

NEA Quarterly Board Meeting

Redwood Library, Newport, RI

June 1, 2012 10:00 AM to 2:00 PM

Between May 24, 2012 and June 1, 2012 the Board discussed and voted on the following:

- Voted to have the registration fee be \$55 for members for the Fall 2012 meeting, it passed with a vote of 5-0-0.
- Voted to appoint Heather Cristiano (Harvard Medical School) to be the News/Notes/Calendar editor for the term January 2013 to January 2015, it passed with a vote of 6-0-0.
- Voted to have Anne Ostendarp develop a workshop entitled *Caring for Historic Collections, an introduction* for a fee, it passed with a vote of 7-0-0.
- Voted to appoint Jim DaMico (Rhode Island Historical Society) to be the Committee Chair for a three year term from June 2012 – June 2015, it passed with a vote of 7-0-0.
- Voted to have a one-time honorarium of \$500 for the July 27th workshop, it passed with a vote of 7-0-0.
- Voted to approve a one-time exception to charge a workshop fee of \$85 for members and \$110 for non-members for the July 27th workshop, it passed with a vote of 7-0-0.

AGENDA
New England Archivists Quarterly Board Meeting
Redwood Library, Newport, RI
June 1, 2012

10:00-10:05 Call to Order, Introductions, Additional Agenda Items

10:05-10:20 Meeting Reports
Fall 2012
Spring 2013

10:20-10:45 Three Day Task Force: Colin Lukens

10:45-11:00 40th Anniversary Task Force

11:00-11:15 Treasurer: Maria Bernier

11:15-11:45 Communications Committee: Lisa Long Feldmann

11:45-12:00 Newsletter Committee: Judy Farrar

12:00-1:00 Lunch

1:00-1:30 Web Committee: Veronica Martzahl

1:30-1:45 Org Eff Task Force: Joanie Gearin

1:45-2:00 Education Committee: Jim DaMico

Adjournment

NEA Quarterly Board Meeting

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June 1, 2012 10:00 AM to 2:00 PM

In attendance: Judy Farrar, Jessica Steytler, Paige Roberts, Maria Bernier, Colin Lukens, Hanna Clutterbuck, Veronica Martzahl, Lisa Long Feldmann, Ellen Doon, Jim DaMico, Alyssa Pacy, Jason Woods and Joanie Gearin joined on conference call.

Call to order, introductions, and additional agenda items

Paige called the meeting to order at 10:15am. Present members went around and introduced themselves. Additional agenda items were added and discussed at the end of the meeting.

CONFERENCE UPDATES

Fall 2012: Jessica Steytler presented her update. She said that the Program Committee had a flurry of activity and things are moving along. The committee with the help of the Communications Committee will be setting marketing mailing dates. Jessica will ask the committee about who will need honorarium. There was a brief discussion regarding registration fees and walk-ins.

Maria moved to have the registration fee be \$55 for members for the fall 2012 meeting. Jessica seconded. No discussion. Paige called for a vote. **All members voted in favor. No abstentions.**

Spring 2013: Paige presented the report on behalf of the committee. She stated that Peter and Christina met with Mark Savolis at Holy Cross to discuss the spring program. The committee is still waiting for the fall program to be completed to flesh out their program.

Three Day Task Force: Colin Lukens presented his report. Colin explained that the task force was created to examine the idea of restructuring the NEA meetings. This will include changing the length of the annual meeting and possibly changing the fall meeting. The task force reviewed data from the membership survey from the past two years and the results led them to believe that the membership would like to hold a larger annual meeting. As a result members of the task force will be spearheading the next membership survey to ask specifically about the three-day conference. As an incentive to complete the survey there will be a raffle for a free SAA workshop. The Board agreed to pay for minimum refreshments for this workshop. Colin then went over the proposed meeting layout and talked about various options. The task force will put a proposal together and present it to the Board for review in August.

Alyssa thanked Colin for his hard work with the task force.

40th Anniversary Task Force: Alyssa stated that the task force has not begun any work yet but are targeting Friday as the celebration day. She explained that there will be a liaison from the spring committee program working with the task force. Some ideas for the celebration include: inviting all past presidents and officers, a scavenger hunt (like the one held at SAA 75th celebration), oral histories, silent auction and matching funds in an effort to match 40 scholarships.

Treasurer Report: Thanks to the recent two NEA meetings NEA now has a surplus. Maria explained that since NEA is a non-profit organization these profits need to be returned to members through improved benefits. Some ideas included investing in the 40th anniversary celebration, the scholarship fund, annual meeting costs and administrative expenses including the web site as well as expanding committee budgets.

Communications Committee: Lisa Long Feldmann presented her report. She said that with Diana transitioning out the communications committee took responsibility of creating a postcard that would replace the registration brochure. The purpose of the postcard is to alert the membership about the registration brochure on the web site (the brochure will only be available online). She then presented the Board with the newly designed postcards. Lisa will use a less expensive printer, Modern Postcard, to make the cards for the fall meeting and report back to the board. Lisa then went over the press kit mockup. The new brochure will include in addition to information something useful or fun things like a ruler or do-it-yourself box as seen at the fall meeting.

There was a brief discussion on publicity deadlines.

Newsletter Committee

The committee proposed to add a new column to the newsletter focusing on leadership in the archival community, the column models the *NYTimes* "Corner Office". The column will appear on the newsletter twice a year for three years. After the end of the three years the editors will reevaluate and decide whether to continue it. Darla White has volunteered to write the column for the initial three years.

There was a brief discussion about the student writing prize.

Maria moved to appoint Heather Cristiano (Harvard Medical School) to be the News/Notes/Calendar editor for the term January 2013 to January 2015. Ellen seconded. **All members voted in favor. No abstentions.**

Web Committee: Veronica presented her report. She said that the meeting sessions are now available online and members can get to them from the main page as well as the meeting page. The committee has video of Snowden Becker speech but they are running into file size problems when trying to upload the video. Veronica will be exploring the option of an NEA Youtube page.

Membership database: Veronica explained that problems with exporting data had to do with data entry issues and not with the system itself. Characters such as comas in a field can cause the export to line up incorrectly. Veronica went into the system and manually fixed all the fields that had extra characters. She suggested adding instructions on the form itself to prevent future errors.

Pb works NEA site: The Board agreed to have all committee and project pages be moved here instead of having separate sites. Veronica will prioritize finding out user limits for the free site as well as finding out what benefits NEA would gain by moving to a paid site.

Org Eff Task Force: With Joanie stepping down as chair of the Task Force the Board discussed ways of

continuing the work. Since the PB works site will work as a centralized place for all policies and procedures, the Board will wait until all the committees have put their information on the site before a person is tasked with reviewing it. It was also recommended that the person responsible for reviewing the information has an institutional memory, perhaps someone like a past president.

Education Committee: Jim DaMico presented his report. He said the committee is in the midst of developing a day-long disaster preparedness workshop at Harvard University Archives, with Harvard co-sponsoring it. For the fall 2012 the committee will offer a SAA/DAS workshop on *Achieving Email Account Preservation with XML*, and another workshop on *Basic Records Management and Marketing/Advocacy for Archives*. Jim stated that as of May 30th NEA has received the IMAP sponsorship from Wesleyan and Yale.

Maria moved to have Anne Ostendarp develop a workshop entitled *Caring for Historic Collections, an introduction* for a fee. Ellen seconded. No discussion. Paige called for a vote. **All members voted in favor. No abstentions.**

Maria moved to appoint Jim DaMico (Rhode Island Historical Society) to be the Committee Chair for a three year term from June 2012 – June 2015. Ellen seconded. No discussion. Paige called for a vote. **All members voted in favor. No abstentions.**

Maria moved to have a one-time honorarium of \$500 for the July 27th workshop. Ellen seconded. No discussion. Paige called for a vote. **All members voted in favor. No abstentions.**

Maria moved to make a one-time exception to charge a workshop a fee of \$85 for members and \$110 for non-members for the July 27th workshop. Jessica seconded. No discussion. Paige called for a vote. **All members voted in favor. No abstentions.**

Additional agenda items

- a. The issue of Rep-at-Large transition of assignments for committee liaisons was raised and it was decided that this could be discussed and voted on via email.

- b. Maria would like to investigate a larger system for managing membership registrations, membership directory, workshop registration and outgoing email communications. She explained that it would be more efficient to have one system then having all separate services. Maria has some leads on companies that offer all these services and she will investigate a few and report back to the Board.

Meeting adjourned at 2:15 PM.