

NEA Quarterly Board Meeting

Suffolk University

Boston, Massachusetts

September 19, 2014 10:00 a.m. – 3:45 p.m.

Between September 19, 2014 and January 23, 2015 the Board discussed and voted on the following:

- Voted to approve the June 27, 2014 minutes as submitted. The motion passed with a vote of 7-0-0.
- Voted to approve the Spring 2015 meeting budget as submitted. The motion passed with a vote of 8-0-0.
- Voted to approve the NEA 2015 budget as submitted. The motion passed with a vote of 8-0-0.
- Voted to approve the Inclusion and Diversity Coordinator job description. The motion passed with a vote of 8-0-0.
- Voted to approve the assumption of the Web Committee under the Communications Committee. The motion passed with a vote of 9-0-0.
- Voted to approve the transfer of Michelle Romero to the Communications Committee as Web News/Events Content Manager for a 3-year term (September 2014-September 2017) and to approve the transfer of Kelliann Bogan to the Communications Committee as Web Administrator for a 3-year term (September 2014-September 2017). The motion passed with a vote of 9-0-0.
- Voted to approve the new description of the Communications Committee as presented. The motion passed with a vote of 9-0-0.
- Voted to approve a request from the LGBTQ Roundtable for \$75 to cover catering costs for a meet-up to be held in conjunction with the NEA Fall Symposium. The motion passed with a vote of 9-0-0.
- Voted to appoint Rosalie Gartner as a member of the Distinguished Service Award and Archival Advocacy Award Committees. The motion passed with a vote of 8-0-0.
- Voted to appoint Casey Davis, Nicole Topich and Dan McCormack to 3 year terms (October 2014-October 2017) on the Membership Committee. The motion passed with a vote of 8-0-0.
- Voted to appoint Sean Doherty and Liz Francis as interim Co-Chairs of the Academic Archivists Roundtable. The motion passed with a vote of 7-0-0.
- Voted to appoint Keith Chevalier and Kate Wells to 2015 Fall meeting committee. The motion passed with a vote of 8-0-0.
- Voted to appoint Anna Clutterbuck-Cook as Inclusion and Diversity Coordinator for a three-year term (November 2014-November 2017). The motion passed with a vote of 8-0-0.

- Voted to approve the NEA Photographer position as presented. The motion passed with a vote of 7-0-0.
- Voted to amend the FY2015 budget to add \$1620 to the cost of newsletter printing and reproduction under the Newsletter Committee to cover the cost of printing the four cover pages in partial color. The motion passed with a vote of 7-0-0.
- Voted to create the 2015-2020 Strategic Plan Task Force (December 2014-December 2015) with the charge to explore and recommend changes to the NEA Mission Statement, create a NEA Vision Statement, and draft a proposed 5-year Strategic Plan (adopted for roughly the years of 2015-2020). The members of the Task Force were as follows: Caitlin Birch (Co-chair); Jill Snyder (Co-chair); Erica Boudreau; Stephanie Call; Elizabeth Caron; Johanna Carll; Anna Clutterbuck-Cook; Hanna Clutterbuck-Cook; Kathryn Donahue; Maureen Jennings; Juliana Kuipers; Michael Lotstein; Colin Lukens; Silvia Mejia; Nova Seals; Jessica Sedgwick; Elizabeth Slomba; Jessica Tanny. The motion passed with a vote of 6-0-0.
- Voted to appoint the following people to the 2015 Awards and Scholarships Committee:
Hale Award Subcommittee: Erica Boudreau; Tessa Cierny; Sara Goldberg ; Pamela Hopkins; Kimberly Kennedy; Silvia Mejia; Jessica Sedgwick; **Haas Award Subcommittee:** Erica Boudreau; Tessa Cierny; Orson Kingsley; Veronica Martzahl; Silvia Mejia; Jessica Sedgwick; **Audio-Visual Professional Development Award Subcommittee:** Jessica Bitely; Erica Boudreau; Tessa Cierny; Alison Clemens; Sara Goldberg ; Silvia Mejia; Jessica Sedgwick; **Meeting and Travel Scholarship Subcommittee:** Erica Boudreau; Tessa Cierny; Kelly Francis; Maggie McNeely; Silvia Mejia; Marilyn Morgan; Jessica Sedgwick. The motion passed with a vote of 7-0-0.
- Voted to approve the new curriculum development contract language that reflects NEA's support and approval of using a Creative Commons CC-BY-NC-SA "Attribution-Non-Commercial-ShareAlike 4.0 International" license. The motion passed with a vote of 7-0-0.
- Voted to appoint Taylor McNeilly, Rose Oliveira, and Caleigh Ross to the 2015-2020 Strategic Plan Task Force. The motion passed with a vote of 6-0-0.
- Voted to approve Rosemary Davis as a member of the Distinguished Service Award and Archival Advocacy Award Committees. The motion passed with a vote of 6-0-0.
- Voted to appoint Elizabeth Cousins to the Haas Award Subcommittee of the Awards and Scholarships Committee. The motion passed with a vote of 7-0-0.
- Voted to approve the board procedures document as submitted. The motion passed with a vote of 8-0-0.
- Voted to allocate \$300 of the \$500 contained within the Inclusion and Diversity budget to provide hospitality to NEA members who consult the IDC around issues of inclusion and diversity. The motion passed with a vote of 6-0-0.

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| 10:00-10:05 | Welcome and New Business |
| 10:05-10:15 | Approval of Board Minutes |
| 10:15-10:45 | Spring 2015 Budget: Liz Francis |
| 10:45-11:15 | FY2015 Budget: Juliana Kuipers |
| 11:15-11:30 | Inclusion and Diversity Coordinator Job Description: Alyssa Pacy and Jill Snyder |
| 11:30-12:00 | Board Policies and Procedures: Hanna Clutterbuck-Cook, Adrienne Pruitt, Jill Snyder |
| 12:00-1:00 | Lunch |
| 1:00-1:30 | Membership Survey: Hanna Clutterbuck-Cook |
| 1:30 –2:30 | Strategic Plan (Discussion of the Education Committee and Community Service Projects included): Colin Lukens and Jill Snyder |
| 2:30-2:45 | Naming Awards: Colin Lukens |
| 2:45-3:15 | Communications and Web Committees Structure: Jessica Tanny and Kelliann Bogan |
| 3:15-3:20 | Registrar's Report: Emily Tordo |
| 3:20-3:30 | Next Meeting |
| 3:30 | Adjournment |
| 3:30-3:45 | Executive Session: Alyssa Pacy |
| 3:45 | Happy Hour |

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In attendance: Tessa Beers, Erica Boudreau, Stephanie Call, Anna Clutterbuck-Cook, Hanna Clutterbuck-Cook, Abigail Cramer, Liz Francis, Pamela Hopkins, Juliana Kuipers, Colin Lukens, Silvia Mejía, Heather Mumford, Alyssa Pacy, Adrienne Pruitt, Jessica Sedgwick, Jill Snyder, Jessica Tanny, Emily Tordo, Jane Ward.

Welcome and New Business

At 10:05 a.m. Jill Snyder called the meeting to order, followed by Board member introductions.

Silvia moved to approve the June 27, 2014 minutes as submitted. Juliana seconded. No discussion. No abstentions. **All members voted in favor. (7-0-0)**

Spring 2015 budget

Liz Francis reported on the Spring 2015 budget. She said that there are opportunities for sponsorship of breaks, the reception, and plenary speakers. Several location institutions are being approached, and sponsorships by companies are also welcome. Liz reported that the reception will be on-site, and that the hotel will not allow outside beer or spirits, although they will allow wine (and of course we can solicit cash donations from companies). There was some clarification of terms regarding badge supplies and the cashier for box lunches, as no food is allowed from outside during the brown bag sessions. Juliana commented that the profit goes down as the number of attendees goes up and asked if there was the possibility of going into deficit; those numbers have not been run yet. MARAC will be taking in all vendor and tour income and we are splitting up front costs with MARAC.

It was noted that there is only room in the conference session spaces for 420 people total, although there is room for all potential attendees in the reception and plenary talks. The Board agreed that given fluctuations in daily attendance, a cap on registration was both unnecessary and logistically difficult. Use of the Guidebook app might allow us to project attendance at particular sessions, and we could insert language in the program about arriving early, as they did at the last SAA meeting. The future of paper programs will be discussed at the June meeting; going paperless would have negative monetary implications. Vendor income from newsletter ads can't exceed \$1,000 without incurring increased accountant fees for tax filing. We will explore our options in this regard.

Jill noted that the Board thanks all contributors for their work on behalf of the Spring 2015 meeting. Juliana moved to approve the Spring 2015 budget. Tessa seconded. **All members voted in favor. (8-0-0)**

FY2015 budget

Juliana Kuipers presented the proposed FY2015 budget. Although there is a projected deficit, it is much less than the deficit projected in previous years. Also, although a budget was projected this year, we will in fact show a profit for FY2014. Juliana pointed out that the FY2015 budget contains some one-time anomalies related to the joint Spring 2015 meeting, including reception and tour income and Education income and expenses, which are counted as part of the meeting budget rather than as a separate item in the Education budget. The A/V award income is a new income item. Juliana noted that our investment income is low, which may be an area of opportunity for a future treasurer to address.

Expenses in the budget are largely based on requests presented by the Board and roundtables. Accountant expenses have gone up, as mentioned previously. There are added line items for Board meeting catering, diversity training, conference deposits, and the JCAS. The usual travel reimbursement for meetings line item has been removed for Spring 2015 because it is a joint meeting, but in general Board members can request reimbursement at the IRS rate for travel over 100 miles to attend the winter and summer meetings. This is not actively funded, but please get in touch with Juliana if it applies.

Travel and meeting scholarship funds have been increased with the aim of rewarding more scholarships in lesser individual amounts. There is a line item for ADA compliance at meetings; again, this is not actively funded, but will be paid if needed. It is kept as an overt budget item to emphasize our commitment to diversity and inclusion. Roundtable requests were approved, and Erica will notify them. Education is planning many stand-alone workshops, which will help us build some historical data for that model. Membership expenses have gone down as we no longer need to pay for renewal reminder postcards because Wild Apricot sends reminder emails. Jessica Tanny asked if the website expenses would remain a separate line item when the Communications Committee and Web Committee merged; yes, as the website expenses are stable and part of the general NEA operating expenses. Juliana reminded the Board that requests for additional funds after the budget has been finalized can be passed by her, but that they must be approved by the Board.

Jill thanked Juliana for her excellent work with the budget and for reducing our deficit. Jessica Sedgwick moved to approve the budget as submitted. Silvia seconded. No abstentions. **All members voted in favor. (8-0-0)**

Inclusion and Diversity Coordinator Job Description

Jill Snyder presented the proposed Inclusion and Diversity Coordinator job description. Although it is vague, it provides a starting point and can evolve over time. We will be looking for the person who takes this position to help define what it can be, and this will be mentioned in the announcement. The approved job description will be presented to members; those interested will be asked to submit a vision and interest statement describing their vision for the position and identifying relevant experience within or outside of the workplace. Selection criteria will include NEA membership; demonstrated experience collaborating around diversity issues; a strong commitment to inclusion and diversity; public outreach experience; and a three-year commitment. If there are multiple candidates, the Vice-president and President will review and present top candidates to the Board for final selection.

Tessa moved to approve the job description as discussed. Erica seconded. No abstentions. **All members voted in favor. (8-0-0)**

Board Policies and Procedures

Hanna Clutterbuck-Cook, Jill Snyder, and Adrienne Pruitt presented a draft document designed to answer questions about voting procedures and use of Board time. The Board was generally in favor of a short FAQ-like document like this; it should be renamed "NEA Board Procedures." This document will be slightly reworked by Hanna and sent out for a vote; when approved, it will be put on the website. Current policies should also be added to the website. New members of the Board will be pointed to this document for their reference.

Discussion of this document led to a discussion of the Policies & Procedures Manual, which has not yet been completely updated and which is not very usable in its current form. When updated, the document

formerly known as the Policies & Procedures will be renamed the Historical Vote Index. The index will retain an alphabetical subject arrangement although the categories may be updated. This updated index will be submitted by the Secretary for the January meeting. At some point an actual Policies & Procedures document, with useful appendices, should be compiled, and it will be updated by the Secretary whenever a vote affecting the Policies & Procedures is taken. This will be discussed at the summer meeting. In addition, after today's meeting, the organizational chart will be updated by Juliana and sent to Jessica Tanny to be put on the website. **No vote taken at this time.**

Naming Awards

Colin Lukens requested feedback from the Board regarding named awards. Most awards are fluctuating based on the NEA budget; if an award is named after someone, is there a commitment to funding the named award in perpetuity? Is it more appropriate to attach a name to a pre-existing award? Although the Board was in favor of a named award, particularly one devoted to early career professionals, they were not in favor of attaching a name to a pre-existing award, like the Distinguished Service Award. The named could potentially be attached to the meeting attendance scholarship, which is relatively new, having begun last year. There should be fundraising to establish an endowment for the named award, as was previously done for the Hale Award. The Hale Award also needs funding. The new development initiative may take these issues on. At the moment, Colin will approach the family of the proposed honoree. **No vote taken at this time.**

Registrar's report

Emily Tordo presented the Registrar's report. There are 57 people registered for the Fall Meeting. All but one of the presenters is registered. Dan Bullman, who won a registration at Jeopardy, and the membership survey registration winner, are both registered. Attendance for the Fall Meeting is capped at 150, so this is very good. The stand alone preservation workshop currently has 7 people registered – it needs 10 to run. 4 of the registrants were members, 3 non-members. The workshop registration deadline is November 9. "Advanced" registration should just be called registration from now on, at least for workshops, as there is no onsite registration for workshops. Jessica will send out another blast a week before the end of early bird and regular registration. Wild Apricot allows us to filter email reminders so those who have already registered don't get annoying multiple reminders.

Membership survey

Hanna Clutterbook-Cook presented the results of this year's membership survey. There were 167 responses when the survey closed August 30. 90% of the respondents were current members. Reasons for non-membership were lack of relevance of conference and workshop offerings; geographic location of workshops and conferences; and their particular job or lack thereof. Most have been members for 1-5, consecutively; most members employed full-time; most at academic archives; most relatively stable. Comments indicate that most members are happy with things as they are. Suggested areas for change and growth include diversity, advocacy, greater geographic diversity of offerings. Although we can pull information on overall geographic diversity from the membership database via Wild Apricot, we might also want to include it on the next membership survey as part of the standard demographic questions.

Many people were willing to fill out the narrative fields, which is good, as it indicates they are engaged, and believe that we will do something about their suggestions. Most suggestions for change are more about improvements rather than radical, substantive changes. Members want NEA to prove its value; they want us to advocate for the profession; they want to know that their professional organization supports its members and "has their back." Advocacy was a strong theme in the comments. The Board

thanked Jessica and Hanna for running the surveys. There has been consistently increased response every year since 2009.

Strategic Plan

Colin Lukens and Jill Snyder presented the proposed outline for the 2015-2020 strategic plan. Colin reviewed the comments in the last membership survey and compiled a list of issues most important to members: community, networking, advocacy, education, inclusion, and diversity. Development was also added as a priority to ensure that NEA's activities are sustainable. Colin and Jill looked at SAA's and NARA's plans. The last strategic plan was good but rather long and complicated. Jill would like the next one to be a broader overview more like SAA's. The vision in the proposed outline is drawn from our bylaws. The mission is the same as in the previous strategic plan. Proposed values include some drawn from SAA.

Jill would like to create a task force drawn from volunteers from the Board and membership to write the strategic plan, with a draft out for comments by January and a vote by members at the Spring meeting. There was concern expressed that this was not sufficient time for an informed vote, and that this deadline would rush the process. It was decided that a task force would be established to discuss the vision and mission which would be presented to membership for comments. The vision and mission would then be voted on at the Spring Meeting. Another six months would then be spent identifying the values, goals, strategies, and action items which would reflect the vision and mission voted on by membership but which would require no further vote. The values, goals, strategies, and action items (or some boiled-down version of them) would be presented in the member survey, sent at the end of June or beginning of July. The strategic plan will be finalized in September 2015. This will allow sufficient time, transparency, and opportunities for member input, without delaying the process unduly.

Some potential action items were suggested, including 1) to fulfill our goal of increasing diversity, we will increase diversity in our membership by X percent; 2) we will increase student membership by X percent; 3) we will increase greater geographic involvement by X percent; 4) we want to encourage rural lone arrangers; 5) to ensure that our goals are sustainable, we will increase donations by X percent. Of course, action items will support the overall strategic plan and depend on what is decided by the task force and membership.

Hanna volunteered to serve on the Strategic Planning task force. A call for volunteers for the Strategic Planning task force, for the award committees, and for the Inclusion and Diversity Coordinator will be sent out to members.

Communication and Web Committees

Jessica Tanny presented a plan to formally merge the communications and web committees. She and Kelliann Bogan met on September 11 to discuss internal and external communications, website redesign, and structure, and they will be sending a report of that meeting. There was some discussion of exactly which positions should be part of the non-voting executive board; that will be taken up at a later time. Communications Committee members have very defined roles, and at the moment that is necessary. The new Communication Committee org chart will be added to the website. Tessa will be the Representative-at-Large for the restricted Communication committee.

Alyssa moved to approve the assumption of the Web Committee under the Communications Committee. Tessa seconded. No discussion. No abstentions. **All members voted in favor. (9-0-0)**

Jessica will reformat the new Communications Committee description and organizational chart and send for a vote later via email. **No vote at this time.**

Tessa moved to approve the transfer of Michelle Romero to the Communications Committee as Web News/Events Content Manager for a 3-year term (September 2014-September 2017) and to approve the transfer of Kelliann Bogan to the Communications Committee as Web Administrator for a 3-year term (September 2014-September 2017). Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor. (9-0-0)**

Other business

The discussion on **e-learning** is tabled for the moment.

The **REPS day of service event** was very successful and might be replicated at meetings. This is a good draw for local media, promotes archivists and archives, and is a form of advocacy.

The **Spring 2017 meeting** will be held in Hyannis on March 23-27. This potentially risks losing a deposit, but booking early positions NEA to get better venues. There is no food and beverage minimum and no room block at this venue. The Board agreed that this venue should be booked.

Meeting reports will be added to the wiki from this point forward.

Next meeting

The next meeting will be held on January 23, from 10 a.m. to 3:30 p.m. The snow date is January 30.

Adjournment

The meeting was adjourned at 2:30 p.m. After a brief adjournment, the voting members of the executive board reconvened for an executive session from 3 to 3:30 p.m. Minutes from this session are closed.

Respectfully submitted,
Adrienne Pruitt