

New England Archivists Quarterly Board Meeting

July 23, 2009

University of Massachusetts Amherst

10:00 a.m.-3:00 p.m.

Executive Board Meeting Report

The business handled at the July 23, 2009 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 10:12 a.m. by Peter Carini. Minutes from the March 27, 2009 Board Meeting were presented. **All members voted to accept the March 27, 2009 Board Meeting minutes .**

Officers' Reports

President

Peter Carini asked the board to review the Five Year Goals that came out of the strategic planning retreat on June 5, 2009, and to add a brief description of each goal. The revised goals will be shared with the membership and their feedback solicited. The Board will hold a second strategic planning meeting in December.

Peter also asked the Board for ways in which NEA can play an advocacy role for members during this time of financial downturn. The Board endorsed moving forward with three efforts: creating a space on social networking site where archivists can exchange information, resume review, and providing a clearinghouse for volunteer opportunities and short-term consulting jobs. Peter will submit a question to the NEA discuss listserv asking whether or not the organization should offer a scholarship opportunity for a member in need to attend a semi-annual meeting of NEA.

Immediate Past President

All members voted to appoint Julia Collins, Keith Chevalier, and Christie Peterson to the 2009-2010 Nominations Committee.

Treasurer

Andy Wentink reported that NEA is currently in good financial standing with total assets of \$86,225.40. Money was recently transferred out of the Hale account and moved into a CD where it will earn a modest interest. The Board discussed ways to use NEA's financial resources to help members, including possible use of the money reserved in the Hale account.

Meetings

Fall 2009

The Program Committee has finalized most of the sessions, but is still exploring two ideas: one on records creators and archivists working together on collections and the other on how repositories are responding to the economy. The Local Arrangements Committee arranged tours of the JFK Library. Jane Ward asked Board to hold off approving a registration fee for the meeting until August when more is known about vendor revenue.

Spring 2010

Jackie Dooley of OCLC Research agreed to be the keynote speaker on the condition it could be recorded and issued as a podcast by OCLC Research. Danielle Kovacs is investigating if the UMass Amherst Conference Center has the technological capability to record a podcast as well as the fees associated.

Old Business

Job Descriptions

The Board is continuing its work on revising and updating all job descriptions for board and committee positions. Peter will make all of the corrections noted during the meeting and then distribute the newly revised job descriptions to committee chairs. After the chairs have made the final edits, the Board will approve them at the next quarterly meeting.

Website and Membership Directory

The demo site of the membership directory is nearly complete, but it will require a few more hours of work by the consultant before it can be evaluated. The cost of moving and redesigning the website has already cost more than originally budgeted and the additional work now required will likely put NEA over budget. The Board felt that the membership was already promised a new and improved website with increased functionality, and that completing the project was worth the added expense. **All members voted to commit both to the cost necessary to complete the demo site of the membership database and to the cost needed to make the demo site ready for public use during this fiscal year; the site will be ready for the January board meeting in advance of new membership registrations and the board will determine the best fiscal way to deal with the additional cost: checking account or money reserves.**

New Business

Education fee question

All voted to charge \$65 for Bruce Stark's Arrangement and Description workshop, which includes the cost of his processing manual.

Newsletter Committee Essay

All voted that NEA establish a Student Writing Prize with a \$200 prize awarded to the winner to be administered by the Newsletter Committee. The deadline will be February 1, 2010, and the winner of the prize will be announced at the Spring 2010 meeting.

NEA/Simmons Reception

Some members have expressed a preference for a less formal NEA reception at the annual SAA meeting over the more formal joint reception hosted by NEA and Simmons. Maria Bernier will add a question to the upcoming membership survey seeking their opinion on the SAA reception.

Next Meeting Date

The next quarterly board meeting will be held at UMass Boston on November 6, 2009.

New England Archivists Quarterly Board Meeting

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University of Massachusetts Amherst

10:00 a.m.-3:00 p.m.

During the July 23, 2009 Quarterly Board Meeting, the Board discussed and voted on the following:

- Voted to accept the March 27, 2009 minutes.
- Voted to commit both to the cost necessary to complete the demo site of the membership database and the cost needed to make the demo site ready for public use during this fiscal year; the site will be ready for the January board meeting in advance of new membership registrations and the board will determine the best fiscal way to deal with the additional cost: checking account or money reserves.
- Voted to charge \$65 for the Bruce Stark Arrangement and Description workshop, which includes the cost of his processing manual.
- Voted to approve Julia Collins, Keith Chevalier, and Christie Peterson as members of the 2009-2010 Nominations Committee.
- Voted that NEA establish a Student Writing Prize with a \$200 prize awarded to the winner to be administered by the Newsletter Committee.

The board agreed the following items require further work:

- Kathryn Hammond Baker will investigate what sort of restrictions are imposed on the Hale Award account.
- Krista will create a logo for the Fall 2009 meeting if someone supplies her with an image.
- Kathryn Hammond Baker, Elizabeth Slomba, and Karen Adler Abramson will examine the issue of publicity and report back to the board.
- Peter will distribute the newly revised job descriptions to committee chairs for review. Each chair will be responsible for making further revisions to the descriptions based on current practice. The deadline will be before the Fall meeting, so that the board can approve them at which point they will be checked against recent votes of the board.
- The board agreed to discuss the impact of maintenance costs of the website and membership database on the budget at our next meeting.
- Peter asked the board to supply a 1-2 paragraph description of each goal listed in the strategic planning document along with what we hope to achieve. Kathryn asked Peter to provide a model of what he envisions, so that board members will know what is expected.

- Danielle Kovacs will look into whether the UMass Amherst Conference Center can record the keynote speech as podcast.
- The board will discuss the Student Writing Prize as potential development opportunity at the next meeting.
- Elizabeth Slomba will speak with Jessica Steytler, who has a Ning site devoted to Lone Arrangers, to see if she might be willing to set up a Ning for NEA.
- Peter will draft an open-ended question to be posted on NEA discuss outlining the purpose of NEA sponsorship for members who are experiencing difficult financial times to attend a meeting for free and what some of the criteria might be.
- Maria will add a question to the membership survey concerning the joint NEA/Simmons reception.

NEA Executive Board
UMass Amherst
July 23, 2009
10:00-3:00

- 10:00 Approval of minutes
- 10:05 Announcements
- 10:10 Treasurers Report (Appendix A)
- 10:20 Fall 2009 Program Committee (Appendix B)
- 10:30 Fall 2009 Local Arrangements Committee (Appendix C)
- 10:40 Job Descriptions (Appendix D)
- 11:20 Website and Membership Directory (Appendix E)
- 12:00 Lunch
- 1:00 Strategic Planning (Appendix F)
- 1:25 Fall 2009 Local Arrangements Committee budget postponement
- 1:30 Spring 2010 Program Committee question regarding podcast of Keynote (Appendix G)
- 1:40 Education Committee fee question (Appendix H)
- 1:50 Nominating Committee membership vote (Appendix I)
- 2:00 Newsletter Committee's essay proposal (Appendix J)
- 2:15 Advocacy for members in financial crisis (Appendix K)
- 2:30 NEA/Simmons reception (Appendix L)
- 2:50 Reports Requiring No Action
 - Secretary's Report (Appendix M)
 - Spring 2009 Local Arrangements Committee Report (Appendix N)
 - Spring 2010 Local Arrangements Committee Report (Appendix O)
 - Print Coordinator's Report (Appendix P)
 - NEA Development Coordinator's Report (Appendix Q)
 - Haas Award Report (Appendix R)
 - NEA Listservs Report (Appendix S)
 - NEA Membership Committee Report (Appendix T)
 - NEA Membership Secretary's Report (Appendix U)

New England Archivists Quarterly Board Meeting

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10:00 a.m.-3:00 p.m.

Present: Karen Adler Abramson, Kathryn Hammond Baker, Brooke Bergantzel, Maria Bernier, Peter Carini (presiding), Ellen Doon, Cynthia Haberson, Krista Ferrante, Danielle Kovacs, Jaimie Quaglino, Elizabeth Slomba, Jill Snyder, Jane Ward, Melissa Waterworth.

Excused: Joanie Gearin, Rodney Obein, Paige Roberts, Andy Wentink, Diana Yount.

Call to order: Peter Carini called the meeting to order at 10:12 a.m. Attendees introduced themselves.

Peter Carini made a motion to accept the minutes from the March 27, 2009 meeting. No discussion. All members voted to approve the minutes.

Treasurer's Report

Andy Wentink presented the Treasurer's Report by phone (Appendix A). He is working on fitting all the previous financial information for NEA into QuickBooks, but it is rather difficult to do and very time consuming. Some of the line details in the report are not correct, but the bottom line is accurate. We don't currently have a proposed budget versus actual expenditures; Andy is working on this. NEA is in the black by \$5,397, and we are in good financial shape even if we have to go over budget during the next few months. Our gross income for the Spring 2009 meeting was about \$5,000.

Recently money was transferred out of the Hale account and moved into a 11 month CD by Andy and Nova Seals. This money will now earn a modest interest. Peter noted that the Hale account is large (more than \$18,000), but that NEA only awards a small amount from it every year. He questioned whether or not there might be other ways to give some of this money back to the membership. Jane Ward reminded that board that much of this money was raised during a fundraising effort a few years ago aimed at increasing the fund. Because this money was set aside specifically to support this award it is not clear if it can be used for any other purpose. Others suggested that increasing the amount of the award would be an added benefit for the membership. Kathryn Hammond Baker will investigate what sort of restrictions are imposed on the Hale Award account.

Elizabeth Slomba noted that Andy is not the first Treasurer to have a hard time getting the financial information into QuickBooks. She wondered if it is time to look into changing the software we use for accounting. Peter clarified that Andy's chief challenge was in getting the old financial data into the system. He believes that once the system is fully populated, there will be no further difficulty using the software. It was recommended that the board wait until Andy can report back on QuickBooks before looking into a change in software.

Fall 2009 Meeting

Program Committee

Jill Snyder presented the Fall 2009 Program Committee Report (Appendix B). The session planning is coming along, although there are two potential sessions that require some additional work. The first is a possible session about creators and appraisers. The session panel would ideally consist of three speakers: one to speak about traditional appraisal theories (Jeanette Bastian), one a records creator

speaking about his/her collection, and one an archivist who later worked with the creator and the collection. Since the committee likes the idea but does not have the last two speakers yet, Jill asked the board for suggestions. Marie Bernier offered to put them in touch with an archivist at Mystic Seaport who conducted an initial appraisal for a collection created by a Naval architect from Maine. Others suggested contacting archivists who work with political collections and who are in close contact with the political offices that create the records.

The second session is a proposed session on how repositories are dealing with the economy, smaller budgets, smaller staff, etc. Even though this topic is not about appraisal, it is very timely, and the board supported the committee's effort to pursue it. Elizabeth pointed out that there was a session offered in the past that focused on how to deal with layoffs. The board recommended seeking a panel of speakers who are looking toward the future and who might be a little bit ahead of the curve. The session should offer solutions or strategies for dealing with tough economic times and should be practical in nature. It could be from the perspective of management, the practicing archivist, or both. Other potential topics to explore in the session: how do you advocate for records in hard time and why ongoing support for archives?

Fall 2009 Local Arrangements Committee

Jane Ward presented the Fall 2009 Local Arrangements Committee Report (Appendix C). She sent an announcement about the meeting to Cheryl Ostrowski of the Web Committee to add to the NEA website. The board discussed the issue of publicizing the meetings and everyone agreed that it is critical for the chairs of both the Program and Local Arrangements committees to communicate with the PR Coordinator. A further discussion about the larger topic of publicity in general was postponed until the job descriptions were reviewed later in the meeting.

Tours of the JFK Library have been arranged for the Friday afternoon of the meeting. Elizabeth Mock of the UMass Boston Archives will not offer formal tour, but she is willing to conduct impromptu tours if attendees express an interest.

Jill asked Jane for an update on access to laptops for the program sessions. The rooms booked for the session are not equipped with computers, but laptops can be rented for a fee of \$50 per laptop. The board weighed the pros and cons of session speakers bringing their own laptops (keeping costs down versus increased opportunity for technical difficulties and delays). It was decided that renting the laptops (5 total, one for each room) will streamline the process of setting up speakers for their sessions.

Maria asked Jane to incorporate the student membership rate into the registration forms. Krista offered to create a logo for the meeting if someone supplies her with an image.

Job descriptions

Peter Carini presented the revised Job Descriptions as prepared by Joanie Gearin (Appendix D). Joanie was not able to standardize them across the board, because they are too different. She did standardize as much as possible and split each job description up into two parts: major duties and a detailed list.

Members of the board compiled a list of corrections that need to be made to the various job descriptions. They include: 1) In the Representative-at-Large description the president does not choose the chair, but rather the most senior member serves as chair; 2) in the Representative-at-Large description "committee" in the sixth bullet point should be plural; 3) in the Education Committee the second to last bullet "submits reports for every issue of the NEA newsletter" should be changed to

“regularly publicizes upcoming activities of the committee to membership”; 4) in the Education Committee description “submits a written report to President” should be added to all descriptions; 5) in the Education Committee description the bullet point “submits a written report before the winter Executive Board meeting” should be removed; 6) biannual should be changed to semiannual throughout all reports; 7) in the Program Committee description remove “travel” from “submits requests for travel and honoraria”; 8) change form of all verbs to active verbs so the descriptions are consistent.

Elizabeth Slomba asked for clarification about the role of the PR Coordinator in conjunction with member of other committees. Based on current job descriptions it is not always clear who is responsible for certain aspects of publicity. Kathryn recalled that the board recently agreed to add a committee member to the Program Committee whose sole responsibility was publicizing the meeting. Beyond publicity of the meetings, however, the board agreed that topic of increasing publicity for all NEA activities should be addressed. Kathryn Hammond Baker, Elizabeth Slomba, and Karen Adler Abramson will examine the issue of publicity and report back to the board.

It was suggested that all committee chairs track the membership of their committees, so that the secretary can maintain a current list of members along with length of term. Ellen Doon suggested that the descriptions for the Program and the Local Arrangements committees be reviewed side-by-side so that they are in agreement. Jane also remarked that it seemed unreasonable to expect the chairs of both the Program and Local Arrangements committees to serve on the opposite committee, but that communication between the two should be emphasized instead.

Peter will make all the changes noted at the meeting and then distribute the newly revised job descriptions to committee chairs (for the Program and Local Arrangements committees he will distribute them to past chairs as well) for review. Each chair will be responsible for making further revisions to the descriptions based on current practice. The deadline will be before the Fall meeting, so that the board can approve them at which point they will be checked against recent votes of the board. In the future committee chairs will be encouraged to suggest updates to the board, so that all job descriptions will remain up-to-date.

Website and membership directory

Krista Ferrante presented the Web Committee Report (Appendix E). Peter announced that NEA is only one step away from an online membership directory demonstration site that can be evaluated and then completed. To complete the work on the demo site will cost between \$200-400. Depending on the board’s feedback after reviewing the demo site, there will be an additional cost to bring the directory to completion. The project is over budget already, although the numbers reported by Andy and Krista differ. The Treasurer’s report indicated that the Web Committee is \$2,700 over budget (even after taking into account the one-time allocation of \$5,000), while Krista believed that the committee was more like \$700-1,000 over budget.

Krista asked the board to approve the cost of bringing the site first to a demo stage and then to completion. There are two potential ways that NEA can pay for these costs: 1) the money can be taken from the checking account, but then our balance would dip below the \$50,000 required by the account and we would be subject to penalties; or 2) the money could be taken from our cash reserves, which in general is not a recommended practice.

Kathryn pointed out that in the past we have spent \$2,400 a year just to host the site and while those costs have gone down dramatically, we will continue to have to spend that money, only now it will be on site maintenance. Because we are building functionality into the site means it will never be cheap to

maintain again, and as a result we will have to change our way of thinking about the site altogether. Elizabeth agreed that we may need to look at our operational costs and how we account for them. Perhaps thinks we pay for now can be done for less from our website. The board agreed to discuss the impact of maintenance costs of the website and membership database on the budget at our next meeting. Elizabeth asked if there might be readings we can review in advance of the meeting that will help us all understand the issues at play since most of us do not have a background in accounting. Krista offered to look into exactly how the contractor is billing us. *Karen Adler Abramson moved the board agree to commit both to the cost necessary to complete the demo site of the membership database and the cost needed to make the demo site ready for public use during this fiscal year; the site will be ready for the January board meeting in advance of new membership registrations and the board will determine the best fiscal way to deal with the additional cost: checking account or money reserves. Kathryn Hammond Baker seconded. No discussion. Motion passed.*

The issue of security for the membership database was discussed at length. There is an option to buy a security certificate that would cost \$500 to set up with a yearly fee of \$20-120 to maintain it. The security certificate would protect just the membership database, since any e-commerce vendor we might use (PayPal or Google Checkout) would oversee its own security. Melissa Waterworth expressed concern that NEA would be opening up its member's contact information online without having this protection. An informal vote was taken and the majority of the board agreed that we need to secure our member's contact information and that most members using the site would assume that it was protected. The security certificate will be purchased to protect the membership database.

Strategic planning

Peter asked if the board was able to access the strategic planning document (Appendix F) posted on Google Docs for group editing. Some board members did not receive the initial email inviting them to join to Google Docs. Peter re-sent the invitation and will await feedback on whether or not Google Docs is the best place to access and edit the document outlining our five-year goals.

For each goal outlined in the document, Peter asked the board to supply a 1-2 paragraph description of the goal and what we hope to achieve. Kathryn asked Peter to provide a model of what he envisions, so that board members will know what is expected. Once there is a fuller description for each goal, the document will be shared with members via the website, listservs, etc. Some time has been set aside during lunch at the fall meeting for the board to get some verbal feedback from members, too. The board will hold its second strategic planning meeting in December to work on the next steps of the process.

Fall 2009 Local Arrangements Committee budget postponement

Even though the board typically sets the upcoming meeting registration fee at the board meeting right before it is held, Jane Ward asked the board to wait a couple of weeks before finalizing the registration fee. She is still working to increase vendor revenue and there are a few vendors who she is waiting to hear from. Right now as it stands the vendor revenue is \$2,550, but Jane would like to increase it to between \$3,000-4,000. If the vendor revenue does not increase, the member registration fee will be \$65 per person. *Elizabeth Slomba moved to set the meeting fee at \$65 for members, \$95 for nonmembers, and ½ off the member's fee for students. Melissa Waterworth seconded. The motion was tabled until August 10th by which time Jane will have the final registration fee set.*

Spring 2010 Program Committee question: re podcast of Keynote

Michael Rush and Mary Caldera, co-chairs of the Spring 2010 Program Committee, submitted their report via email (Appendix G), which included a question requiring action. Jackie Dooley of OCLC Research agree to be the keynote speaker at the meeting on the condition that it could be recorded and issued as a podcast by OCLC Research. Peter asked Spring 2010 Local Arrangements if the UMass Amherst Conference Center has the technological capability of recording a podcast. Danielle Kovacs offered to look into it and report back. Other questions that arose: what is the cost of recording the talk; who will pay for it; if we pay for it can we distribute it as well? If we are able to use the same podcast distributed from the NEA site we will need to get the speaker's permission. The Program and Local Arrangements committees will look into answering these questions and report back. The board will likely vote to approve the request once the logistics are known.

Education fee question

Jaimie Quaglino presented the Education Committee report (Appendix H), which included a point requiring action. Bruce Stark distributes his processing manual to all attendees of the Arrangement and Description workshop, and in the past the workshop fee was increased by \$15 to cover the cost of reproducing it. Melissa contacted the instructor to see if he would be willing to have the manual distributed as a pdf to workshop attendees. The instructor preferred not to distribute the manual as a pdf, but rather wishes to distribute it in hardcopy as has been done in the past.

Since this is a basic workshop that appeals to constituents NEA would like to attract, most felt it appropriate to charge increase the fee to cover the cost of the text book. *Kathryn Hammond Baker moved to charge \$65 for the Bruce Stark Arrangement and Description workshop, which includes the cost of his processing manual. Elizabeth Slomba seconded. No discussion. The motion passed.*

It was recommended that this workshop be publicized to members of NEMA and to public history programs.

Nominating Committee:

Kathryn Hammond Baker presented the Past President's Report (Appendix I), which sought approval for the members of the nominations committee she has assembled. She put a call out on the NEA discuss listserv seeking volunteers to serve on the committee and received a response from a few interested individuals. *Kathryn Hammond Baker moved to approve Julia Collins, Keith Chevalier, and Christie Peterson as members of the 2009-2010 Nominations Committee. Elizabeth Slomba seconded. No discussion. Motion passed.*

Newsletter Committee Essay

Cynthia Haberson presented the Newsletter Committee report (Appendix J), which sought approval for the proposed student essay contest. Cynthia sent the proposal to Chris Burns for feedback before sending it to the board. She is now seeking approval of the contest and to determine who will judge the contest, when the contest will be offered and what the prize will be. Brooke Bergantzel, a Simmons student sitting in on the board meeting responded to a few questions posed by the board. She recommended setting a deadline for the essay contest during the semester break, so students would not feel too overwhelmed with coursework to apply. Elizabeth suggested February 1st, which would enable NEA to announce the winner at the Spring 2010 meeting in March. It was also suggested that the contest could be publicized by inserting a flyer into the registration packet for the Fall 2009 meeting as well as in classes. Kathryn advised not restricting the submissions to a specific theme, since many students might want to rework papers they submitted during the course of their studies and a theme would limit the number who might be willing to participate. It was generally agreed that \$200 and

publishing the winning essay in the newsletter would be the prize and that honorable mentions, if any, could be published on the web. The money will come from the Newsletter Committee's budget.

Elizabeth Slomba moved that NEA establish a Student Writing Prize with a \$200 prize awarded to the winner to be administered by the Newsletter Committee. Karen Adler Abramson seconded. No discussion. Motion passed.

A number of board members suggested that the contest could be a potential naming opportunity in the future. Money raised for the prize could honor an archival educator in New England. The board will discuss the Student Writing Prize as potential development opportunity at the next meeting.

Cynthia also reported that the Newsletter Committee lost two editors recently: Lacy Schutz resigned effective immediately and Stephanie Schneider effective after the October issue goes to press. Thirteen potential members responded to her call for volunteers and she is working on narrowing that number down to two. Since all of the volunteers have equally impressive writing samples, board members felt she should try to seek geographic and institutional diversity. Peter suggested that Cynthia let those members who are not selected know that there are many other volunteer opportunities with NEA and to ask them to consider serving on another committee.

Advocacy for members in financial crisis

Peter Carini presented the President's report (Appendix K), which included ideas about how NEA could play a potential advocacy role for members during this period of financial downturn. Peter asked the board to consider if there are ways NEA can help members who are looking for new jobs, having their jobs cut back to part-time, or losing their jobs altogether. Can we provide access to volunteer opportunities that allow members to remain active in the profession and to network? Can we offer free attendance to an NEA if you are unemployed? Peter opened up the discussion to the board looking for feedback and recommendations. While the suggestion of using money from Hale award (which is designated for professional development) towards the covering the cost of unemployed members attending an NEA meeting was well received at first, upon further consideration most thought that it might be too difficult an idea to actually execute, since it could require members to demonstrate a financial need that would be hard to judge.

The use of a social networking site, either Ning or Facebook, could be a central place where volunteer opportunities are announced as well as short-term contracting positions. A lengthy discussion about the advantages and disadvantages of using Ning over Facebook followed. The chief argument in favor of Ning is that you do not have to set up a member profile to contribute to the site as you do in Facebook. It was decided that Elizabeth would speak with Jessica Steytler, who has a Ning site devoted to Lone Arrangers, to see if she might be willing to set up a Ning for NEA. The goal would be to create a clearinghouse where people can exchange information. It would bring together people who need professional support as well as connect them with individuals who may have opportunities (volunteer or paid) to offer. NEA would help to set up the site and publicize, but the people who use the site would shape the discussion and use of it.

Other ideas included: writing a justification as to why employers should hire professionally trained archivists and offering resume and cover letter assistance at future meetings. The board endorsed moving forward with three efforts: creating a space on a social networking site, resume review, and providing a center for volunteer opportunities (using the social networking site).

In returning to the discussion about offering financial support to NEA members to attend a meeting it was decided we would ask the membership if they think this is something NEA should pursue. Peter will draft an open-ended question to be posted on NEA discuss outlining the purpose of NEA sponsorship, the present need, and what some of the criteria might be. While the board would like to see a public discussion of this topic, anyone who wants to respond privately will be encouraged to contact the President of a Representative-at-Large directly.

NEA/Simmons reception

Elizabeth Slomba presented the Vice President's report (Appendix L), which included a discussion point about whether or not NEA should continue to co-sponsor a reception with Simmons at the annual SAA conference. Some members have expressed a preference for the informal gathering of NEA members that used to take place at a local restaurant or bar. Currently we contribute \$500 to co-host the reception with Simmons, which is our only involvement in the reception. Maria recommended adding a question to the membership survey to see how the members feel about the joint reception. Peter suggested asking the members if they belong to SAA, if they attend the meeting, if they go to the reception, and what their preference is. Maria asked if there were any other questions board members wanted to see on the survey, since it is ready to be sent out.

Elizabeth is currently looking for three volunteers to help identify locations for informal NEA events to be held next summer throughout the region. The volunteers would shepherd the programs, which could range from a book reading to a social gathering. The goal is to use these programs to fill the gap between meetings and to fill the place of some of the small local groups that have disappeared over the past few years. Peter added that the events could also serve as outreach to individuals who are not NEA members or not professional archivists.

Reports requiring no action

Peter acknowledged receipt of the following reports requiring no action: Secretary's Report (Appendix M), Spring 2009 Local Arrangements Committee Report (Appendix N), Spring 2010 Local Arrangements Committee Report (Appendix O), Print Coordinator's Report (Appendix P), NEA Development Coordinator's Report (Appendix Q), Haas Award Report (Appendix R), NEA Listservs Report (Appendix S), NEA Membership Committee Report (Appendix T), NEA Membership Secretary's Report (Appendix U).

Adjournment and next meeting

Peter Carini moved that the board meeting adjourn. No discussion. All voted in favor. The meeting was adjourned at 2:52 p.m.

The next quarterly board meeting will be held at UMass Boston on November 6, 2009.