

NEA Quarterly Board Meeting  
November 5, 2010  
Cheshire Historical Society, Keene, NH  
1 pm – 5 pm, Nov. 5, 2010

During the November 5, 2010 Quarterly Board meeting, the Board discussed and voted on the following:

- Voted to accept the July 16, 2010 minutes as amended
- Voted to accept the slate of candidates and the candidate question for the upcoming election in 2011
- Voted to appoint Rodney Obien for a term as membership secretary to run from Spring 2011 to Spring 2013
- Voted to have the membership secretary serve as an ex-officio member of the membership committee
- Voted to appoint Jody Goodman to the Education committee for the term of one year
- Voted to appoint Jessica Sedgwick the co-chair of the membership committee with a term of Fall 2010 to Fall 2013
- Voted to make NEAdiscuss our main listserv and eliminate NEAannounce
- Voted to approve the Fidelity Corporate Resolution
- Voted that NEA creates a financial planning committee
- Voted to dissolve the Budget Task Force



NEA Quarterly Board Meeting  
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**In attendance:** Elizabeth Slomba (presiding), Silvia Mejia, Elizabeth Andrews, Jessica Sedgwick, Valerie Gillispie, Paige Roberts, Jane Ward, Amy Greer, Lisa Long Feldmann, Diana Yount, Alyssa Pacy, Joanie Gearin, Karen Adler Abramson, Maria Bernier, Peter Carini, Jessica Steytler, Eliot Wilczek, Krista Ferrante, Ellen Doon, Daniel McCormack, Jennifer Tuleja.

**Call to order, Introductions, agenda changes**

Elizabeth called the meeting to order at 1:11pm. Attendees introduced themselves. Elizabeth asked if anybody had items to be added to the agenda, no items were added.

**Approval of July 16, 2010 Minutes:** There were some name changes to be made and the secretary will amend the minutes accordingly. Elizabeth then moved to accept the July 16, 2010 amended minutes. Jane Ward seconded. No discussion. **All members voted in favor.**

**Appointment, Board motions:**

Peter Carini made a motion to accept the slate of candidates and the candidate question for the upcoming election in 2011. Elizabeth asked if these were two motions instead of one and Peter explained that it was treated as one motion last year. Elizabeth seconded the motion. Elizabeth called for a vote. **All members voted in favor, two abstentions.**

Elizabeth moved to appoint Rodney Obien for a term as membership secretary to run from spring 2011 to Spring 2013, Maria Bernier seconded. Elizabeth called for a vote. **All members voted in favor.**

Elizabeth moved to have the membership secretary serve as an ex-officio member of the membership committee. Valerie Gillispie seconded the motion. No discussion. Elizabeth call for a vote: **All members voted in favor.**

Elizabeth moved to appoint Jodi Goodman to the Education committee for the term of one year. Peter Carini seconded. No discussion. Elizabeth called for a vote: **All members voted in favor.**

Elizabeth moved to appoint Jessica Sedgwick the co-chair of the membership committee with a term of fall 2010 to Fall 2013. Peter Carini seconded motion. No discussion. Elizabeth called for a vote: **All members voted in favor.**

Elizabeth took a moment to thank Cyndi Harbeson who has accepted a job outside the region and will be leaving her position of NEA newsletter senior editor. Elizabeth wanted to officially thank Cyndi on behalf of NEA for all her volunteer services. Cyndi was not present at the meeting.

Alyssa Pacy, attending the meeting on behalf of Cyndi Harbeson, asked for clarification on the process for reappointing the new senior editor. Elizabeth explained that the committee will have to appoint the replacement and the board will have to approve the new appointment. Alyssa mentioned that they already have someone to fill the position.

**Membership Committee presentations:** Peter Carini served as time keeper.

Valerie Gillispie summarized the results of the NEA 2010 member survey (Appendix M). Valerie explained that the survey run from August 31 through September 30. There were 147 responses not everybody responded to every question. Survey major areas: Listserv, conference models people favored, bridge rate, web site including job page and the availability of RSS feeds. The survey showed that members are in favor of combining both NEA listserv. Members favored single yearly conference with supplementary programs and favored offering a reduced rate for archivists that are unemployed. Most popular areas of the web page are meetings, workshops, events and membership directory. Respondents suggested the job page be updated. Regarding RSS feeds the answers vary from each respondent. There was a brief discussion on RSS feeds and what types of feeds to create. Since the RSS feed question was posed by the communications committee Valerie suggested the committee may have ideas on the kinds of feeds to create. The discussion then turned to listserv. Merging the two NEA lists NEAannounce (507 subscribers) and NEAdiscuss (525 subscribers). Paige Roberts did not think it would be too difficult to merge them. The one thing to keep in mind when merging is to ensure that all subscribers from one list are moved to the other. The issue of moving the list from yahoo groups was discussed. Krista noted that the lists have worked pretty well considering is a free service and moving the lists may result in extra work and even cost. It was the general sense of the board to keep the list with yahoo groups. The issue of changing the name of the list to NEA was raised Krista felt that this may or may not be possible to do because yahoo tends to be a little clunky.

Elizabeth moved to make NEAdiscuss our main listserv and that we eliminate NEAannounce. Jane Ward seconded the motion. No discussion. Elizabeth call for a vote: **All members voted in favor.**

The survey showed that there is strong support for a bridge rate and the membership committee will be working on this in the next few months. Changes to rates will require policy changes. The by-laws state that amendments to the by-laws must be proposed in writing and filed with the secretary at least sixty days prior to an annual meeting. The membership committee will have the January meeting to present and file changes with the secretary. NEA members need to be notified thirty days in advance. Maria suggested the information go out with the mailings for the spring registration program to piggyback on postage. The Communications Committee may produce something to market the new rates. The Membership committee has submitted a request to the board for a survey monkey license.

Regarding the job web page Krista suggested to link to other sites that keep track of archival jobs. She then asked the board if it was ok to go with this idea. There was no opposition.

**Online membership renewal update:** Maria gave her update. She said that the joint online membership and online directory are moving forward. Appleseed, the company that developed the online directory, is working to make it possible. There is some work that needs to be done so the system can pull money from Google checkout system into NEA banking account. Maria went on to mention the improvements and new functionalities to the membership which include multiple privacy options. Members can select to show or suppress an address and chose to show their names in the directory. A beta version of the online renewal service will be available by the end of November, and the official rollout will take place with the next renewal period. Maria will provide information at the January board meeting.

**Interest Group Report:** Daniel McCormick presented his report. As a form of background Dan explained that the need for a mechanism to help members interact, socialize, and networked came out of the strategic plan. For his report Dan examined other archival organization, and related organizations that dealt with the issue of governing units. He found out that regional organizations do not have

roundtables instead have board committees such as education and outreach committees. At the national level he saw subdivisions or sections. In the case of SAA roundtables are communities of interest that members will gravitate to. Dan will have a proposal for the creation of roundtables for the board before the January 2011 meeting and may require some by-laws changes. He recommended that members of community of interests think primarily of NEA when establishing roundtables.

Valerie thanked Maria for all her work with the membership committee.

On a side note Lisa Long Feldmann mentioned the need of communicating initiatives that are being worked as a result of the strategic plan.

## **CONFERENCES**

**Fall 2010 brief update:** Jen Tuleja joined the board meeting and reported that there were over 200 attendees registered for the meeting. Initially 120 attendees were estimated. The technology sessions were heavily registered for.

**Spring 2011 Report:** Eliot Wilczek and Amy Greer presented their report. Amy said that the hotel is in good shape there are soft holds on all rooms. The committee did not need as much money for speakers and the budget has been adjusted to reflect this. However, some of the speakers are outside NEA and the money may need to be put back in the budget. Amy estimated to be no more than \$1500. The number of Friday seminars is not known yet but this is not a concern because there are enough rooms soft held. Attendance was estimated at 175 but giving what happened with the fall meeting they are estimating more. Attendees suggested the numbers be estimated with the Boston conference numbers of 225. As the program develops it was suggested that the committee get in touch with the web and communications committees to get the word out.

Eliot Wilczek briefly walked us through the report and encouraged board members to comment on the schedule. The sense of the board was to have a poster session at this meeting. There was a brief discussion on having the vendors late in the afternoon because vendors would not stay that late. It was suggested that the breaks be removed and have the vendors and poster session from 10:30-11:00. And have a second poster session in the afternoon from 3:00-3:30. A resume review session was also suggested for this slot. After a brief discussion it was agreed to cut lunch by 15 minutes. Eliot will be sending a revised version of the report.

Elizabeth mentioned that the board will be voting on conference fees at the January meeting.

**Summer with NEA report and wrap-up:** Elizabeth presented a summary report. Overall we did very well. She was not anticipating making money on this program but we did. There was a loss of \$18 on the "Afternoon of Sound and Literary Archives" and the program scheduled for July had to be canceled. Elizabeth continue to say that programs closer to Boston were better attended but specific programs such as the rare books program also attracted people. The program was advertised with ACRL New England and librarians who work with rare books came. Elizabeth recommended to Nova to have a rare books program next year. Elizabeth stated that overall there was a lot of networking that happened at the two programs. In response to a question about whether or not it was worth having a summer program Elizabeth answered that it really depended on who was involved and how experienced with NEA planning they were. She feels it would work best if the host also works with the program planning.

There was a small discussion on how smaller programs require just as much work as larger programs and may be just too much for the current volunteers to work on. The concern is reasonable but the idea

of smaller programs should not be discounted but definitely explored. This issue will be revisited at the January meeting for the summer of 2011.

**Joint MARAC/NEA discussion:** Elizabeth explained that a MARAC/NEA joint meeting came out of the NEA 2009 member survey and it was also mentioned during the strategic plan. Elizabeth talked to Mary Mannix MARAC's current vice president who liked the idea of a joint meeting. Elizabeth said that at the last joint meeting (2002-2003) NEA had agreed to have a three-day meeting to follow MARAC meeting structure. Elizabeth went on to say that MARAC has been completely priced out of DC and NYC markets. MARAC will be interested to come western of Connecticut or western Massachusetts. MARAC generally does hotel meetings and for a joint meeting they will explore using a company to set it up. Liz commented that at the last meeting MARAC did all the arrangements, billing and pricing for the meeting and at the end of the meeting there was a profit share. If we decide to do a joint meeting the meeting will take place during the fall of 2012. Attendees like the idea of a joint meeting but raised financial concerns with having a meeting in NYC. It would be too expensive for our members. Having a meeting in western Connecticut or western Massachusetts may be a better fit for us. Elizabeth mentioned that the emphasis would be on us to find a location.

It was the general sense of the board to favor the joint meeting in western Connecticut or western Massachusetts. Elizabeth will contact MARAC and tell them that NEA would like to pursue a fall 2012 joint meeting in western Connecticut/western Massachusetts.

There was a small discussion on the idea of one-meeting per year. It was the sense of the board to task the VP to investigate this issue.

**Communications Committee report-** Lisa Long Feldmann presented her report (Appendix B): Since the last meeting the committee has met twice to iron out the ongoing work and plan for the communications committee plan (CCP). The committee is also working on integrating themselves into the meeting programming by working with local arrangement and programming chairs on marketing issues. The committee assisted with the marketing for the fall. The committee has learned from member surveys data. They are still figuring out how far in to the process they should place themselves. Lisa will be talking to Eliot to see how they can help in the incoming months. During the April board meeting the committee will be presenting the first draft of the communications program. The committee split into two groups one in charge of the marketing and the other working on flushing out the draft. Lisa encouraged people to contact the committee for marketing or communications issues. Lisa mentioned that in addition to the work plan the committee will be working on workflows. The idea is that when a programming chair has come on board they will be handing a sheet containing dateline for marketing items. Additional workflows include working with the web master and education committee. Because of the unexpected number of attendees for the fall meeting Elizabeth asked Lisa about the target list used to advertise it. Lisa mentioned the following: NEAdiscuss, NEAannounce, SAA, SAA student forum, ACRL, NEC news, NILA listserv, main archives and museums, library thing local, simmons gslis, Views, movie image review, NEA Facebook. Lisa explained that the communications committee is not currently responsible for any electronic communications devices such as NEA Facebook.

## **Finances**

Treasurer presentation: Maria Bernier presented her report (Appendix N). She said that we are running a loss because the \$8,000 made on the fall meeting has not been included once included the budget will come again with a profit. For next year Maria will create a report to show income/expenses by committees and cumulative expenses to show the overall expenses. She will still be able to provide break down reports as needed. Because she is still taking budget requests for next fiscal year she

proposed putting a draft budget that she can circulate to the board via email for questions and comments. She asked that all comments be in writing and shared with all members. She will then refine the budget and submit a final version that the board can vote on. Maria suggested standardizing some of the terminology currently used. She would like to use the word “workshop” for educational workshops, the word “meeting” for the fall and spring conference meetings, and “programs” programs such as the summer with NEA, and finally board meetings will be used to distinguish from fall or spring meetings. Maria also explained that having the books audit will cost NEA \$5,000. The accountant mentioned that NEA does not need to have audits that frequently because it does not receive federal or state money. There was a brief discussion on Fidelity Investment and procedure of signing over permissions.

Elizabeth moved to approve the Fidelity Corporate Resolution, Maria seconded. No discussion. **All members voted in favor.**

On a related note Elizabeth mentioned that the Communications committee will meet in December and she would like the board to pay for the snacks and wondered if this needed to be voted on. Maria felt that if it is a small amount that it did not need to be voted on.

Elizabeth asked the board if they had any questions or concerns regarding the resignation of Andy as treasurer and Maria’s appointment as acting treasurer. There were no questions or concerns or discussions.

**Financial Planning Committee proposal.** Liz Andrews presented her report (Appendix E). She explained that four past and present treasurers worked on the proposal. She added that the work of the committee is not to interfere with the work of the treasurer but compliment it. The treasurer will be a member of the committee. It was suggested to try the proposal for a year. This committee will consist of 5 current NEA members three appointed members of the board and two appointments and they will look at the reports coming out the accounting tools once or twice a year. She suggested that this could be done virtually if the reports are available in electronic form. One of the possibilities of this group would be to get some of the transition information onto a web site. And this committee should not be charged with every single financial issue, the organization may consider smaller subgroups for particular functions. Liz recommended that the president and the treasurer have the authority to pay bills up to \$500 over the approved budget. And she alerted the board on one of the items listed in the job description as a policy change. Elizabeth added some content to Liz’s report, based on information provided by Maria. NEA is an organization with a \$60k budget conferences and general expenses.

The board discussed at length proposed changes to the report. A virtual meeting would not work and this decision should be left up to the committee to decide. It was suggested that the immediate past president be the chair of this committee because they will have an understanding of the budget structure. It was suggested to have the member rotation in the spring when the rotation of officers happens. The board had a discussion about the chair major duties and the committee member major duties. It was said that the responsibilities were being confused with how the committee runs. It was agreed that grouping some of the descriptions under generic terms will be more helpful. It was recommended that the section about “appraising records” at the bottom of the job description be removed because this is the work of the archivist and that the phrase strategic direction be used instead of strategic planning because the plan may run its course but the organization always has strategic direction.

Elizabeth move to vote that NEA creates a financial planning committee. Joan Gearin seconded. No discussion. **All members voted in favor.**

Elizabeth asked Peter to send job description changes to Liz and the board will vote on it online.

Elizabeth move to dissolve the Budget Task Force. Joan Gearin seconded. No discussion. **All members voted in favor.**

Elizabeth thanked the Budget Task Force for their work on these issues.

There was a brief discussion on proposed changes to the treasurer's job description. Elizabeth asked Maria to revise the treasurer's job description and to bring it in to compliance with other job descriptions and to have it circulated online for the board to review. The board may be able to vote on it at a conference call in December. Karen Adler Abramson will update the Representative-at-large job description and Peter will update the Immediate Past President job description.

The possibility of using the web to park manuals or transitional information was briefly discussed. Attendees expressed their interest for a central place to keep transactional communications. Krista said that there has been a desire for having an intranet but is something that has not yet been built. Elizabeth mentioned that there is a plan to discuss the purposes of the web and she has talked to Krista, Valerie, Lisa and Silvia about it. And there are plans for a conference call to talk about the web page.

### **Diversity/Outreach initiatives**

Charges for a subcommittee: The subcommittee was charged with looking at the strategic plan diversity/outreach/advocacy issues and to research ways that NEA can be effective in carrying out these initiatives and having the subcommittee comeback to us on regular bases with their recommendations. The group will be headed by Karen. There was a discussion about whether or not to reconstitute the Outreach committee. Ellen Doom said that figuring out the line between communications and outreach is important before the board reconstitutes the outreach committee. According to the strategic plan the outreach committee was charged with raising the profile of NEA within the region while the role of the communications committee at this point is keeping up the contacts, providing information, being a support network and providing continuity for the program. There was further clarification on what each group does. Outreach promotes archiving and communications promotes NEA. Karen asked those interested in volunteering on the subcommittee to contact her. She also said that she had a sense that the issue of diversity/outreach subcommittee was not a burning need for the board and she is interesting to hear if that is the case.

### **Organizational Efficiency: charges for subcommittee**

The need for organizational efficiency has to do with how NEA does its business, where the records are and how the organization manages itself. This need came out of the strategic plan. The subcommittee headed by Joanie was charged with bringing in together our job descriptions. A second charge would be to look at how we do our business and what will be an effective way to help us do our business. The issue of a central repository for our administrative documents and internal communications was discussed as well as how to overcome the issues of transitions. To clarify some confusion that came out of the discussion Peter explained the idea of a centralized procedure manual versus committee work. He said that a centralized procedure manual has nothing to do with how committees decide to communicate in order to do their work. The idea is to create a centralized procedure manual that can be updated annually. To make sure we keep it current with how the organization is conducting its business



and state of the operation. If a committee decides they want to use a wiki or Google docs or want to use paper and mail it back and forth that is up to the committee and those are primarily transactional documents and working documents and if some of those turned in to records then they need to go to the archives or the data from that record needs to be recorded as part of the procedure manual.

Joanie, Jessica, Silvia and Jane (for job descriptions) will work on this subcommittee. The board would like to have something to be voted on by the January meeting.

### **New Business**

Location for January board meeting has not been determined and Elizabeth asked for suggestions. Amy suggested Providence and Wheaton College. Jane suggested Holy Cross. Peter recommended that affordable parking be considered when choosing a location. Elizabeth contacted Mark to see if he could host us in Attleboro.

Lisa is looking for information on the founding of NEA and if someone knows of a history that has been written up let her know. A history had been written up for the 30th anniversary of NEA and published in the NEA newsletter a few years back.

The meeting adjourned at 4:52pm.

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Appendices:

- A. 2011 Proposed Budget
- B. Communications Committee Report
- C. Development Coordinator Report
- D. Education Committee Report
- E. Financial Planning Committee
- F. Immediate Past President Report
- G. Listsrvs Report
- H. Membership Committee Report
- I. Newsletter Report
- J. President Report
- K. Print Coordinator's Report
- L. Program Committee – Spring 2011
- M. Survey Results 2010
- N. Treasurer's Report
- O. Vice President Report
- P. Web Committee Report