

## **NEA Quarterly Board Meeting**

Boston College

Boston, Massachusetts

January 23, 2015, 10 a.m. – 4 p.m.

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

- Voted to approve the September 19, 2014 minutes as submitted. The motion passed with a vote of 6-0-0.
- Voted to approve the Fall 2015 workshop and lecture hall fees as proposed, and the honoraria as amended to \$100 each for Instructors 2 and 3, with the caveat that if one of the instructors is also a committee member, they will receive no monies. The motion passed with a vote of 7-0-0.
- Voted to disband the Crafter's Roundtable, due to inactivity and lack of communication. The motion passed with a vote of 7-0-0.
- Voted to increase this amount from \$500 to \$1000 to fully fund the honorarium for writing the curriculum for the Education Committee's reference workshop in FY2015. The motion passed with a vote of 7-0-0.
- Voted to approve Stephanie Call's appointment as the Education Committee Chair through March 2017. The motion passed with a vote of 8-0-0.
- Voted to appoint Casey Davis as co-chair of the Membership Committee (February 2015-2018). The motion passed with a vote of 7-0-0.
- Voted to sponsor the archival session at the Mass Historical Conference on June 1st, 2015 in the amount of \$500. The motion passed with a vote of 8-0-0.
- Voted to appoint Lily C. Troia and Caleigh Ross to serve on the Education Committee for a one-year term (March 1, 2015 to March 1, 2016). The motion passed with a vote of 7-0-0.
- Voted to approve the NEA Records Schedule as submitted. The motion passed with a vote of 7-0-0.
- Voted to appoint Carolyn Hayes (Session Reports/Internet Tidbits editor) and Jessica Holden (Inside NEA/This Season in NE editor) as Senior Co-Editors of the Newsletter from January 2016 through the end of their terms in January 2017, Sean Parke as the News and Notes Editor for a three year term from October 2015 to October 2018, and Claire Lobdell as the Reviews Editor for a three year term from January 2016 to January 2019. The motion passed with a vote of 8-0-0.

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10:00-10:05	Welcome and New Business
10:05-10:15	Approval of Board Minutes
10:15-10:30	Treasurer's Report: Juliana Kuipers
10:30-10:45	Awards and Scholarships: Colin Lukens
10:45-11:15	NEA Bylaws: Colin Lukens
11:15-11:45	Fall 2014: Abby Cramer
11:45-12:15	Fall 2015: Lisa Long Feldman
12:15-1:15	Lunch
1:15-1:45	NEA Records Schedule: Abby Cramer, Juliana Kuipers, Adrienne Pruitt, Jill Snyder
1:45-2:15	Inclusion and Diversity Coordinator Report: Anna Clutterbuck-Cook
2:15-2:45	Remote Board Meeting Access: Anna Clutterbuck-Cook
2:45-3:15	Roundtables: Erica Boudreau and Jessica Sedgwick
3:15-3:45	Insurance: Colin Lukens and Jill Snyder
3:45-4:00	Next Meeting
4:00	Adjourn

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January 23, 2015, 10 a.m. – 3:45 p.m.

**In attendance:** Erica Boudreau, Stephanie Call, Paul Caserta, Tessa Cierny, Anna Clutterbuck-Cook, Abigail Cramer, Lisa Long Feldman, Liz Francis, Pamela Hopkins, Jennifer King, Juliana Kuipers, Colin Lukens, Giordana Mecagni, Marilyn Morgan, Heather Mumford, Adrienne Pruitt, Megan Schwenke, Jessica Sedgwick, Jill Snyder, Jessica Tanny, Emily Tordo, Jane Ward.

### **Welcome and New Business**

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

Colin Lukens moved to approve the September 19, 2014 quarterly board meeting minutes as submitted. Jessica Sedgwick seconded. No discussion. No abstentions. **All members voted in favor. (6-0-0)**

### **Treasurer's Report**

Juliana Kuipers presented the treasurer's report. Last year there was an anticipated deficit of \$12,000, but instead there was a profit of just over \$8,000. NEA made a profit on both meetings, whereas the goal is just to break even. When the new meeting structure is reviewed, we might want to consider either dropping prices, or funding additional scholarships with the profit. The dues line in the budget is artificially high by about \$4,000, because the membership year was changed; dues represent a 16-month period. The interest income is abysmally low and we should change the way we invest: if anyone is interested in helping brainstorm how to do this, let Juliana know. Juliana was able to quadruple the interest on the Hale fund, but that still only amounts to \$4/month; on \$14,000 that's too low. The Haas award has only \$2,000 remaining in the fund, which means there are only two awards left. We would have to wait another four years to give another award, and then another four years after that, because the only income coming into that account is \$250/year that the Board contributes. ARMA also used to give \$250/year but has withdrawn from the program. This award is not currently sustainable. Development should concentrate on this when it gets up and running.

Juliana clarified that requests for funds should be sent to her first to check availability, but she does not approve requests; all requests for either new funds, or a change of purpose for funds already approved, are sent to the Board for a vote.

NEA has tax-exempt status with Office Max in MA and RI and Juliana can order supplies on request, or provide copies of the tax-exempt certificate for other purchases. After taxes are filed this year, she will also come up with a reimbursement form for expenses. NEA is not eligible for tax-exempt status in ME. She is looking into CT, NH, and VT.

### **Awards and Scholarships**

Colin Lukens discussed awards and scholarships. He is concerned that the previously proposed new named award would not be adequately supported, given that the Haas fund is not currently supported. Colin is also concerned that the AV award was not given this year, and would lack of applications be an issue with a new award? In discussion, it was pointed out that meeting scholarships, as the proposed new named award would be, never lack for applicants. Also, when the Hale and Haas awards were set up, the honorees were very well known in the community and there was a substantial fundraising drive. Haas is problematic possibly because it is very specific, related to record management, and because

ARMA no longer supports it; these problems would not plague the new award. The Board was overall in favor of renaming an existing meeting scholarship award; Colin will approach the family of the proposed honoree with the aim of submitting a motion for a vote at the summer meeting, and starting a fundraiser in the fall. Anyone who has concerns or questions about this new named award should contact him.

During discussion of awards, the possibility of an “emerging leader” award came up; that is tabled for the moment. Raising an endowment for the AV award was also discussed, as was increasing the profile of the awards/scholarships info on the website. We should examine whether all awards map to the strategic plan, when the new one is completed. Pam Hopkins asked Colin to write something for the October newsletter to encourage nominations for awards. Archival Advocacy and Distinguished Service sometimes don’t receive any nominations; if they go for five years with no nominations, we might want to discuss whether or not to continue them.

### **NEA Bylaws**

Colin Lukens presented the proposed bylaw changes. The bylaws were presented to the Secretary on schedule and will go out to the membership in February, and be voted on all by all members at the annual business meeting. The proposed changes reflect our current practice of online voting, which NEA has done for the past five years. Heather Mumford will also change the newsletter manual to reflect new practices. Anna Clutterbook-Cook asked that we ensure that email voting is accessible to all members. The ballot will also be posted to the website, and printable as an attachment from the email. Concerns about voting procedure were also linked to concerns about over-representation of MA in NEA leadership; in fact, it is proportional to membership. As early as 1977, this has been an issue. The Constituencies Task Force is seeking to increase participation in other states. After the next membership survey, the percentage of members by state could be posted on the website.

### **Fall 2014**

Abby Cramer reported on the Fall 2014 meeting feedback. Overall, the response to the new meeting structure is positive. The willingness to experiment with new formats is also appreciated, even if the “unconference” format of Fall 2014 wasn’t a success. The subject – real people doing real things – was popular, the audience participation portion was not. The time built in to network was well-received. The workshop-style fall meeting is more popular. Geographic diversity is good but accessibility by public transport is important, as is scheduling and clear communication of the meeting’s theme. The low cost is a very big “pro” and should be kept. Fall meetings may simply be smaller; maybe 120 is a more reasonable registration number than 150. Abby did experience some difficulty regarding communication of deadlines and expectations, but Alyssa Pacy’s new meeting manual will help with this.

Post-meeting survey results were flawed due to survey design; changes can be sent to Jessica Tanny. Abby recommends sending a “why didn’t you attend” survey. Emily Tordo will take over survey analysis (working with the program chair), incorporating historical analysis and correlating with registration data, and will present an executive summary. NEA could then compare our results with peer organizations. This task of analyzing meeting survey results will be reviewed after the Fall 2015 meeting and may be added to the official job description of Registrar if warranted. Any comments, questions, or expectations should be sent to Emily, and she will send an email outlining her proposed procedures.

Membership is always split on meeting structure: NEA will survey membership in May this year. One of the options should be for no fall meeting, with more workshops and meet-ups. The trial period for the

new structure was two years, and the Board will vote on whether we keep this structure. The Fall 2015 meeting and Spring 2016 meeting are already booked and will not be changed.

### **Fall 2015**

Lisa Long Feldman presented the proposal and budget for the Fall 2015 meeting, called “Foto15”. The workshop portion will involve shuttling people between venues. The wet plate collodion workshop on Empire Street is on the second floor and is NOT accessible; there will be an alternate activity in the cyanotype workshop or a reduction in registration price, which will be noted on the registration form, where Anna will be listed as the contact person for anyone with accessibility issues. Lisa will ask if recording the symposium and performance is a possibility. Taping is not currently included in pricing. If the symposium is recorded, it should be announced at the beginning of sessions and release forms should be signed.

There was discussion of the program and the budget. The workshop price will include the symposium. Honoraria for the keynote speaker and instructor fees were considered high. However, because of the specialized nature of the symposium, speakers and instructors were solicited – there was no call for papers or volunteers. There was general support for honoraria for invited speakers, but also concern that if an instructor were a member of the committee, there would be a potential conflict of interest. The fees for instructors 2 and 3 were cut to \$100 each and the committee member will be asked if she is willing to donate her time. If not, another instructor will be sought. Pricing and other details of the budget will be adjusted before a final budget is voted on in March.

Tessa Cierny motioned to approve the workshop and lecture hall fees as proposed, and the honoraria as amended to \$100 each for Instructors 2 and 3, with the caveat that if one of the instructors is also a committee member, they will receive no monies. Adrienne Pruitt seconded. **All members voted in favor. (7-0-0)**

### **NEA Records Schedule**

The Board thanked Joanie Gearin, Veronica Martzahl, Abigail Cramer, Juliana Kuipers, Adrienne Pruitt, and Jill Snyder for their work on the NEA records schedule, a new draft of which was presented. Procedural information has been removed and there will be a separate implementation guidance document. Emily requested that *section IIIe. Conference and Meeting materials - Detailed attendee lists* be changed to read “Destroy when no longer needed.” This amendment will be made, and the draft submitted to Kyle Courtney for legal review. The reviewed draft will then be voted on by the Board over email. The document will be a work in progress and is designed to be updated periodically. When the schedule is approved, the Records Management Roundtable and the Archivist will be asked to help with the implementation guidelines. **No vote at this time.**

### **Inclusion and Diversity Coordinator Report**

Anna Clutterbuck-Cook presented the Inclusion and Diversity Coordinator Report. She met with the Simmons Anti-Racism Working Group for coffee on January 22 to discuss their experience with NEA and what they’re looking for in a professional organization. She hopes to make more face-to-face contacts over the next year. If there are suggestions as to whom she should be in touch with, let Anna know. She had dinner with Karen Abramson, one of the two of the Diversity Task Force, a few weeks ago will be meeting with Michelle Gachette at the end of January, and there will be a focus group with REPS in February. Anna will also be meeting with people at the March meeting. She will submit a work plan with a timeline at the summer meeting. SAA actually reached out to NEA about this new position, and Anna submitted a blog post to SAA. Emily and Anna will liaise about registration and accessibility issues. The

three-year budget submitted was informational. The Board thanked Anna for her work and her ability to combine concrete actions with larger philosophical ideas.

### **Remote Board Meeting Access**

Anna Clutterbuck-Cook presented some options for remote board meeting access. This is a question that comes up fairly frequently. The Board was generally in favor of remote access for members with a log-in, dependent on the availability of technology and the meeting space capabilities. This would allow access for members but maintain the “safe space” that leads to open discussion. When we have offered livestreaming of the Fall meeting, there was limited interest, but this is an avenue NEA should pursue, as it could also be useful for the mentoring circles, online workshops, and webinars. The mentoring circles have had a lot of technical difficulties. Tessa will look into Blackboard and let the Board know what she finds, and Marilyn has some information she will send to Tessa. Stephanie will look into Gotowebinars and Webx. Jessica Sedgwick has also used Moodle and will summarize for the Board. The Board should be considering what technical capabilities are most important. The Coalition to Advance Learning in Archives, Libraries, and Museums offers webinars and could be a potential partner. NEA could perhaps exploit its RAC membership. The question of monitoring comments for remote access will be assigned at each meeting. Anna will come up with some wording about remote access and send it to Jill – something along the lines of “If you are unable to attend in person, please contact us for remote access.”

### **Roundtables**

Erica Boudreau and Jessica Sedgwick presented the Roundtables Review Report. They sought Board input on changing the Handbook for Roundtables. The Board agreed that changing the minimum number of members to 10 was reasonable, with the caveat that non-NEA members were not eligible for roundtable membership - anyone can belong to the list-serv, but they don't count as members. Roundtables should be required to meet once a year; the type, place, and time of the meeting are not specified. Roundtables will be provided space at the Spring meeting, and have a representative to staff the info table. In addition, if roundtables endorse a session, it will receive special consideration. The Roundtable liaisons will look into the former SAA model and then decide how endorsements will be handled.

The minimum leadership term will be changed to a year, with a maximum term of three years, consecutive terms allowed, and no maximum number of terms. The three person steering committee will be optional rather than required. The current requirement for written rules will be cut. Regarding web presence, roundtables may update the information available about them on the NEA website by emailing Jessica Tanny or Kelliann Bogan, but NEA will not provide a sub-page. Emily Tordo has volunteered to help any roundtable build a web page. Roundtable members may join at any time. The handbook will be updated to state that roundtables may have co-chairs. The handbook will also be updated to state that a Moving Image and Recorded Sound roundtable member is expected to serve on a the Audiovisual Professional Development Award committee and a Records Management roundtable member is expected to serve on the Haas Award committee. Other roundtables may be added to other committees if their subjects suggest an affinity.

Jessica Sedgwick moved to disband the Crafter's Roundtable, due to inactivity and lack of communication. Tessa Cierny seconded. **All members voted in favor. (7-0-0)**

### **Insurance**

Colin Lukens and Jill Snyder discussed NEA's insurance. NEA has liability insurance, which was first purchased for the Salve Regina meeting. NEA does not have directors' and officers' insurance, which

covers potential embezzlement and suits against board members, because the risk is very low, and because it's an all-volunteer board. Salve Regina also required sexual harassment insurance for any participants under 18. There were no participants under 18 at that meeting, so we didn't get that insurance. However, because there have been participants under the age of 18 in the past, it sparked a bigger discussion. The question was raised as to whether it can be purchased on an event-specific basis; it is even more expensive in that scenario. Most often all that will be required is general liability (event) insurance, but some venues may require specific sexual harassment insurance. A waiver signed by participants would not have been sufficient in the case of Salve Regina. However, it would be a good idea to have a waiver for underage participants to sign in general, as well as a code of conduct that would govern all participants. A code of conduct is on Anna's list of things to do, and it will include a checklist for dealing with underage attendees. If there is a code of conduct, and having policies in place for dealing with underage attendees, we are fulfilling our responsibilities to participants. We do want to encourage high school students to participate, safely, without a lot of legal risk, and without unnecessary barriers to participation. If people are under 18 and not presenters, age isn't verified on registration. We can keep this in mind and revisit later.

Jill suggested we get a quote for sexual harassment insurance; Juliana said the form for it doesn't apply to NEA, because it isn't an employer. Based on that form, no one would want to insure NEA. Legal counsel suggested because the risk is so low, it was unnecessary. The Board expressed an interest in looking into the price of the insurance, in any case, for an age range from 14-100, even if the result is that the application is denied. Juliana will look into this.

#### **Other business**

A volunteer interested in being more involved in NEA contacted Jill, who asked where volunteers are needed: Jessica Tanny is still looking for a photographer, and Stephanie Call needs a student to be on the Education Committee. The newsletter will be looking for someone to start shadowing in July or October – Heather's term is up in October and Pam's term is up in January 2016. They will advertise in the next newsletter for replacements. The Fall 2016 and Spring 2017 committees need members. At the Spring 2015 meeting, there will be a "Call to Action" before the plenary for committee co-chairs to attend and solicit volunteers.

The discussion of insurance brought up the issue of verifying student member registrations. After some discussion, the Board agreed that adding a disclaimer stating that "NEA reserves the right to audit student membership status and require documentation" would be sufficient. Jill will alert the membership secretary to this change. On the join/renew page on the website, Kelliann Bogan will add that language. The membership committee can audit at their discretion.

#### **Next meeting**

The next meeting will be held on March 19, 2015, from 1-5 p.m. at the Park Plaza Hotel in Boston. Jill encouraged members to participate in the day of service in the morning.

#### **Adjournment**

The meeting adjourned at 3:45 p.m.

Respectfully submitted,  
Adrienne Pruitt