

NEA Quarterly Board meeting

Sheraton Portsmouth Harborside Hotel

Portsmouth, New Hampshire

March 20, 2014 1:00 pm – 5:00 pm

Between March 20, 2014 and June 26, 2014 the Board discussed and voted on the following:

- Voted to approve the January 10, 2014 minutes as submitted, it passed with a vote of 9-0-0.
- Voted to appoint Mary Richardson to serve on the Spring 2015 Program Committee, it passed with a vote of 9-0-0.
- Voted to appoint Caroline White to serve as Communications Committee new copy editor/writer for a two-year term (from March 20, 2014 to March 19, 2016), it passed with a vote of 9-0-0.
- Voted to approve the *Vendor as Presenter* and *Vendor as Member policies* as presented, it passed with a vote of 9-0-0.
- Voted to change the voting period from February to November starting in 2014, it passed with a vote of 9-0-0.
- Voted to appoint Brendan Higgins to serve on the Spring 2015 Local Arrangements Committee, it passed with a vote of 9-0-0.
- Voted to appoint Kelli Bogan as Web Coordinator for a three-year term (from August 2014 to August 2017), it passed with a vote of 9-0-0.
- Voted to appoint Genna Duplisea to the Fall 2014 Symposium Program Committee, it passed with a vote of 9-0-0.
- Voted to appoint Megan Schwenke as Chair of the Spring 2016 Program Committee, it passed with a vote of 9-0-0.
- Voted to appoint Kate Wells to the Education Committee for a three-year term (from March 2014 to March 2017), it passed with a vote of 9-0-0.
- Voted to appoint Stephanie Call as the Education Committee Co-chair for a one-year term (from March 2014 to March 2015), it passed with a vote of 9-0-0.
- Voted to appoint Elizabeth Slomba as Membership Coordinator for a three-year term (from June 2014 to June 2017), it passed with a vote of 9-0-0.
- Voted to establish a Mentoring Task Force to research and make recommendations on how to transition the REPS Mentoring Circles program into a permanent NEA program, to present to the Board in June 2015; and to appoint the following members to the Task Force: Camille Torres Hoven (Chair); Caitlin Birch; Michelle Chiles; Mary Richardson; Matt Spry; Jessica Sedgwick; and Darla White. Motion passed with a vote of 9-0-0.

- Voted to approve the updated Clerk job description, it passed with a vote of 9-0-0.
- Voted to appoint Tom Doyle and Erik Bauer as Co-chairs of the Constituency Task Force, it passed with a vote of 8-0-0.
- Voted to appoint Maryalice Perrin-Mohr as List-serv Coordinator for a three-year term (from June 2014 to June 2017), it passed with a vote of 9-0-0.
- Voted to appoint Lisa Long Feldmann as Program Chair of the Fall 2015 meeting, it passed with a vote of 8-0-1.
- Voted to appoint Gregor Trinkaus-Randall, Adrienne Pruitt, Darla White, Tom Blake, and Alyssa Pacy (chair) to the 2014 NEA Nominating Committee, it passed with a vote of 9-0-0.

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The Board would like to thank the following members for their NEA service this past year:

Education Committee

- Mathieu Deschaine for serving a three-year term (Education Committee).

Communications Committee

- Karen Eberhart for serving two-year term
- Peter Nelson for serving two consecutive two-year terms
- Andrea Benefiel for a one and a half-year term
- Sarah Shoemaker for a three and a half-year term

Web Committee

- David Read for serving a three-year term

Diversity Task Force

- Michelle Gachette and Karen Adler Abramson, co-chairs
- Andrew Elder
- Rebecca Meyer
- Sara Smith
- Eric Maynard

Development Task Force

- David Read, chair
- Colin Lukens
- Jane Ward
- Alyssa Pacy

Officers and Committee Chairs

- Paige Roberts as President
- Silvia Mejia for two consecutive terms as Secretary
- Joanie Gearin for two consecutive terms as a Rep-at-Large
- Lisa Long Feldman for a three-year term as Chair of the Communications Committee
- Judy Farrar for serving a three-year term as co-senior editor of the Newsletter
- Sally Barkan for serving a three-year term as co-senior editor of the Newsletter
- Jessica Sedgewick for serving one three-year term as Co-chair of the Membership Committee
- Kelliann Bogan for serving as the Chair of the Program Committee

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AGENDA

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| 1:00-1:05 | President's Welcome and New Business |
| 1:05-1:10 | Approval of Board Minutes
Committee Appointments, and Committee Thank Yous |
| 1:10-1:30 | The Future of REPS's Mentoring Circle: Camille Torres |
| 1:30-1:45 | Meeting Updates
Spring 2015: Camille Torres
Spring 2014: Kelli Bogan
Fall 2014: Abigail Cramer |
| 1:45-2:05 | President's Report: Alyssa Pacy
Vendor as Presenter Policy
Vendor as Member Policy
New Voting Schedule |
| 2:05-2:30 | Development Task Force Proposal: David Read |
| 2:30-2:50 | Break |
| 2:50-3:00 | Constituencies Task Force: Jim DaMico |
| 3:00-3:30 | Records Schedule: Joanie Gearin, Veronica Martzahl, and Jill Snyder |
| 3:30-3:45 | Inclusion and Diversity Updates |
| 3:45-4:00 | Electronic Records Forum: Jill Snyder |
| 4:00-4:10 | Roundtable Reports |
| 4:10-4:15 | Awards: Reps-at-large |
| 4:15-4:30 | Communications Committee and Website |
| 4:30-4:55 | Strategic Plan |
| 4:55-5:00 | Next Meeting |
| 5:00 | Adjournment |

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In attendance: Jane Ward, Emily Tordo, Kelli Bogan, Jessica Tanny, Jill Snyder, Pamela Hopkins, Joanie Gearin, Erica Boudreau, Jessica Sedgwick, Heather Cristiano, Colin Lukens, David Read, Alyssa Pacy, Juliana Kuipers, Jim DaMico, Tessa Beers, Veronica Martzahl, Paige Roberts, Adrienne Pruitt, Silvia Mejía, Camille Torres Hoven.

President's Welcome and New Business

Alyssa called the meeting to order at 1:05 p.m. followed by Board members introductions. One item was added to the agenda: member email regarding bylaw changes.

Paige announced the election winners: Vice-President President-elect Colin Lukens (55%), Secretary: Adrienne Pruitt (53%), and Representative-at-Large: Silvia Mejia (57%).

Silvia moved to approve the January 10, 2014 minutes as submitted. Tessa seconded. No discussion. No absentia. **All members voted in favor.**

Silvia moved to appoint Mary Richardson to serve on the Spring 2015 Program Committee. Juliana seconded. No discussion. No absentia. **All members voted in favor.**

Silvia moved to appoint Caroline White to serve as Communications Committee new copy editor/writer for a two-year term (from March 20, 2014 to March 19, 2016). Juliana seconded. No discussion. No absentia. **All members voted in favor.**

The Future of REPS's Mentoring Circle

Camille Torres Hoven presented her proposal. She explained that REPS began a successful mentoring program for REPS members in 2013 and the roundtable co-chairs would like the Board to continue the program independently from REPS to ensure its success and continuation. The Board expressed support for this idea and recommended that a Task Force of five members and two Rep-at-Large be formed to look into it and report back within a year.

Spring 2015

Camille presented her report. She mentioned that between NEA and MARAC there are 40 members in the programming and local arrangement committees. Each organization has its own timeline and NEA will set the theme for the meeting. A group formed by Alyssa, Juliana, Emily, and Jill will meet to discuss how best to handle meeting registration for both organizations. Alyssa explained that MARAC and NEA decided to split the income and expenses 50-50. This agreement will guarantee a low registration rate to both NEA and MARAC members.

Spring 2014

Kelli presented her report. She said that roughly 330 members had registered and that the early bird deadline paired up with the hotel deadline was a success. She also mentioned that there were last minute cancellations but it should not affect the budget.

Camille provided an update on the Portsmouth Community Outreach project. She said that 16 volunteers joined in to help describe and scan scrapbooks at the Portsmouth Public Library and two members from NEDCC provided guidance with their preservation.

Fall 2014

Colin presented on Abby's behalf. A call for proposals was sent out and the committee will present a budget at the summer Board meeting. Kathy Wisser will moderate the opening lightning round and the closing discussion.

President's Report

Alyssa presented two policies to the Board for a vote: the first one: *Vendor as Presenter* policy was drafted to prevent vendors from presenting at NEA meetings as recommended by the Board. The second: *Vendor as Member* policy states that a vendor who becomes a member cannot abuse its privileges as a member (such as login into the membership database with the purpose of soliciting or if they present at meetings they cannot do it on behalf of their company).

Paige moved to approve the *Vendor as Presenter* and *Vendor as Member Policies* as presented. Joanie seconded. No discussion. No absentia. **All members voted in favor.**

New Voting Schedule

Colin moved to change the voting period from February to November starting in 2014. Jill seconded. No discussion. No absentia. **All members voted in favor.**

Development Task Force Proposal

David Read presented his proposal. He explained that the task force consulted sister organizations, development professionals, and alumni affairs about development and fund raising. He offered two quick things that NEA can do right away: to add a *donate* button to the NEA website and to officially recognize our volunteers through the Board minutes. Recommendations: These included: reaching out to a sampling of our membership to have a face-to-face conversation about money, what membership needs and wants from NEA. Based on the findings create a needs assessment of the membership to determine if NEA mission aligns with those needs. Another major concept is the engagement of our members, concentrating on the full cycle (recruitment, retention, recognition, and retirement). And finally build-in the infrastructure by having a group dedicated to fund raising and development. The Board agree to have a conversation with the membership about development in June and based on the results will present a formal proposal to the Board. Alyssa thanked David for putting the proposal together.

Constituencies Task Force

The Board accepted Jim DaMico's proposal as presented and allowed another week for Board members' feedback.

Records Schedule

A records schedule draft was sent out to the Board for review and feedback. The Board recommended that all feedback be sent to Veronica by April 21st.

Inclusion and Diversity Updates

The three diversity statements drafted by the Board were available at the Spring meeting for attendees to indicate their preference. After the meeting the Board will give the membership another opportunity to choose their preferred statement online. Alyssa will then bring the most popular statement to the Board for a vote at the summer meeting.

A Diversity task force recommendation asked the Board to reach out to college and high schools students to get them interested in our profession early on. The Board asked the REPS roundtable chairs if REPS will be willing to reach out to these two groups. Due to leadership transition REPS are unable to take this on. The current REPS chairs would let the new chairs know about the project and the Board could follow up with them. The Board brainstormed a few ideas on how to reach the same goal from other venues.

Electronic Records Forum

Jill mentioned that NAGARA and the Mid-Michigan ARMA International chapter are co-sponsoring a Michigan eRecords Forum and a NEA member inquired about whether NEA would consider organizing a similar event collaborating with another ally organization. It was suggested that NEDSA and WGBH would be two organizations to partner with. The Board was enthusiastic about the idea and felt that this could be done for the fall of 2015.

Roundtable Reports

Joanie stated that roundtables are very independent and do not need to report their activities to the Board but are required to submit an annual report to the Board. Currently, NEA has eight roundtables: four submitted annual reports and four did not. Since this is a trial year and only half of the roundtables submitted a report the Board decided to give them another year to report back before starting a probationary period (the Board needs to define what probation period means). The Board will continue the discussion at the June meeting.

AWARDS

Hale Award: The winner of the Hale Award for 2014 is Eugenia Kim, Digital Archivist at Emerson College Archives and Special Collections. She will use the award to attend SIBMAS (International Association of Libraries, Museums, Archives and Documentation Centers of the Performing Arts) 2014 Conference at John Jay College in New York City, where she will attend presentations on dance preservation and digital humanities in the performing arts. The award will also be used to establish a web site dedicated to preserving Boston concert dance history.

Haas Award: The winner of the Haas Award for 2014 is Christina Zamon, Head of Emerson College Archives and Special Collections. She will use the award to experiment with AToM and cloud storage to configure it so it will operate with both Preservica and Recall. A main goal is to explore the possibility of operating an archival description and records management system without having to rely on dedicated IT and archival staff. The Haas Committee has asked Christina to present her findings and to provide a status report at the NEA Meeting in March 2015.

Scholarships: The recipient of the student member 2014 Meeting and Travel Scholarship (\$350) is Vivian Lea Solek. The recipient of the regular member 2014 Meeting and Travel Scholarship (\$300) is Elizabeth Cousins.

There was a discussion of whether or not to publish the names of award recipients on the newsletter and/or website. The Board consensus was to print the recipients' names. The Board will ask this year's winners before doing so and will change the wording on the application for next year's applicants to make them aware that if they win their names will be made public.

Communications Committee and Website

The communications committee would like to work with the web committee on developing NEA identity. Both committees agreed to have a volunteer with designing skills on the Communications committee liaise with the web committee while the web committee will find a volunteer with web skills, architecture abilities, to liaise with the communications committee. These will bring both committees together while keeping two separate co-chairs. The web committee expressed the need to add more volunteers to the committee for the purpose of having liaisons on all committees.

Finally, the Communications Committee would like to be more involved with meeting planning and other aspects of NEA activities to be able to promote and disseminate relevant information to communities and other interested in a timely manner.

Strategic Plan

Jill and Colin will update the current strategic plan and send it around to the Board for feedback, paying particular attention to those items that weren't done and discuss at the June Board meeting if we want them to be completed in the next year or to have them roll over to the new strategic plan.

Member email regarding bylaws changes

It was the consensus of the Board that the recommended bylaws changes were based on careful consideration and decided to move forward with the changes.

Everyone thanked Alyssa for her work on the Board.

Adjournment and Next Meeting Date

The meeting was adjourned at 5:03pm

Next Quarterly Board meeting will take place on June 27, 2014 at the John F. Kennedy Presidential Library and Museum, Columbia Point, Boston MA 02125.

Respectfully submitted,
Silvia Mejia