

New England Archivists Board Meeting
December 4, 2015
10 am – 4:00 pm
Hampshire College
Amherst MA

Between December 4, 2015, and March 31, 2016, the Board discussed and voted on the following:

- Voted to approve September 25, 2015 minutes as submitted. The motion passed with a vote of 5-0-0.
- Voted to approve the following as members of the 2017 Program committee: Amanda Sherman; Erica Boudreau; Moira O’Connell-Morganstein; Judith Farrar; Bryan Sutherland; and John Healey. The motion passed with a vote of 8-0-1.
- Voted to approve the appointment of the following as members of the five Award and Scholarship committees for 2015/2016:
 - Richard W. Hale Jr. Professional Development Award: Jessica Sedgwick (Chair); Claire Lobdell; Erik R. Bauer; Erica Boudreau; Abigail Cramer ; Silvia Mejia; and Sónia Pacheco.
 - Richard L. Haas Records Management Award: Silvia Mejia (Chair); Elizabeth Cousins; Erica Boudreau; Abigail Cramer; Kris Kobialka; Jessica Sedgwick; and Elizabeth Walters
 - A/V Professional Development Award: Erica Boudreau (Chair); Leah Weisse; Abigail Cramer; Silvia Mejia; Laurel Gildersleeve; Ben Johnson; and Jessica Sedgwick
 - NEA Member Meeting and Travel Scholarship: Abigail Cramer (Chair); Marilyn Morgan; Erica Boudreau; Irene Gates; Silvia Mejia (Rep-at-Large); Elizabeth Russell; and Jessica Sedgwick
 - Susan J. Von Salis Student Meeting and Travel Scholarship: Abigail Cramer (Chair); Marilyn Morgan; Erica Boudreau; Michelle Chiles; Silvia Mejia; Deborah Richards; and Jessica Sedgwick.
- The motion passed with a vote of 9-0-0.
- Voted to update the Distinguished Service Award description with the following sentence under Eligibility: “The DSA can be awarded posthumously.” The motion passed with a vote of 9-0-0.
- Voted to approve the NEA FY2016 budget and the Spring 2016 Meeting budget. The motion passed with a vote of 9-0-0.
- Voted to appoint Pamela Hopkins (3 year term; February 2016-February 2019) and Heather Mumford (3 year term; January 2016-January 2019) as Co-Chairs of the Membership Committee. The motion passed with a vote of 9-0-0.
- Voted to rescind the Vendor as Member and Vendor as Presenter policies and adopt one unified Vendor Policy, as stated below.

New England Archivists (NEA) defines a vendor as any individual or group that represents companies, products, or services, for-profit or not-for-profit. For a set fee, NEA offers vendors and individuals representing companies, products, and services dedicated space in a variety of formats, including but not limited to the NEA newsletter, the vendor showcase at meetings, and advertisements in programs or online. In an effort to eliminate any conflict of interest yet provide

optimal educational opportunity, vendors may present at a conference or meeting only as an invited guest on a panel, discussion group, or other programmatic component, and where their participation improves the event. New England Archivists (NEA) does not restrict a vendor from becoming a member. In the case where a member is a vendor, that individual cannot abuse the privileges of being a member. The individual is prohibited from using the membership database, which s/he will have access to as a member, to advertise his company, product, or services.

The motion passed with a vote of 9-0-0.

- Voted to approve the 2016-2020 NEA strategic plan. The motion passed with a vote of 9-0-0.
- Voted to appoint Sarah Hayes to the Membership Committee for a three-year term (January 2016-January 2019). The motion passed with a vote of 9-0-0.
- Voted to approve the expense of \$56.70 to create preferred pronoun buttons at the spring 2016 meeting. The motion passed with a vote of 9-0-0.

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10:00-10:10	Welcome, Introductions, and New Business
10:10-10:15	Approval of Board Meeting Minutes (September 2015)
10:15-10:40	Spring 2016 Meeting: Megan Schwenke (Chair - Spring 2016 Program Committee)
10:40-11:40	2016 Budget: Juliana Kuipers (Treasurer)
11:40-12:00	Commemorations: Jill Snyder (Immediate Past President) and Colin Lukens (President)
12:00-1:00	Lunch
1:00-1:10	Regroup
1:10-1:55	Constituencies Task Force (CTF) Final Report: Tom Doyle and Erik Bauer (Co-chairs, CTF)
1:55-2:15	Fall 2016 Meeting, A.R.T. of NYC and NAGARA: Jennifer Gunter King (President-elect/VP) and Colin Lukens (President)
2:15-3:00	Survey Data Mining Report: Emily Atkins (Registrar)
3:00-3:15	Break
3:15-4:00	Strategic Plan: Jill Snyder and Caitlin Birch (Co-chairs, Strategic Plan Task Force)
4:00	Adjourn

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In attendance: Emily Atkins, Erik Bauer, Caitlin Birch, Erica Boudreau, Abigail Cramer, Ellen Doon, Tom Doyle, Krista Ferrante, Liz Francis, Pam Hopkins, Jennifer Gunter King, Juliana Kuipers, Colin Lukens, Adrienne Pruitt, Megan Schwenke, Jill Snyder.

Welcome and New Business

At 10 a.m. Colin Lukens called the meeting to order. Under new business, Colin announced that Pam Hopkins and Heather Mumford had stepped forward as potential co-chairs of the Membership Committee. A formal vote will be called later in the year.

Approval of Board Minutes

Juliana Kuipers moved to approve the September 25, 2015 quarterly board meeting minutes as submitted. Adrienne Pruitt seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

Spring 2016 Meeting

Megan Schwenke presented an update on the Spring 2016 meeting and distributed an updated budget and a draft schedule. Early bird registration is set to open January 11, 2016. The second plenary speaker is confirmed: Caleb Neelon, graffiti artist and co-author of a book on the history of American graffiti. There will be two session blocks a day, four concurrent sessions at a time, for a total of sixteen. The awards ceremony is separate from the business meeting this year, during a special 45-minute break. The Board agreed that this was enough time for the awards ceremony. When the Membership Committee leadership is finalized, Megan requested that they discuss the planned New Member Breakfast and Resume Review events. It was suggested that resume review efforts should be better coordinated this year and expectations formalized on both sides. A takeaway advice sheet was suggested.

Breaks and catering were discussed. There will be coffee and tea breaks on Thursday; a continental breakfast, two coffee and tea breaks (one with snacks), and a reception Friday; two coffee and tea breaks (one with snacks) and lunch on Friday. The Board decided to add treats to the afternoon break on Thursday, keep the Friday breakfast as-is, add pastries to the Saturday breakfast, and have a boxed lunch Saturday. This kept expenses reasonable while providing some food every day.

The CTF report highlighted the Maine Archives & Museums (MAM) – perhaps NEA should explore a reciprocal registration agreement? The Board agreed that this was a good idea, and Colin will pursue it. The Registrar will handle any complications. She will also ask about food preferences to get an idea of numbers for the box lunches, and look into the possibility of adding donations to NEA to the registration options. **No vote on a final budget at this time.**

2016 Budget

Juliana Kuipers presented the proposed budget and raised several questions with the Board. Projections currently call for \$74,000 in income for FY2016, and just under \$77,000 for expenses. The projected deficit has been lowered from over \$15,000 to less than \$3,000; Juliana thanked those who worked with her to cut costs. There are some atypical costs for FY2016: a banner, reprinting of brochures, promos, Spring 2016 food sponsorship, and IDC scholarships. Juliana raised the question of supporting the Mass Humanities Conference, as their funding model is changing; it was decided to wait until 2016 to decide

on sponsorship. It was also decided by the Board that it was reasonable to limit workshop catering to drinks and light snacks unless the workshop was in a remote area. NEA may also explore sponsorship opportunities or providing box lunches for sale separately from registration, which was done successfully at the Fall 2015 meeting. Juliana suggested that Anna Clutterbuck-Cook, the Inclusion and Diversity Coordinator, bring forward funding proposals, rather than having a set amount in the budget. This is still a new initiative, and much of the work is project-driven. This was accepted by the Board.

Although it had initially been proposed that Membership Committee funding for meet-ups be cut, it was decided to retain this funding in light of strategic plan priorities and the changing Membership Committee leadership. The Board agreed to cut newsletter color printing to the front and back pages only as a compromise to save costs. The student writing prize was discussed, and it was decided to change the prize to a year of free membership, and promote it more heavily in partnership with REPS. The Board also agreed to revisit and consider expanding the current Board travel reimbursement policy. The next step would be to draft language for review. **No vote on a final budget at this time.**

Commemorations

Colin Lukens and Jill Snyder raised the topic of commemorations for deceased NEA members, and appropriate ways to recognize their contributions to the community. Commemorations should be thoughtful and consistent. Messages to the list-serv, notices in the newsletter, and a memorial minute were all deemed appropriate commemorations. While in the past awards have been named or renamed in honor of members, it is not necessarily a precedent. It is also possible to nominate a member for a distinguished service award posthumously, and this option should be made explicit in the description of the Distinguished Service Award.

Constituencies Task Force Report

Erik Bauer and Tom Doyle presented the Constituencies Task Force Report. They were interested in exploring how NEA can increase membership, and looked to smaller institutions. A rep from each state was assigned to do the initial legwork that helped design the survey. Their published report includes the report of each rep and the results of the survey. There were over 200 non-member respondents. There were also about 100 responses from members, allowing the CTF to compare the priorities of members vs. non-members. Non-members emphasized the need for practical physical maintenance training at all-volunteer organizations; NEA is already moving in this direction.

There were three main areas the CTF suggests NEA focus on to diversify membership and attract smaller organizations: 1) Partnerships with other local organizations like MAM; 2) Communication strategy, including promoting the existing website, newsletter, and listserv; 3) Workshops and webinars. Opening the listserv to non-members was discussed, as was adding a “send me more information” button on the website, and highlighting smaller organizations in the newsletter. Workshops and webinars are very attractive to non-members. Basic level workshops are still needed for smaller organizations, although they must be balanced with more advanced topics. Tiered pricing options may also be desirable. The pros and cons of developing our own workshops vs. partnering with other organizations like NEMA were discussed.

Once people have the chance to ask the CTF any further questions, the task force will be formally dissolved. The Membership and Communication Committees will address many of the issues raised by the CTF report. It was requested that the CTF share with the Communication Committee a list of the communication outlets they used, as well as any mailing lists.

Fall 2016 Meeting, A.R.T. of NYC and NAGARA

Jennifer Gunter King reported that there had been two meetings of the Fall 2016 program committee. They are exploring the Yiddish Book Center as a venue on a Friday; the Yiddish Book Center has not yet responded regarding potential costs. Jennifer proposed \$500 for a room rental and \$750 for an honorarium. Friday, October 14, 2016, is a tentative date. The theme will be focused on collection development. They are researching the possibility of renting a bus for potential Boston attendees, available for a nominal fee. They are also exploring offering a workshop part of the day. Western Massachusetts is relatively accessible for Connecticut and Vermont. If we were to have a meeting in Vermont, we may want it to be a Spring Meeting so the travel time is worth it.

Colin and Jennifer reported that the Archivists Roundtable of Metropolitan New York expressed interest in partnering with NEA, perhaps at Fall 2017 or Spring 2018. If a meeting were held in New Haven, it might be convenient to both. NAGARA will be meeting in the Northeast in Spring 2018 and has a history of teaming up with other organizations, although CoSA and SAA are both much larger. NAGARA uses Association Management Company to plan their meetings, so there is a little work for them and good profits. It was suggested that a phone conference between the Registrar, the Vice-president, CoSA and their management company might be useful so we can learn more. Registration rates are also a consideration – NEA's are usually low, other organizations may be higher. It may also be worth involving other organizations like NEMA.

Survey Data Mining Report

Emily Atkins presented her preliminary report from examining the membership survey data. She is seeking feedback from the Board as to what areas would be most valuable to analyze. She looked at 5 years worth of data; however, turnover and changing priorities make longitudinal analysis difficult. In order to make this data actionable, it should be more consistent. More granular data would be helpful, particularly in membership reports. She suggests an annotated survey template that could be used from year to year. It is also difficult to see how the results of the annual survey lead to action. There is no further evaluation of any actions taken to see if they were successful.

Emily suggested a membership survey redesign, perhaps under the leadership of the Membership Committee. Colin noted that the structure of the Newsletter and Communications Committees, in which specific roles have specific responsibilities, has been quite successful; perhaps someone on the Membership Committee could have responsibility for the membership survey, or there could be a task force. Abby Cramer volunteered to help if appropriate. Volunteers with backgrounds in quantitative data analysis and research methodologies should also be sought. There is concern about survey fatigue. More use of skip logic and conditionals might help. Reporting out to the membership at the annual meeting, perhaps with posters and infographics, might increase response rate. Changing the time of year the survey is held, or offering better incentives, may also increase response rate.

Some surprising findings include: the geographical distribution (overwhelmingly Massachusetts); the lack of engagement among and overall loss of veteran members (is this due to lack of responses by veteran members, or greater job mobility?); overall high employment rates (maybe we aren't asking the right questions, or the underemployed aren't members?). Emily offered to look at the data a bit more and report out on it at the Spring meeting, and then hand it off to the task force or designated individual on the Membership Committee.

Strategic Plan

Jill Snyder and Caitlin Birch posed several questions pertaining to the 2016-2020 strategic plan. After the September Board meeting, the plan was revised in response to feedback from the Board, and a nearly final draft was presented for the finishing touches. The first question was whether the Membership

Committee was the appropriate home for advocacy initiatives. It was agreed that it is not, and that the Board liaison to RAAC would be the advocacy point person. The date for those goals was also changed to 2016 from 2017 in the first two 4.1 bullet points. The next question was whether the Communications Committee should have a designated member for outreach, advocacy, and inclusion and diversity work. The Board felt this was not necessary, as the Communications Committee serves as a distributor rather than a generator of content. Finally, there was a discussion about the responsibilities of the Education Coordinator and the Education Chair, positions currently filled by the same person. This was deemed to be a larger discussion that the Board would have at a later date. There was then a call for general comments. The only other suggestion was to remove the Vendor Coordinator position from the purview of the Membership Committee. That position should continue to report directly to the Board.

The 2010-2015 strategic plan will be formally closed, and Colin will make that announcement. The final 2016-2020 strategic plan will be distributed over email for a vote after the above changes are made.

Final announcements and other business

Colin announced that there would be no NEA business conducted between Christmas and New Year's. Adrienne Pruitt asked about the Code of Conduct, which had not received a final vote, but which might warrant further discussion from an implementation and records-keeping standpoint. It was agreed this would be discussed over email before the next meeting.

Next meeting

The next meeting will be held at the Inn by the Bay Hotel in Portland, Maine, on March 31, 2016, from 1:00 – 5:00 p.m.

Adjournment

The meeting adjourned at 4:00 p.m.

Respectfully submitted,
Adrienne Pruitt