. It was also suggested that a session speaker could be asked to give the keynote speech.

Advertising for the meeting hasn't yet been resolved. The Program Committee would like to add or designate a member to work on special advertisement, but the matter is still being discussed. There was some general discussion as to whether or not this responsibility should reside with Local Arrangements. Ellen commented that publicity duties have been on the table before, and that we should try to clearly define where this responsibility lies when rewriting the job descriptions. Kathryn observed that descriptions of the fall 2008 meeting were sent out to 125 outlets, and she asked if anyone saw these announcements. She also requested that Tara Hurt send out the list of publicity outlets to the board for review in January.

Marilyn Dunn reported on the activities of the Local Arrangements Committee. The committee has reserved guest rooms at the Double Tree Suite with a shuttle bus running from the hotel to Radcliffe as well as at the Cambridge Marriott. Meeting rooms have also been reserved at Radcliffe, including space at the Schlesinger. The reception will be at the Schlesinger on Friday evening. If anyone has suggestions about selecting repositories that will offer tours, please direct them to the committee. Marilyn requested assistance in determining what kind of lunch arrangements to make. Do people want boxed lunch or a buffet? Ellen responded that the first preference is to offer serve lunch to attendees as a group, but if there is not a space large enough, then serving box lunches will be fine. There is a space that can accommodate about 200 people, but to use it would require that some people took their lunches elsewhere since it is not quite large enough. Because the decision will influence the budget, it was recommend that a revised budget be submitted by January at which time a registration fee can be determined.

Marilyn also raised a concern about parking, since there is no parking available at Radcliffe. She will send maps of parking garages to attendees in advance, and alert them to possible parking issues. It was recommended that attendees be reminded that they can park at Alewife station and take the T to the meeting. Jane inquired about space for vendors, and recommended placing them near the coffee station.

Membership Recruitment and Retention Task Force

Debbie Richards presented the Membership Recruitment & Retention Task Force Report (Appendix K).

The task force first convened in 2006 with the stated purpose of surveying the membership, including former members who had not renewed. Since then the group has conducted two surveys: one distributed by mail and another distributed at the Fall 2008 meeting. They have also discussed the possibility of conducting focus groups with former members who did not renew. Since the Membership Committee developed the idea to create task force and since that committee now has new leadership, members of the task force recommend that this last activity be turned over the Membership Committee. Maria Bernier, co-chair of the Membership Committee, agreed to the plan, and together Debbie and Maria sought the board's opinion. It was agreed that if the Membership Committee was willing to take this activity over, then now would be a good time to dissolve the task force. It was suggested, however, that some former members of the task force consider volunteering for the Membership Committee. *Chris Burns moved to dissolve the Membership Recruitment & Retention Task Force and assign the remaining tasks to the Membership Committee. Karen Adler Abramson seconded.* No discussion. *All members voted in favor.*

Karen inquired whether there was some way to determine if the effort to attract new members and new conference attendees was working. Krista replied that anyone who registered and indicated they heard about the meeting from a postcard meant that they were not a member. Debbie added that Rodney tracks when members join in the database, so we could review all new members who joined in 2008.

Membership Committee Report

Maria Bernier presented the Membership Committee Report (Appendix L). Maria announced she will need to print new membership brochures, and before doing so would like feedback from the board on three topics: a student membership rate, increasing the general membership rate, and the institutional membership category.

Maria first asked the board to consider if there should be a new membership category for students. She commented that by doing so we may make NEA seem more approachable to students and increase student membership. If we decided to move forward with the proposal the membership would need to vote on it at the annual business meeting. A lengthy discussion about the pros and cons of a new student membership category followed. Most agreed that introducing this membership category sends a message to students that they are both welcomed and valued. There was some concern about how to confirm that students joining at the new membership rate were in fact students, but most also agreed that the simplest way of handling this was the honor system. *Peter Carini moved to create a membership category for students at 50% of the normal rate. Ellen Doon seconded. No discussion. All members voted in favor.* It was recommended that the new rate, if passed, go into effect in September 2009, the start of the academic year. Maria will draft the by-law and send it to the board for review and vote via email.

Maria introduced the topic of increasing the rate of general membership. She commented that individual membership rates have been \$30 since 2003. A lengthy discussion about increasing the membership rate followed. It was observed that even though we have a proposed budget debt for 2009, we have had one for a number of years, but we have never actually ended in deficit. Since we promised our membership the membership database the last time we increased dues and still have not delivered it, many felt that another dues increase would be difficult to explain. It was agreed that since an increase is not necessary now and would be difficult to justify to the membership, that this topic should be put on hold and perhaps revisited in a year or so when the cost of the web site and other rising costs due to inflation can be assessed.

Finally, Maria inquired about the institutional membership category and whether it is used often enough to warrant continuing it. Since there are around 50 institutional memberships, many joining only for the benefit of the newsletter, it was agreed that this membership category is still needed. Kathryn suggested that it might be worth considering changing the fee structure so that an institutional membership is 10% more than an individual membership instead of a flat \$10 increase.

Education Committee Report

Jaimie Quaglino presented the Education Committee Report (Appendix M). The fall 2008 workshops were more successful than reported. The Spring 2009 workshops are progressing. Anne Ostendarp and James Roth will co-teach Caring for Historical Records, and Jaimie has agreed to sit in on the workshop so she can teach it in the future.

The committee sought the board's advice on the core workshops currently offered on a rotating basis. The core workshops consist of Reference and Access, Arrangement and Description, and Caring for Historical Records. The committee wondered if these are the workshops we want to offer as a core curriculum. Jaimie reported that the core workshops seemed to be popular, but the committee believed there was also a need for more advanced topics to be covered too. Peter suggested that the membership be asked what sort of workshops they would like to see offered. Joan observed that the current core workshops may appeal more to non-members. Jaimie responded that workshop evaluations did not request core workshops, they requested more advanced workshops. Even though SAA workshops do fill a need, she also observed that since we get no return from these workshops, we do not want to rely on them solely for advanced topics. Kathryn inquired about the demand for stand-alone workshops vs. those offered at meetings. They are good because they target individuals in specific area, but they are a lot of work to produce and require committed committee members. Online registration would certainly help to streamline this process.

The topic of curriculum and consistency of workshops offered was introduced. It was suggested that a task force or committee be established to oversee curriculum development. Kathryn asked how workshops have been vetted in the past, and Jaimie replied there was no system in place to review curriculum. Kathryn recommended that it should first be determined what the core course should be and then a process to review curriculum development should be established. Jaimie added that she would like to see the Program and Local Arrangement Committees work with the Education Committee during the meeting planning process. Currently it is not part of the job description of either committee to coordinate with the Education Committee. Kathryn asked Jaimie to make the necessary revisions to the Program and Local Arrangement Committees job descriptions for the January meeting.

Reports needing no action

Kathryn acknowledged receipt of Jane Ward's NEA Development Coordinator's Report (Appendix N), Maryalice Perrin-Mohr's Newsletter Report (Appendix O), and Tara Hurt's Public Relations Coordinators Report (Appendix P). It was noted that some members did not get the recent newsletter, and that those members should be directed to Rodney.

New Business

Susan inquired about the current chair of the Outreach Committee. The contact list indicated that Molly Wheeler was chair of the committee until spring 2010. Ellen offered to contact Molly to see if she was still interested in serving as chair. Susan also suggested that NEA have vendor table at next year's New England Museum Association (NEMA) conference. There would be no fee for the table and it would provide good exposure.

Kathryn noted that mentoring was the only topic we did not get to yet, and that we can address it at January's meeting. Representatives-at-Large updating committee lists can forward those to Krista for the web site. Other agenda items include: public relations database and press releases; review of Program Committee job description to address coordination with Education Committee, publicity, and call for session proposals; permanent registrar position overseeing registration, not money. Nova volunteered to prepare a job description for the last item and share it with Jaimie to see how the role would work with the Education Committee.

Adjournment and next meeting

The meeting was adjourned at 2:42 p.m.

The next quarterly board meeting will be held in January 2009 and a location to be determined.

Respectfully submitted,
Danielle Kovacs