

**New England Archivists Business Meeting
Saturday, April 2, 2016
12:30-1:30 p.m.
By the Bay Conference Center
Portland, ME
AGENDA**

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| 12:30 | Call to Order: Colin Lukens |
| 12:40-12:45 | Approval of 2015 Annual Business Meeting Minutes: Adrienne Pruitt |
| 12:45-12:55 | Treasurer's Report: Juliana Kuipers |
| 12:55-1:10 | Code of Conduct: Anna Clutterbook-Cook |
| 1:10-1:25 | Strategic Plan: Caitlin Birch and Jill Snyder |
| 1:25-1:30 | Adjournment: Colin Lukens |

New England Archivists Annual Business Meeting

By the Bay Conference Center

Portland ME

April 2, 2016, 12:30 – 1:30 p.m.

Call to Order

Colin Lukens called the meeting to order and welcomed conference attendees to the annual business meeting. He thanked the Spring 2016 Program Committee, led by Megan Schwenke, for all of their work. He also thanked the Inn by the Bay and the a/v team, and the University of Massachusetts Boston archives program for sponsoring the lunch. He then reviewed the State of NEA infographics that had been distributed. The State of NEA analyzed the number of members, their geographic breakdown, and the percentage who responded to the member survey, as well as the number of volunteers and workshops. Emily Atkins provided the data, and Jessica Tanny provided the infographics.

Colin put out a call for volunteers to lead the Mentoring Programs and requested that anyone willing to lead stop by the RAAC table to express their interest.

Board members elected in November were announced: Vice-president/President-elect Ellen Doon; Secretary Caitlin Birch; and Representatives-at-Large, Abby Cramer and Liz Francis.

The winner of the NEA Story Slam was Rebecca Fullerton.

Award and scholarship winners were announced at 3 p.m. in a separate ceremony.

Approval of 2015 Annual Business Meeting minutes

The Annual Business Meeting minutes of March 21, 2015 were approved. Adrienne Pruitt moved to approve the minutes as submitted. Peter Carini seconded. The motion passed unanimously.

Treasurer's Report

Juliana Kuipers presented the annual treasurer's report. Although a deficit had been projected, NEA ended the year with a surplus of roughly \$2600. She reminded members that all reports and full financial information are available on NEA's website. NEA's income derives mainly from meetings and membership dues, in addition to workshops and donations. A donation button has been added to the website. She noted that the Haas award only has enough remaining funds for one more award, and requested donations, especially from any members interested in records management.

NEA's expenses mainly go to meetings, followed by the newsletter and the website, in addition to workshops, scholarships, and roundtables. Juliana noted that the Board had voted to take advantage of a discount to prepay for the website for two years, which will allow us to save money in the coming year.

Code of Conduct

Anna Clutterbook-Cook, the Inclusion and Diversity Coordinator, presented the Code of Conduct to membership and explained why the Board felt it was needed. It is a way to be more welcoming and inclusive and provides NEA with an explicit anti-harassment statement and actionable policy. The current draft, which will be made available on the website, has been reviewed by counsel. There are three main components: it articulates expectations for reasonable interactions; provides clear instructions on reporting violations; and lists the consequences for violating the code. It provides a clear framework to respond transparently and in accordance with existing policy. Both SAA and ALA have codes of conduct, which provided useful models, in addition to the Ada Initiative and Geek Feminism wiki examples. Anna reassured everyone that the Code of Conduct was not in response to any reported incidents at NEA; it is a pre-emptive measure.

She read the thumbnail version of the Code of Conduct:

“In keeping with our Inclusion and Diversity Statement, New England Archivists (NEA) welcomes everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or professional status. We are committed to providing a harassment-free environment. We do not tolerate harassing speech or acts at NEA-sponsored conferences, events, meetings, or in NEA’s online spaces including but not limited to the listserv, website, and wiki. Those who violate these rules will be asked to modify their behavior and may be sanctioned or expelled from the space at the discretion of the designated NEA Community Advocate(s).”

And also reviewed the definition of harassment:

“Criticism and rigorous examination of beliefs and viewpoints does not, by itself, constitute harassment or hostile conduct. Harassment is the act of subjecting an individual or group to hostile or prejudicial remarks or actions, pressuring or intimidating a person or persons such that they are made to feel unwelcome or unsafe in virtual or in-person spaces.”

She hopes that the Code will enable NEA members to speak up and give them a mechanism for reporting harmful situations. There will be designated Community Advocates there to respond, and in cases where an individual does not feel comfortable reporting in person, they can report anonymously. In situations of repeated non-compliance to the Code of Conduct, the Board is empowered to enforce sanctions against offenders. Community Advocates report to the Inclusion and Diversity Coordinator, who reports to the Board. Reports will be held by the Inclusion and Diversity Coordinator office, and the Board will be given access to any reports necessary for reviewing either a specific incident or a pattern of behavior. Otherwise the reports are confidential and not available to the public. In the case of sanctions, the individual has the option to appeal to the Board. The Code does not invest the leadership with new powers, but explicitly acknowledges the institution’s powers and articulates procedures agreed upon by the membership.

Membership will be asked if they would like to vote on the Code as part of the November ballot. The draft will be put up on the website by April 15, and will be open for comments until June 1. Any comments will be synthesized for the summer Board meeting, and the Board will decide on how to incorporate that information. The final draft will be put on the NEA website in advance of the ballot in November. Assuming it passes, it will be in effect for the Spring 2017 meeting. Anna welcomes feedback at diversity@neearchivists.org

Caitlin Birch moved to allow NEA membership to vote electronically on the NEA Code of Conduct during the 2016 election. Silvia Mejia seconded. There was no discussion. The motion passed unanimously.

Strategic Plan

Caitlin Birch and Jill Snyder presented the new Strategic Plan that was approved by the Board in January. The majority of the tasks in the previous plan were completed on schedule. 21 people worked on the current plan, which is available on the website. Jill talked about the plan and its history, and Caitlin outlined the new initiatives and how to get involved. The process began by coming up with a vision statement, mission statement, and core organization values. The 2014 membership survey helped the team identify several common themes, including education, community, advocacy, inclusion and diversity, and development. The resulting statements were voted on by members and passed nearly unanimously. Goals and strategies were developed.

Caitlin reviewed the strategies, which were designed to be SMART – Specific, Measurable, Achievable, Reasonable, Time-bound. Strategies are high-level to give groups flexibility and have deadlines. Outreach will

include collaboration with RAAC, workshops on advocacy topics, and raising public awareness. Community and will include increasing networking opportunities, furthering the mentoring program, and implementing a web conference platform. Development will include drafting a development charter, defining what development means for NEA, and identifying funding opportunities. Education will include establishing a webinar program, and offering workshops at all skill levels. Inclusion and Diversity will include creating guidelines around inclusion and diversity for event planners, and serving a changing workforce, including contingent employees and employees at underrepresented types of institutions. She urged members to volunteer to help accomplish our new goals.

Volunteer Appreciation

Colin thanked the following volunteers on behalf of the Board (see following list).

Adjournment

There being no other business, and no objections to adjournment, the Annual Business meeting adjourned at 1:27 am.

Awards

Awards were distributed in a separate ceremony on Saturday, April 2, 2016, from 3-3:45 pm.

Archival Advocacy (presented by Immediate Past President Jill Snyder)

ProjectARCC presented to founder Casey Davis

A/V Professional Development (presented by Rep-at-Large Jessica Sedgwick)

Adam Schutzman to attend the 2016 Association of Moving Image Archivists Conference

Distinguished Service (presented by Immediate Past President Jill Snyder)

Kathryn Hammond Baker (awarded posthumously) accepted by her daughter Olivia Baker Hale

Professional Development (presented by Rep-at-Large Jessica Sedgwick)

Nicole Topich to attend the 2016 International Conference of Indigenous Archives, Libraries, and Museums

Inclusion and Diversity Session and Travel Award (presented by Inclusion and Diversity Coordinator Anna Clutterbuck-Cook)

Boston Public Schools Desegregation: From Digital Library to Classroom | presenters: Giordana Mecagni, Patricia Reeve, Marilyn Morgan, Josue Sakata, Andrew Elder, and Julia Collins Howington

NEA Member Meeting and Travel Scholarship (presented by Rep-at-Large Abby Cramer)

Rebecca Fullerton, Allyson Glazier, and Kate Wells

Susan von Salis Student Meeting and Travel Scholarship (presented by Kim Brookes)

Desiree Alaniz and Hayley Lamberson

Remarks from Incoming President (Jennifer Gunter King)

Remarks from the Incoming President were read in a separate event on Friday, April 1, from 3-3:45 pm.

Colin Lukens introduced Jennifer Gunter King as the incoming president.

Jennifer thanked outgoing President Colin Lukens and Immediate Past President Jill Snyder for their leadership. She noted that like its incoming President, the archives profession is entering middle age, when there seem to

be too many things to do, and all of them are very important, and none of them can be given enough time or attention. NARA was created in 1934, NEA in 1973. Archivists are tending to inherited legacy collections, professional practices, limitations and successes of the earlier generations of archivists, while also dealing with new initiatives and translating archival practice into the present and future.

“We are in the middle - in the middle of the past and the middle of the future, it’s our job to reconcile what we create with what we inherit.” Archivists must make sure that today’s work is linked to the deep context created by decades of previous archival description. King’s advice to today’s archivists is the same she gives herself: “These are the years of tremendous responsibility - to our children our colleagues, our parents and to our archival future and our archival past. Be proud of playing that linking role, of being the generation of archivists providing the professional energy of our profession’s transition to middle age.”

The Board thanked the following members for their NEA service this past year:

Executive Board

Immediate Past President – Jill Snyder
Representative-at-Large - Erica Boudreau
Secretary - Adrienne Pruitt

Archival Advocacy Award Committee
Distinguished Service Award Committee

Danielle Kovacs
Nora Murphy

Audio/Visual Professional Development Award Committee

Jessica Bitely
Alison Clemens
Sara Goldberg

Communications Committee

Elise Dunham
Stephanie Warner

Constituency Task Force

Co-chair: Erik Bauer
Co-chair: Tom Doyle
Elise Dunham (Connecticut)
Jamie Kingman Rice (Maine)
Dan McCormack (Massachusetts)
Rodney Obien (New Hampshire)
Chelsea Gunn (Rhode Island)
Prudence Doherty (Vermont)

Education Committee

Lily Troia
Caleigh Ross

Education Coordinator

James DaMico

Haas Award Committee

Irene Gates
Marilyn Morgan
Elizabeth Russell

Hale Award Committee

Sara Goldberg
Pamela Hopkins
Kimberly Kennedy

Meeting and Travel Scholarship Committee

Kelly Francis
Maggie McNeely
Marilyn Morgan

Membership Committee

Co-chair: Marilyn Morgan
Co-chair: Casey Davis

Mentoring Task Force

Co-Chair: Caitlin Birch
Co-Chair: Camille Torres Hoven
Michelle Chiles
Mary Richardson
Matt Spry
Darla White

Nominating Committee

Chris Burns
Marta Crilly
Joan Gearin
Nova Seals

Newsletter Editors

Co-Chair: Pamela Hopkins
Co-Chair: Heather Mumford

Program Committee - Fall 2015

Chair: Lisa Long Feldmann
Dan Bullman
Paul Caserta
Keith Chevalier
Jim DaMico
Kristin Eshelman
Molly Frazier Macke
Shana McKenna
Kate Wells

[Continued on following page.]

Program Committee - Spring 2016

Chair: Megan Schwenke

Meghan Bailey

John Campopiano

Marta Crilly

Sarah Funke-Donovan

Danielle Kovacs

Olivia Mandica-Hart

Martha Meacham

Nora Murphy

Matt Spry

Melanie Wisner

Records Schedule Implementation Task Force

Co-chair: Liz Francis

Co-Chair: Jill Snyder

Elizabeth Cousins

Abby Cramer

Adrienne Pruitt

Laura Smith

Strategic Plan 2016-2020 Task Force

Co-chair: Caitlin Birch

Co-chair: Jill Snyder

Erica Boudreau

Stephanie Call

Elizabeth Caron

Johanna Carl

Anna Clutterbuck-Cook

Hanna Clutterbuck-Cook

Kathryn Donahue

Maureen Jennings

Juliana Kuipers

Michael Lotstein

Colin Lukens

Taylor McNeilly

Silvia Mejia

Rose Oliveira

Caleigh Ross

Nova Seals

Jessica Sedgwick

Elizabeth Slomba

Jessica Tanny

**Susan J. Von Salis Student Meeting and Travel
Scholarship Committee**

Michelle Chiles

Marilyn Morgan

Deborah Richards

Workshop Instructors

Caring for Historical Records: An Introduction

Anne Ostendarp

Arrangement and Description

Barbara Austen

Becoming a Better Manager

Maria Bernier

*Career Development Strategies for Early Career
Professionals*

Annalisa Moretti & Silvia Mejia

AV 101

Casey E. Davis, Rebecca Fraimow & Elizabeth
Walters

Exploring the Eye of History - Activity 3

Martha Mahard & Kathleen Deep