

NEA Quarterly Board meeting

Wesleyan University, Middletown, CT

March 23, 2012, 1:00 pm – 5:00 pm

Between January 14, 2012 and March 23, 2012 the Board discussed and voted on the following:

- Voted to approve an increase in registration fees to \$30/\$45 for the upcoming MODS workshop passes with a vote of 8-0-0.
- Voted to appoint Kathryn Puerini, Vermont State Archives & Records Administration for the position of Reviews Editor for a three year term from July 2012-July 2015, it passed with a vote of 8-0-0.
- Voted to reaffirm NEA's commitment to the Haas Award and intent to maintain the award as a long standing commitment, it passed with a vote of 8-0-0.
- Voted that the Board directs the Chair of the Haas Award Committee to discuss with ARMA-Boston and resolve separation, it passed with a vote of 8-0-0.
- Voted to approve the changes to the roundtable proposal with the proposed budget change, it passed with a vote of 8-0-0.
- Voted to approve the curriculum development consultant agreement as submitted, it passed with a vote of 8-0-0.
- Voted to approve the appointments Jessica Tanny, Schlesinger, Harvard University, Karen Eberhart, Brown University, Andrea Benefiel, Beinecke Library, Yale University to the Communications Committee for the period of two years, it passed with a vote of 8-0-0.

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AGENDA

- 1:00-1:05 Call to Order, Introductions, Additional Agenda Items
- 1:05-1:45 Conference/Meetings
- Spring 2012 (brief updates)
 - Fall 2012
 - Local Arrangements Committee
 - Program Committee
 - Future Meetings
- 1:45-2:10 Print Coordinator Discussion
- 2:10-2:15 Finances
- 2:15-2:25 Online Registration Task Force
- 2:25-2:35 Newsletter Committee Appointments
- 2:35-2:50 Haas Award (Discussion)
- 2:50-3:00 Nominating Committee
- Elections
- 3:00-3:15 Break
- 3:15-3:45 SAA Regional Summit (Paige and Gregor)
- 3:45-4:05 Membership Committee
- 4:05-4:20 Education Committee
- 4:20-4:35 Communications Committee
- 4:35-4:50 Website Committee
- 4:50-5:00 New Business
- Recognition of departing Board Members
 - Time and location for June Board meeting
- 5:00 Adjournment

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In attendance: Nova Seal, Silvia Mejía, Juliana Kuipers, Jessica Tanny, Paige Roberts, Diana Yount, Deacon William Bissenden, Jane Ward, Elizabeth Slomba, Ellen Doon, Maria Bernier, Alyssa Pacy, Jessica Sedgwick, Jessica Steytler.

Call to Order, Introductions, Additional Agenda Items

Nova called the meeting to order at 1:10 pm. Present members went around and introduced themselves. There were no additional agenda items.

CONFERENCES REPORTS/UPDATES

Spring 2012

Programming Committee: Jessica Tanny presented her update. She mentioned that the photographic and video form was ready for the keynote speaker to sign. Once the form is signed NEA will be able to post the video on the website. She stated that there were 32 orders placed for Christina Zamon's book and reported five honorariums.

Local Arrangement: Nova presented an update on behalf of Valerie Gillespie. She reported 225 registrants for the meeting this number did not include the workshop registrants.

Fall 2012

Program Committee: Paige presented a report on behalf of Beth Carroll-Horrocks. The committee will be meeting in the next few weeks to narrow topics, think about the meeting overall theme and lineup speakers.

Local Arrangement: Paige presented a report on behalf of Jason Woods. She stated that a contract has been signed, rooms have been reserved and a proposal for catering has been prepared. The Board went over the preliminary budget and approved it. Jason is working to set up tours and special events for Friday two possibilities include the Gardner Museum and Children Hospital Archives.

The topic of the sale of SAA books authored by members of NEA at NEA conferences was discussed but no decision was made.

FUTURE MEETINGS 2013

Spring 2013

Program Committee Update: A committee is in place but they are waiting for the Fall 2012 meeting committee to finalize their program so they can began planning and developing topics.

Local Arrangement: Mark Savolis, host of the spring 2013 meeting in Holy Cross is all set to go.

It was mentioned that NEA 40th anniversary will be in the spring 2013.

Print Coordinator

As Diane Yount retires her services as the NEA print coordinator she asked the Board to think about the future of print communication mailings with the membership (separate from the newsletter). After a brief discussion the Communications Committee volunteered to come up with a proposal on using postcards for NEA marketing.

Nova thanked Diane for her 20 years of service as print coordinator.

Finances

Maria presented her report. She said between vendors and membership income there was a profit of \$8,000. Maria thanked Jane Ward for her hard work with vendors who contributed highly to the profit.

Online membership renewal: Membership renewals are going well and it is financially a seamless operation.

Online Registration Task Force

The task force used an Education committee workshop to test out Constant Contact online registration services. It seems to be working and no problems have been reported. The Task Force would like to test another service, possibly Eventbrite.

There was a brief discussion on developing a permanent registrar position that can input data and be the point of contact for online registration services. The Board clarified that this position had already been created and voted on but never reinstated. Maria will bring the original proposal for the summer meeting.

Newsletter Committee Appointment

Elizabeth moved to appoint Kathryn Puerini, Vermont State Archives & Records Administration for the position of Reviews Editor for a three year term from July 2012-July 2015. Ellen Doon seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Haas Award

Ellen explained that ARMA did not wish to continue contributing to the fund. After a discussion the Board felt that NEA should continue to maintain the award and NEA will notify ARMA of this decision. The Board then moved to a vote.

Elizabeth moved to reaffirm NEA's commitment to the Haas Award and intent to maintain the award as a long standing commitment. Maria seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Elizabeth moved that the Board directs the Chair of the Haas Award Committee to discuss with ARMA-Boston and resolve separation. Nova seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Nominating Committee

Elizabeth thanked all members who run for office and proceeded to present her report. She reported that there were 346 eligible voters this year, 131 voted online without any trouble, a participation rate of 37.86 percent.

There was a discussion regarding reminders for renewals. This was followed by a discussion about candidate statements which will no longer be printed in the newsletter.

SAA Regional Summit

SAA Council Executive Committee chair, Gregor Trinkaus, talked to the Board about SAA efforts to work with regional and state organizations and there will be a summit meeting at the San Diego meeting this summer where members of these organizations will be invited. Paige Roberts will be the NEA representative. Some ideas discussed by the Board included: to create an NEA presence at SAA by having an NEA table, for SAA to identify regional organization leadership at SAA conferences, for SAA to do more advanced workshops, and issues of diversity.

Membership Committee

Dan presented an update on roundtables. He mentioned that the report presented at the January board meeting was updated to include a budget.

Jessica Styler moved to approve the changes to the roundtable proposal with the proposed budget change. Elizabeth seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Education Committee

Alyssa Pacy presented to the Board the curriculum development consultant agreement for approval.

Nova moved to approve the curriculum development consultant agreement as submitted. Elizabeth seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Communications Committee

Lisa gave an update regarding the post-meeting survey. She then presented two proposals a press kit and ways to introduce NEA at other allied organization meetings.

Press Kit: Colin talked about the press kit. He explained that a press kit is for the media and generates interest in the organization while a brochure is about getting members and raising money. The press kits will be available online and print. Colin suggested a possible media section

of the website which could include videos. He also recommended that NEA revitalizes the current brochure and have a version of it leave online.

Brochure: Lisa explained that the brochure could be updated every four years and it will contain the website information for current NEA conferences information. The committee will be creating a mockup of a new brochure to present to the Board and a short video for review.

Introduction of NEA at allied organization meetings: Lisa presented the proposal on behalf of Peter Nelson. The idea is to allied regional meetings by coordinating with the program committee of the regional organization to pass out NEA brochures, to appoint a member from the communications committee to attend the meeting, or have a table with the NEA banner.

Nova moved to appoint Jessica Tanny, Schlesinger, Harvard University, Karen Eberhart, Brown University, Andrea Benefiel, Beinecke Library, Yale University to the Communications Committee for the period of two years. Paige seconded. No discussion. Nova called for a vote. **All members voted in favor. No abstentions.**

Web Committee

Veronica presented a few committee highlights. The committee in conjunction with the membership committee solicited feedback on the renewal process which led to changes to the terminology on the buttons to make them less confusing. The committee addressed the functionality that allows students to change their membership status from student to graduates. She also mentioned changing the workshop page title to Education and added a diversity task force tab.

Veronica mentioned that members have reported having problem login in to the membership database. She is working with Applesseed to have that resolved. She continued to say that the committee had started a general NEA wiki, PB works, and had begun content migration. The committee will begin functional requirements this year for next year's redesign.

New Business

Nova presented flowers to departing Board members: Elizabeth Slomba and Diana Yount and thanked her for her incredible 20 year service to NEA.

Adjournment and Next Meeting Date

The meeting was adjourned at 4:36 pm

Next Quarterly Board meeting will take place on June 1 at the Redwood Library, Newport, RI.

Respectfully submitted,
Silvia Mejía