

New England Archivists Board Meeting

March 31, 2016

1 p.m.– 5 p.m.

By the Bay Conference Center

Portland, ME

Between March 31, 2016 and July 7, 2016, the Board discussed and voted on the following:

- Voted to extend the term of Carolyn White as copyeditor on the Communications Committee to April 2016-April 2017. The motion passed with a vote of 8-0-0.
- Voted to approve a reimbursement for the LGBTQ October Day of Service, in the amount of \$68.09, to be treated as an addition to the roundtable's 2016 budget. The reimbursement was requested in March, after the 2015 fiscal year had closed. The motion passed with a vote of 8-0-0.
- Voted to approve the petition to establish the Preservica roundtable, submitted by Christina Zamon and Kelli Bogan in December. The motion passed with a vote of 8-0-0.
- Voted to approve the December 4, 2015 quarterly board meeting minutes as submitted. The motion passed with a vote of 8-0-0.
- Voted to appoint two new members to the Spring 2017 Program Committee, Jessica Colati and Dana Hamlin. The motion passed with a vote of 8-0-0.
- Voted to authorize the purchase of a three-year SSL (Secure Sockets Layer) certificate from DigiCert for \$419.00. The motion passed with a vote of 8-0-1.
- Voted to approve the amended Petition to Establish a Roundtable from the New England Preservica User Group. (The petition approved earlier and noted above was later found to have been signed by an insufficient number of members in good standing. The amended petition contained the required signatures.) The motion passed with a vote of 9-0-0.
- Voted to appoint the following individuals to the 2016 Nominating Committee: Colin Lukens (chair), Adrienne Pruitt, Lisa Long Feldmann, Megan Schwenke, Peter Nelson, and Sarah Demb. The motion passed with a vote of 9-0-0.

Respectfully submitted,
Caitlin Birch

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1:00-1:10	Welcome, Introductions, and New Business
1:10-1:15	Approval of Board Meeting Minutes (December 2015)
1:15-1:25	Spring 2016 Meeting: Megan Schwenke (Chair - Spring 2016 Program Committee)
1:25-1:30	Spring 2017 Meeting: Krista Ferrante (Chair - Spring 2017 Program Committee)
1:30-1:50	Conference and Educational-Platform Task Force (CEPTF): Abby Cramer (Board Representative)
1:50-2:20	Registration revisions: Emily Atkins (Registrar)
2:20-2:30	Association for Documentary Editing: Colin Lukens (President)
2:30-2:50	Break
2:50-3:00	Regroup
3:00-3:30	Financial systems upgrade: Juliania Kuipers (Treasurer)
3:30-4:15	Fall 2016 Meeting: Jennifer Gunter King (President-elect/VP)
4:15-4:45	Code of Conduct: Anna Clutterbook-Cook (Inclusion and Diversity Coordinator)
4:45-5:00	Volunteer appreciation: Colin Lukens (President)
5:00	Adjourn

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In attendance: Emily Atkins, Kelli Bogan, Caitlin Birch, Erica Boudreau, Anna Clutterbuck-Cook, Abigail Cramer, Ellen Doon, Krista Ferrante, Liz Francis, Carolyn Hayes, Pam Hopkins, Jennifer Gunter King, Juliana Kuipers, Colin Lukens, Silvia Mejia, Adrienne Pruitt, Megan Schwenke, Jessica Sedgwick, Jill Snyder, Jessica Tanny, Jane Ward.

Welcome and New Business

At 10 a.m. Colin Lukens called the meeting to order. There were three items of new business:

Juliana Kuipers moved to extend the term of Carolyn White as copyeditor on the Communications Committee to April 2016–April 2017. Jill Snyder seconded. **All members voted in favor (8-0-0).**

Adrienne Pruitt moved to approve a reimbursement for the LGBTQ October Day of Service, in the amount of \$68.09, to be treated as an addition to the roundtable's 2016 budget. The reimbursement was requested in March, after the 2015 fiscal year had closed. Jessica Sedgwick seconded. **All members voted in favor (8-0-0).** The handbook will be clarified about the timeline for requesting reimbursements. It was agreed that this vote did not set a precedent.

Secretary Pruitt presented the petition to establish the Preservica roundtable, submitted by Christina Zamon and Kelli Bogan in December. Jessica Segwick moved to approve the roundtable. Erica Boudreau seconded. **All members voted in favor (8-0-0).**

Approval of Board Minutes

Juliana Kuipers moved to approve the December 4, 2015 quarterly board meeting minutes as submitted. Silvia Mejia seconded. **All members voted in favor (8-0-0).**

Spring 2016 Meeting

Megan Schwenke presented an update on the Spring 2016. She reviewed highlights in the program. 317 people registered for Friday, and 306 for Saturday. There was full attendance at the workshops. 252 hotel nights were booked, which entitled NEA to 6 free rooms. The Board Room was set up on the second floor. Guidebook is up and running with recommendations for restaurants. This year's meeting has several new formats and ideas: pronoun buttons allow attendees to self-identify; a respite room with coloring books is set up; registration allowed attendees to select food preferences. Plenary speakers include graffiti artist and historian Caleb Neelon and History Detective Wes Cowan. There are 4 sessions across 4 blocks on Maine. The afternoons are carnival time that set traditional sessions against "extras" like roundtables, resume review, time to network. Friday will feature a Story Slam event, and Saturday a Home Movie event. On Friday at 8 am there will be a new members breakfast. There are contact sheets with contact info for persons in charge of each event in the Board Room and at the registration desk.

Spring 2017 Meeting

Krista Ferrante distributed brochures for the Resort and Conference Center at Hyannis, MA, where next year's meeting will be held on March 22-25, 2017. The theme will be "Changing Tides." The program committee has been brainstorming about plenary speakers; Jennifer will ask Elizabeth Merritt, cofounder of the Center for the Future of Museums, if she is available. Subcommittees have been set

up. Juliana and Emily will look at the meeting handbook and revise to reflect new realities for distribution at the summer meeting; it is still a draft document. Adrienne moved to appoint two new members to the Spring 2017 Program Committee, Jessica Colati and Dana Hamlin. Jill Snyder seconded. **All members voted in favor (8-0-0).** It was noted that Jessica Colati needed to renew her membership for the appointment to be valid. Krista will let her know.

Conference and Educational-Platform Task Force (CEPTF)

Abby Cramer reviewed the CEPTF charge, to recommend platforms for use for conferencing and web education. They surveyed individuals and communities who are stakeholders, including the Education Committee, the Membership Committee, and the Inclusion and Diversity Coordinator. They identified common priorities and goals and then looked for a technology that would suit their needs. There was no clear winner. Recommendations for consideration include Adobe Connect, GoToMeeting, WebEx, and Zoom. Details on each are in the CEPTF's report. Jill noted that she has used them all, and Adobe Connect was the least buggy. Trial versions of any software would be available.

The Board accepts the CEPTF's recommendation to pilot these tools, creating 3 or 4 use cases and then testing them in conjunction with the Communications, Education, and Membership committees and the IDC. These pilot programs should be conducted using free trials where available. The goal would be a final recommendation to purchase a product by December 2016, to be implemented in the next fiscal year. The task force will continue to work on this issue.

Registration revisions

Emily Atkins presented revisions to registration procedures and policies. The core policy and rates remain the same; there is more guidance provided about deciding the timing of registration, and a clearer framework for making decisions (for example, don't close registration on a holiday). New language is less prescriptive. Emily noted that a policy regarding the cancellation of an entire meeting is needed. Who would make the decision? Our contracts with hotels generally delineate what will happen in the case of an Act of God or Force Majeure. The Board agreed that the Program Committee Chair, the Treasurer, and the President could together decide to cancel a meeting. Jill pointed out that we should add cancellation policies to vendor contracts as well, possibly using SAA's language as a model. Juliana suggested that the cancellation fee for students be lowered to \$10; the Board agreed that this was reasonable. Emily will make the requested changes to our cancellation policies and send it out over email for a later vote. **No vote at this time.**

Association for Documentary Editing

Colin Lukens reported that Pamela Pearce of the Association for Documentary Editing had contacted him to suggest cross-promotion and possibly meeting reciprocity. The Association has 6-800 members. Emily points out that meeting reciprocity is technically difficult to set up. Perhaps casual or common events would be better.

Financial Systems Upgrade

Juliana Kuipers reported that NEA had received an unrestricted donation and asked to which fund it should be distributed, and if there should be a default fund for unrestricted donations. The Board agreed that instead we should have an unrestricted fund in the budget. Juliana will send language to Kelli specifying that option for donations to add to the website.

As NEA will be voting for a new treasurer in November, Juliana would like to plan for the transition now, and move to cloud-based accounting in this fiscal year. The treasurer currently has a local installation of QuickBooks, which must be backed up and transferred manually. QuickBooks online would allow for up to five accounts, so information could be shared between the treasurer, the incoming treasurer, and the

president. It would back up to the cloud and allow for use on smart phones and tablets, increasing flexibility. It would also be easier to give instant file access to the accountant, and could be integrated with PayPal and banking information. It is secure, possibly more so than having it one machine that could be damaged. It costs \$40 a month, and we appear to have had it in the past (2010). Juliana has not tested it, but there is an option for a 30-day free trial. She will test it and then report out for an online vote. **No vote at this time.**

NEA has not installed a new SSL certificate on our new domain in Wild Apricot, potentially putting membership info and passwords at risk (and giving some users error messages). Wild Apricot charges both a setup fee (\$50) and an ongoing fee (\$50) to associate an SSL certificate. We have used GoDaddy in the past, and it is less expensive (\$210 for 3 years); Wild Apricot recommends DigiCert (\$419 for 3 years). Kelli will investigate the differences between them and report back for an online vote. **No vote at this time.**

Fall 2016 Meeting

Jennifer Gunter King reported that the final contract is in the process of being signed for the fall meeting, which will be held on October 14, 2016, from 1-4. There will be two tours in the morning. Aaron Lansky will give the plenary. The theme is "Bridging the Gaps." Several invited speakers have accepted. There is time set aside for networking and an optional social outing. Juliana asked if providing a boxed lunch was a possibility; it would have to be kosher to be onsite. Anna noted that we must make explicit to attendees that outside food cannot be brought. The possibility of arranging for bus transportation from Boston was discussed. Simmons may be willing to fund a bus. Jane will inquire. The schedule for any potential transportation is not set yet. The final registration cost will be considered after the spring meeting is complete and a vote on the budget taken at the next meeting or over email. **No vote at this time.**

Code of Conduct

Anna Clutterbuck-Cook presented the most recent draft of the Code of Conduct, reviewed by Volunteer Legal Advisor Kyle Courtney, for discussion. At the business meeting on Saturday it will be presented to the membership, who will be asked to vote on whether or not to include it on the November ballot, so as to reach the widest number of people. The draft Code will be available on the website and we will be inviting comment by email. At the summer meeting, Anna will synthesize the comments and the Board will adjudicate as needed. The final version will be made available on the website for fall voting. We will then need to plan for implementation at the Spring 2017 meeting.

Kyle recommended that the Board fund conflict resolution training for the IDC, who would then train the Community Advocates, Board members, and possibly mentors. This would be a budget request. Anna will look into the options and report at the next meeting. She envisions a small group training that could be repeated every two years or so. There were questions about what events would need a Community Advocate present, as some education events occur without a member of the Education Committee in attendance. If no CA was present, perhaps one could be available to them online. A realistic timeline for training before March would need to be considered.

The Board should consider the records management implications of any records that must be kept permanently for legal purposes. The Board agreed that these records should be kept by the office of the IDC and considered active records, to be made available to members of the Board as needed. Language will need to be added to the registration, something like "By registering, I agree to abide by the Code of Conduct." It would also need to be made explicit that those violating the Code of Conduct would not be eligible for a refund of their registration fee. The question of repeat offenders arose; if such a thing occurred the IDC, Membership secretary, and registrar would work together to create a list.

Volunteer appreciation

Colin Lukens thanked all outgoing Board members for their service and presented them with small gifts of appreciation.

Next meeting

The next meeting will be held at MITRE, Bedford, MA on July 8, 2016, from 10:00 am – 4:00 p.m.

Adjournment

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Adrienne Pruitt