

NEA Quarterly Board Meeting

July 16, 2010

Congregational Library, Boston

10 am – 2 pm

Executive Board Meeting Report

The business handled at the July 16, 2010 meeting of the Executive Board is summarized below. All Complete minutes are available on the NEA website or from the secretary.

In attendance: Elizabeth Slomba, Jessica Steytler, Silvia Mejia, Joan Gearin, Lisa Long Feldman, Nova Seals, Maria Bernier, Cyndi Harbeson, Karen Adler Abramson, Jane Ward, Diana Youst, Peter Carini, Jennifer Tuleja, Richard Steinmete, Ellen Doon

Call to order: Elizabeth Slomba call the meeting to order at 10:06 am. Minutes from the March 19, 2010 Board meeting were voted on. **All members voted to accept the Board meeting minutes for March 19, 2010.**

Welcome, Introductions: Present Board members went around and introduced themselves for the benefit of the new members.

Committee Appointments (Membership, Communications) Maria Bernier move to appoint Pat Webber and Danielle Kovacs to the Membership Committee for a term of three years. **All members voted in favor to appoint Pat Webber and Danielle Kovacs to the Membership Committee.**

Elizabeth Slomba appointed Sarah Shoemaker and Peter Nelson to the Communications Committee for a period of two years. **All members voted in favor to appoint Sarah Shoemaker and Peter Nelson to the Communications Committee.**

Nova Seals appointed Valerie Gillespie for the spring 2012 Local arrangement Committee. **All members voted in favor to appoint Valerie Gillespie for the spring 2012 Local Arrangement Committee.**

Conferences

Fall 2010 Program/Local Arrangements Action item: 1. Honoraria 2. Registration

Jennifer Tuleja presented the Program Committee Report (Appendix E) that included the line-up of confirmed speakers, program schedule and budget. A speaker for the Friday opening reception has been scheduled.

Main Heritage Project: It was recommended that this be reconsidered and a person from Main Heritage Project speaks at this session.

Jen noted that poster sessions are well received and offer a good opportunity for young archivists working on projects, Jen had three interested people who would like to present at a poster session. The idea of having a poster session for the fall 2010 meeting was encouraged but not calls for posters have been made yet.

Action Items

1. Honoraria: There was a concern of having three honoraria due to budget limitations but after a short discussion and clarification about honoraria Elizabeth felt that three honoraria were still within the budget.

2. Include lunch in the registration. It was agreed to go with a meal ticket and not to increase the registration fee. It was suggested to have the meal ticket printed on name tags Jen will look into this.

Proposal to have New Hampshire Archives Group (NHAG) members attend NEA conference at the same rate of NEA members for the fall 2010 was put on the table. **All members voted in favor of offering NHAG members the same rate of NEA members.**

Spring 2011 Program and Local Arrangements

Maria Bernier presented the spring 2011 program committee report (Appendix F). The report included the propose location, schedule and tentative budget for the spring 2011 meeting. So far most of the budget numbers are going in to the space seats including set up and clean up. A speaker has been scheduled for the Friday night reception and 100 people are expected.

Summer with NEA update

Elizabeth mentioned that this year's *Summer with NEA* program includes two events one entitled *Celebrations in the Archives* scheduled for the end of July and the second entitled *An afternoon of Sound and Literary Archives* program scheduled for late August. Elizabeth commented on the positive response to these events. Elizabeth will have a more formal report at the November meeting.

Communications Report

Lisa presented the communications report (Appendix B). The committee has been set up and their first meeting took place on June 25. The committee has fleshed out goals and objectives and is concentrating on the next 12 months to draft a comprehensive communications plan (CCP), which will include branding, advertising and setting up calendars for programs. Lisa put a request to the board members to check with home institutions to see if a Comprehensive Communications Plan exist that can be shared with the committee for them to model after. The first draft is due to the Board April 1, 2011 and the committee has another year to implement it. The committee is planning on being more proactive for the New Hampshire and Vermont areas and will be working with the outreach committee to see what techniques have been used in the past.

Hass Award

Ellen mentioned that the committee has two ARMA-Boston members this year and there seems to be some discrepancy between NEA and ARMA-Boston websites about what the award promises, one website says \$1,000 and the other says \$500. The committee would like to keep the award permanently \$1,000. Also, two years ago the dateline was moved from March 1 to May 1 and the committee would like to move it back to March 1. **All members voted to keep the Hass award permanently \$1,000. All members voted to move the Hass award application dateline to March 1 each calendar year.**

Membership Renewal/Conference Registration Action Items

1. Change in non-member charges to attend NEA events

All members voted that NEA charge non-members a non-member fee in addition to regular NEA member cost for all NEA events/workshops/conferences and that the fee schedule be: additional \$25

per conference, additional \$15per workshop; additional \$5 per event. This will supersede the practice of the mandatory membership cost.

2. As a result of the above vote it was motioned that the registration costs for fall 2010 conference be set at \$50 and fee schedule for the meeting be based on NEA policy for registration meeting costs. **All board members voted in favor, motion passes.**

3. **Proposal to separate membership renewal from conference registration.** There was a significant discussion on this issue. The current system has created a lot of wear and tear for the membership committee, the treasurer and the registrar and keeping both transactions separate will help with bookkeeping and budget lines. On the other hand members remember to register when registering for conferences, making it convenient, some members favor this method because their home institutions pay for the renewal, members have been trained to use this method and to untrained members is a concern. Move that NEA treat conference registration and membership renewal as separate financial transactions. This will be effective with fall 2011 conference. **All members voted in favor, motion passes.**

Membership year: Because there is no membership year established (it is only understood) the board was asked to establish one. It was suggested to wait on this but it was necessary that the current membership year be established at the meeting. It was motioned that the NEA membership runs from January 1 to December 30.

A last minute issue was put on the table regarding unemployment rates. If a new category is added the NEA bylaws will have to be changed. The issue will be included in the membership survey for members to weigh in.

4. **Policies on handling online financial information** need to be in place, the sense of the board is that it will be a short policy but it was agreed to wait on these policies until we know how NEA will receive online payment.

5. **Conference registration online only or paper as well** – Some accommodations will be required if the board decides to move forward with this. The money distribution for different accounts could be taking care of through the only registration but there is still the issue of how to handle checks with payment to different accounts. It was suggested that question of preference between online registration and paper be posed to the members in the membership survey.

The above is closely tied to the Print Coordinator Report (Appendix K). One of the issues raised in the report is to continue the current meeting announcement (a one-sheet) mailer be changed to a postcard mailing which will include meeting theme, dates, and web site. The sense of the board is to continue current practice for the fall 2010 meeting. Lisa will consult with Diana on prices for current mailer vs postcard and report back the recommendations.

The second issue has to do with changing the current practice for meeting announcement on member listserv. Under the current practice two-year lapsed members are included in the print mailing. However, it is believe that those lapsed members would not pick up information from the listserv and/or most likely check the web site but because there hasn't been an analysis of response the board decided to hold off from making at decision and to revisit the issue in the January board meeting.

6. **How to handle award and other donations with conference registration** – it was agreed to keep the line in the registration as it is now. No changes.

7. **Online payments.** The discussion about on online payment had been discussed before by the board but had to be put in the back burner until the members database was set up. However, the web committee has specs and information regarding online payment because of this the board felt that it was best to leave this issue in the capable hands of the web committee.

Membership Renewal/Conference Registration Action Items, continuation

Outreach

There was lengthy discussion on how to support outreach get on track. The board motioned to disband the outreach committee and to form a small committee to reevaluate outreach as a function of NEA and to come up with a new committee charge, purpose and activities.

Simmons Reception Update

Motion to have NEA make a one-time contribution of \$250 for the Simmons reception at SAA. All members vote in favor. Motion passes.

Next Meeting Date

Next Quarterly Board meeting will take place on January 21, 2011 (with a snow date of January 28, 2011) location to be determined.

The following reports have been submitted via email:

Budge Task Force	(Appendix A)
Communication	(Appendix B)
Development Coordinator	(Appendix C)
Listservs Coordinator	(Appendix D)
Local Arrangements Fall 2010	(Appendix E)
Local Arrangements Spring 2011	(Appendix F)
Membership	(Appendix G)
Membership Secretary Report	(Appendix H)
Outreach	(Appendix I)
President Report	(Appendix J)
Print Coordinator	(Appendix K)
Program Fall 2010	(Appendix L)
Program Spring 2011	(Appendix M)
Secretary's	(Appendix N)
Treasurer's	(Appendix O)
Web	(Appendix P)