New England Archivists Board Meeting  
January 10, 2014  
10:30 a.m. - 1:00 p.m  
Northeast Document Conservation Center  
Andover, Massachusetts  
FINAL AGENDA

NEA Business
10:30-10:35 President’s Welcome and New Business
10:35-10:45 Approval of Board Minutes and Committee Appointments
10:45-10:55 President’s Report: Alyssa Pacy  
Diversity Training Update  
Submission of By-laws Change to Secretary  
Doing Archives
10:55-11:05 Vice President’s Report: Jill Snyder  
Allied Organizations
11:05-11:20 Scholarship and Awards Standardization: Reps-at-Large
11:20-11:35 Records Schedule Discussion: Veronica Martzahl, Joanie Gearin, and Jill Synder
11:35-12:15 Meeting Updates  
Fall 2013: Colin Lukens  
Spring 2014: Kelli Bogan  
Fall 2014: Abigail Cramer  
Spring 2015: Jill Snyder and Alyssa Pacy
12:15-12:25 Membership Database Update: Veronica Martzahl
12:25-12:35 Marketing for Journal Launch: Jessica Tanny
12:35-12:55 Newsletter Redesign: Judy Farrar and Sally Barkin
12:55-1:00 Next Meeting
1:00 Adjournment

Lunch Break
1:00-2:00

Diversity and Inclusion Retreat
2:00-3:30 Madeline McNeely, Principal, Conditioning Leaders

Executive Session
3:30-3:45
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Between January 10, 2014 and March 19, 2014 the Board discussed and voted on the following:

- Voted to approve the September 27, 2013 minutes as submitted, it passed with a vote of 9-0-0.
- Voted to appoint Heather Cristiano as co-senior editor of NEA Newsletter for one-year term from January 2014 to October 2015 and Pam Hopkins as co-senior editor of NEA Newsletter for a two-year term from January 2014 to January 2016, it passed with a vote of 9-0-0.
- Voted to approve Katharine Sietz as student member of the Education Committee for a one-year term from January 2014 to January 2015, it passed with a vote of 9-0-0.
- Voted to approve the REPS (Roundtable for Early Professional) roundtable updated “Goals and Objectives” as submitted to the Board, it passed with a vote of 9-0-0.
- Voted to approve $1000 honoraria for keynote speakers Vivek Bald and Ian MacKaye, it passed with a vote of 9-0-0.
- Voted to appoint Christina Zamon Chair of the Spring 2015 Local Arrangements Committee, it passed with a vote of 9-0-0.
- Voted to approve the Spring 2015 Local Arrangements Committee: Meghan Bailey, Krista Ferrante, Rosalie Gartner, Meridith Halsey, Megan Schwenke, Emily Tordo, and Jane Ward, it passed with a vote of 9-0-0.
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President’s Welcome and New Business
Alyssa called the meeting to order at 10:30 a.m. followed by Board members introductions.

Silvia moved to approve the September 27, 2013 minutes as submitted. Joanie seconded. No discussion. No absentia. All members voted in favor.

APPOINTMENTS
Silvia moved to appoint Heather Cristiano as co-senior editor of NEA Newsletter for one-year term from January 2014 to October 2015 and Pam Hopkins as co-senior editor of NEA Newsletter for a two-year term from January 2014 to January 2016. Erica seconded. No discussion. No absentia. All members voted in favor.

Silvia moved to approve Katharine Sietz as student member of the Education Committee for one-year term from January 2014 to January 2015. Joanie seconded. No discussion. No absentia. All members voted in favor.

Joanie moved to approve the REPS (Roundtable for Early Professional) roundtable updated “Goals and Objectives” as submitted to the Board. Silvia seconded. No discussion. No absentia. All members voted in favor.

President’s Report: Alyssa Pacy
Diversity Training: The training was led by Madeline McNeely, who led the World Café session at the spring 2013 meeting.

By-laws Change: Alyssa submitted the By-laws amendment to the NEA Secretary, Silvia Mejía.

Doing Archives: After a brief discussion the Board agreed that this is not something NEA should be part of at this time. Alyssa will draft an official letter on behalf of the Board, declining the invitation to partner with “Doing Archives”.

Vice President’s Report: Jill Snyder
NEA, NAGARA, and NEMA have agreed to cross-post conferences and workshops to their membership.

Scholarship and Awards Standardization: Reps-at-Large
Colin presented the new structure for NEA scholarships and awards. The recommendations
expanded the existing committees that review applications and choose recipients for each NEA award. For the Archival Advocacy Award and Distinguished Service Award it was recommended that the committee be chaired by the Immediate Past President and to add two Reps-at-Large and two NEA members; that the Hale and Haas awards committee include two Reps-at-Large, the newsletter senior editors, two NEA members. It was also recommended that the Hale and Haas ask for two letters of recommendations.

The Board agreed with the new structure for the awards, however, the Board felt strongly about keeping the process simple and recommended that the letters of recommendations for Hale and Haas be dropped. The Board also recommended that the new awards structure include a piece asking scholarship recipients to submit receipts for tax purposes. The Reps-at-Large will revise the proposal and present it to the Board for a final vote in the summer.

Records Schedule Discussion: Veronica Martzhal, Joanie Gearin, and Jill Synder
The records schedule group proposed that the Secretary position be expanded to include basic records management duties. Committee chairs will be asked to submit their records (both physical and electronic) at the spring meeting with the program committee transferring records a month after the meeting. The proposal will be implemented after a records schedule has been created. The Board suggested a records management training/tutorial during a summer meeting so committee chairs will know what to transfer.

Meeting Updates
Fall 2013: Colin Lukens presented his summary. He said that NEA made $3,300, 137 people attended the meeting and 97% post meeting said that NEA should do this type of meeting again. He reported that streaming was low, it averaged 8 viewers. He also reported that there were about 30 people who registered for the meeting and didn’t show up.

Spring 2014: Kelli Bogan presented her report. She said that Vivek Bald and Ian MacKaye will be the keynote speakers. The program will include different types of workshops including a Wikipedia edit-a-thon and a National History Day workshop for public school archivists. Camille Torres is working on a community outreach piece similar to the one held at the Worcester meeting.

Colin moved to approved $1000 honoraria for keynote speakers Vivek Bald and Ian MacKaye. Tessa seconded. No discussion. No absentia. **All members voted in favor.**

Fall 2014: Abigail Cramer presented her report. She said that the half-day meeting has been scheduled for November 1st at Salve Regina, Newport, R.I. The program will focus on creative implementations in archives with an emphasis on translating case studies into workable projects for other institutions.

Spring 2015: The meeting will be held at the Park Plaza Hotel in Boston.
Membership Database
Veronica Martzahl announced that the membership database has been moved to Wild Apricot. The data cleanup will be completed by the Membership committee.

Marketing for Journal Launch: Jessica Tanny presented an updated. She said that the journal editorial board has created documentation regarding submissions guidelines, style guide to be used by copy editors, and guidelines to be used by peer reviewers. Work on the journal web site has begun and editorial software training will began in January 2014. The editorial board plans to have a call for submissions to the journal in March 2014. To promote the journal NEA will include an ad in the spring 2014 program, in addition there will be an information table at the meeting and Mike Lotstein will present at the NEA Business meeting.

Newsletter Redesign: Judy Farrar presented a summary of the 2013 membership survey regarding NEA newsletter. She mentioned that 131 out of 500 members responded, she also said that based on the responses: members are generally pleased with newsletter, members don’t have a strong opinion about the number of issues per year and 65.5% of those who responded still want a paper copy.

The newsletter committee presented a few changes to the newsletter that can be implemented right away these included: having the Board minutes online only, reduce the number of printed issues to save money, have “Internet Tidbits” and new member list twice a year, and limiting the current issue of the newsletter to just the membership via log in.

Alyssa thanked Judy Farrar and Sally Barkan for their service to the NEA newsletter.

Adjournment and Next Meeting Date
The meeting was adjourned at 1:05 p.m.

Next Quarterly Board meeting will take place on March 20, 2014 at Sheraton Portsmouth, Portsmouth, New Hampshire.