



TAKING THE PAST INTO THE FUTURE

NEA MEETING MINUTES | submitted by the NEA Secretary | secretary@newenglandarchivists.org

NEA Executive Board Meeting

April 4, 2019

1:00 p.m. – 5:00 p.m.

Hilton Burlington Lake Champlain

Burlington, VT

AGENDA

- 1:00 – 1:05 Welcome and introductions (Karen Adler Abramson)
- 1:05 – 1:25 Secretary's report (Caitlin Birch)
Approval of January meeting minutes
Review of volunteer list
Overview of Board procedure
- 1:25 – 1:40 Spring 2019 meeting report (Sarah Galligan)
- 1:40 – 2:00 Registrar's Report (Olivia Mandica-Hart)
Spring meeting advertising strategy
Communication of guest registration option
- 2:00 – 2:15 Spring 2020 meeting report (Amber LaFountain)
Off-site reception option
Special programming event option (scholarship fundraiser)
- 2:15 – 2:45 Education Committee report (Nadia Dixson and Becky Parmer)
Website update request
Strategic planning discussion
Tiered workshop proposal
- 2:45 – 3:05 NEA Newsletter report (Sally Blanchard-O'Brien and Betts Coup)
Plan for digital option
Recommendations for new Reviews section (tools/training/software, etc.)
Strategies for soliciting content (incl. social media engagement)
- 3:05 – 3:15 Break
- 3:15 – 3:40 Inclusion and Diversity Committee report (Rose Oliveira)
Approval of Accessibility Checklist for Event Planners

NEA's mission is to connect and support the diverse individuals and organizations in New England responsible for the care of cultural heritage and the documentary record, through advocacy, education, communication, and the forging of a strong, inclusive professional network.

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Approval of the revised proposal for Bystander Training
Discussion on Statement of Salary Information in Job Postings

- 3:40 – 4:10 Task Force on Documentation Practices (Emily Atkins and Caitlin Birch)
Findings, recommendations, next steps, and allied concerns
Records manager position proposal
- 4:10 – 4:15 Treasurer’s report (Emily Atkins)
Recommended changes to PayPal WildApricot configuration
- 4:15 – 4:25 Immediate Past President’s report (Ellen Doon)
Outreach strategies for awards programs
- 4:25 – 4:55 Strategic plan updates (Caitlin Birch)
- 4:55 – 5:00 Open positions update (Karen Adler Abramson)
Membership Committee (new position: Membership Engagement
Coordinator)
Financial Planning Committee (new committee: two open seats)
- 5:00 Adjourn



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In attendance: Karen Adler Abramson, Emily Atkins, Jennifer Betts, Caitlin Birch, Sally Blanchard-O'Brien, Molly Brown, Betts Coup, Ellen Doon, Nadia Dixson, Patrick Ford, Liz Francis, Sarah Galligan, Cyndi Harbeson, Linda Hocking, Samuel Howes, Juliana Kuipers, Olivia Mandica-Hart, Rose Oliveira, Rebecca Parmer, Cristina Prochilo, Jamie Rice, Jane Ward

In attendance via video conference: Abigail Cramer, Amber LaFountain

Welcome and introductions

At 1 p.m., Karen Adler Abramson called the meeting to order, followed by attendee introductions.

Secretary's report

Caitlin Birch presented the secretary's report.

Approval of January meeting minutes

Caitlin moved to approve the January 18, 2019 quarterly Board meeting minutes as submitted. Ellen Doon seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Review of volunteer list

The Board shared additions to the Board membership list circulated as part of the secretary's report. Ellen noted that Rosemary K. J. Davis was a member of the Nominating Committee. **Sarah Galligan had changes to the Spring 2019 Program Committee and will email them to Caitlin. Caitlin will revise her report to reflect Ellen and Sarah's information.**

Overview of Board procedure

Emily Atkins and Caitlin provided an overview of Board procedure. This included information on Board roles, why and how the Board votes, and how to form a motion. The Board reviewed the procedural guidelines that Emily had prepared.

Spring 2019 meeting report

Sarah Galligan presented the Spring 2019 Program Committee report. The PC expects to reach the food and beverage minimum of \$17,000. Current meeting registration numbers are lower than expected at 258. One plenary speaker dropped out over the winter. A new plenary speaker — Kevin Shapiro, the archivist for Phish — was arranged. The final vendor count is 14. The NEA Annual



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Business Meeting will take place at lunch tomorrow. A meetup will occur tonight at The Archives (bar). A movie night featuring home movies is scheduled for tomorrow. The new member meetup will also take place tomorrow, as well as a resume review, roundtables meetings, and the Inclusion and Diversity Committee's reading group. The Board expressed appreciation to Sarah and the PC for all their work on the Spring 2019 Meeting.

Registrar's Report

Olivia Mandica-Hart presented the registrar's report.

Spring meeting advertising strategy

Registration for the Spring 2019 Meeting was projected at 340; as Sarah Galligan reported, registration is low. Olivia suggested some tactics for boosting registration at future meetings: 1) Put the program up as soon as possible. The program went up late this year, and Olivia heard feedback from members who couldn't register until the program went up. This particularly pertained to government employees. 2) Send many reminders to the membership. Registration spikes every time a reminder goes out.

Communication of guest registration option

Olivia suggested that the Board clarify the guest policy on the NEA website. "Guest" refers to a person who won't attend the conference but will attend special programming (the reception), but some members were confused and believed they could register another meeting attendee at a lower rate. Juliana Kuipers asked whether the website specifies "reception guest." Patrick Ford said that it doesn't. Olivia suggested that the website language be updated.

Juliana asked a question about the recurring problem of presenters not wanting to register: Did presenters have to complete a presenter agreement form? Sarah Galligan said that they did. Olivia said that even with the form, there is still sometimes confusion over the registration requirement. Emily Atkins said that some presenters may not have signed the form yet when they go to register, since sessions can take a while to come together and session organizers may add presenters later in the process. Sarah G. said that future program committees might want to include language about registration in the emails they send to notify presenters that their session has been accepted. Ellen Doon said that in the past, the Board had a policy that if a presenter was not a member and shouldn't be a member (because they're not in the archival profession or an allied profession), the Board would provide an honorarium for presenting. That might be an approach to consider taking again. Emily said that the Board still does that, but arrangements have to be made far enough ahead of time. Ellen said in that case, maybe it's an issue of better communication. Jane Ward said that it's odd that NEA asks presenters to pay registration. Jamie Rice said that some conferences offer a lower registration rate for speakers. Emily said that NEA already offers the early bird rate for presenters. Juliana said that Sarah G.'s point about including all relevant information about registration in the letter of acceptance



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is a good one, and future program committees should do that. Sarah G. said that it would save time for the program committee, too, eliminating back-and-forth communications about registration. Amber LaFountain said that Sarah G.'s idea is a great one for the Spring 2020 Program Committee to implement. She's already had conversations with Rose Oliveira and Rosemary K. J. Davis about it. Liz Francis suggested emphasizing that NEA values presenters' participation in the whole meeting, not just their session, which is why they're asked to pay registration. Karen Adler Abramson said that since the meeting manual is being updated, information from this conversation can be incorporated into it.

Karen asked if Olivia had any specific suggestions about improving communication to encourage members to register. Olivia suggested that emails should be spaced out a bit more, with some playing up the meeting destination. Emily said that when NEA met in Portland, Maine, the Communications Committee did a great job with specialized email blasts highlighting different aspects of the meeting: each plenary, the workshops, the city, etc. There was more diversity of communications and more reminders. This year the last message that went out about registration occurred when registration was already closed. Ellen asked whether the Communications Committee has enough members and enough resources. Emily said that as meeting coordinator, she plans to touch base with Sarah Shoemaker to figure out whether the timeline for meeting communication as laid out in the meeting manual is realistic for the committee. Sarah G. said that having a third party involved (the meeting coordinator) is going to help.

Cristina Prochilo said that while the Board can't please everybody all the time, one thing that was challenging about the meeting this year was the timing. Some members have a fiscal year that starts in April, so when one spring meeting is held in April and the next one is held in March, it's two conferences in one fiscal year. Karen said that she originally suggested Burlington as a meeting location because NEA hadn't had a Vermont spring meeting since 2005. She believes it's good to move the conference around but asked if the Board feels the same. The Board expressed agreement. Jane said the Board is obligated to serve members in all of New England. Maybe one thing that affected this meeting was the lack of train transportation option. Rose said that there were other options like a bus. Jane suggested that lower registration may be the norm for meeting that are further away, in which case it can be incorporated into planning. Emily said that there are only so many venues within NEA's size and budget now that spring meetings are held in hotels, and just about all of them have now been the site of a meeting. The Board can start rotating locations in a way that's more predictable for members, much like the Society of American Archivists does on a national level. Caitlin Birch said that if the Board is going to continue to progress on the 2016-2020 NEA Strategic Plan, there's a lot in there about diversity, including geographic diversity, so it's really important to continue moving the meeting to locations throughout New England. Ellen added that this meeting is close for some people who usually have to travel quite far. Emily said that it may be worth reminding members of that in communications. Jane said that the Board needs to work on sticking to the



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meeting planning timeline, as there always seems to be an element of rushing. Juliana said that a lot of the issues being discussed today have a history of discussion for the Board, and that's one reason the meeting coordinator position was created.

Spring 2020 meeting report

Amber LaFountain presented the Spring 2020 Program Committee report. The PC has lost two members, Jodi Goodman and Dennis Pedley, but still has 10 members in addition to Amber. They're working on hotel arrangements and are hoping to do a site visit in May. Amber has been in contact with Emily Atkins and Olivia Mandica-Hart to begin work on the meeting budget. A meeting theme has been established and it's ready to be tweaked for the call for proposals. The theme description is attached to the end of the PC report. The theme is Inside and Outside, which the PC views as broad enough to pull in a wide variety of presentations through different interpretations of what it means. The PC has identified the Culinary Arts Museum as a potential Day of Service location. They're also looking for community organizations that might participate so that the Day of Service includes both a cultural heritage organization as well as a community organization. Abbey Malangone is going to begin working with the PC on Day of Service planning. The PC is also thinking about other ways — such as a book drive — to engage members who can't attend the Day of Service but still want to serve. The PC has approached two candidates for plenaries; one has expressed interest but an agreement hasn't been formalized; another has been contacted but hasn't yet responded. Amber met with representatives from the Inclusion and Diversity Committee about making the meeting program more accessible. There may be a way to reconfigure the functionality of Guidebook to improve accessibility.

Special programming event option (scholarship fundraiser)

The PC is thinking about offering archives-themed bingo, a silent movie night, and programming focused on Providence history. Emily said that from a financial perspective, gambling (which technically includes bingo) is challenging. The Board would need to arrange it so that there aren't donations involved. Juliana Kuipers said that bingo is a great idea but she shares Emily's concern about charging for it or getting any kind of proceeds from it. If the meeting budget doesn't need it as a source of revenue, there should be no proceeds. Rose Oliveira said that from an IDC perspective, it's good to make programming as open as possible by not charging for participation. Amber agreed with the feedback and said that the PC is considering several other options for special programming. Emily said that bingo can still be an option. NEA meetings have included games as special programming in the past and it's fun. Bingo should just be done without a financial component. Juliana said that a free year of membership could be offered as a prize. Jane asked whether vendors could sponsor bingo. Emily said that the Board could look into having a vendor sponsor a prize. **Amber said that it's great to have this information and she will be in touch with the treasurer about financial considerations.**

Off-site reception option



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Amber said the PC is currently deciding between having a reception at the meeting hotel or at an off-site venue. The Providence Public Library (PPL) has been offered up as the venue. There are both financial and transportation considerations to the decision and the PC requests the Board's input. Rose asked how far the library is from the hotel. Amber said that it's about a 15-minute walk. Juliana asked what the timeline would be for both special programming and the reception. Amber said that the PC is thinking about offering the reception right after the special programming. Juliana said that involving PPL would be great, but it's going to be difficult to meet the food and beverage minimum at the hotel if the reception isn't held at the hotel. She asked whether bingo could take place at PPL instead of the reception. The only other way to meet the food and beverage minimum would be to include all meals during the meeting, and that would set a problematic expectation for members for future meetings. Jamie Rice said that PPL is actually a 25-minute walk from hotel. Amber said that financially, the only way PPL could work for the reception is if catering was basically free (provided by PPL and/or sponsored by a vendor). She likes the idea of holding special programming at PPL instead. Emily said that the Board meeting could also be hosted at PPL. Caitlin Birch said that the Board should be aware of the walking distance and the accommodations that would be necessary. A 25-minute walk is really long for some people and not possible at all for others. Amber said the PC is looking at transportation options. Emily said that it sounds like the PC has been considerate of all the pros and cons, but PPL may be too challenging as a venue. The Board definitely wants to partner with them but should think about the best way to do it. Communications about getting around will be key for anything that occurs off-site. Amber agreed. Karen Adler Abramson expressed appreciation for all the work Amber and the PC have done so far.

Education Committee report

Nadia Dixson and Rebecca Parmer presented the Education Committee report. Nadia shared the registration numbers for the Spring 2019 Meeting workshops: six for Caring for Historical Records, 11 for Oral History with the Vermont Folklife Center, and 15 for Building Advocacy and Support for Digital Archives (SAA).

Tiered workshop proposal

Nadia said that the 2016-2020 NEA Strategic Plan calls on the Education Committee to develop a tiered workshop structure for beginning, intermediate, and advanced career stages, and also to provide tiered pricing. The committee discussed the experience levels at length and considered whether they made sense. The committee determined that different individuals in different types of positions will have different needs regardless of their career stage, making experience level a potentially ineffective approach for structuring workshops. They opted to focus instead on identifying key areas for workshops by surveying last five years' worth of workshop offerings. The subject areas they identified are arrangement and description, preservation, ethics and diversity, outreach, digital archives, emerging tools and technologies, management, and career development and leadership. For tiered pricing, the committee suggests a salary-based pricing model. What attendees pay would



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depend on what they make. Rebecca said that an example of a successful salary-based model is the Society of American Archivists' tiered membership rates. The proposed baseline salary for NEA's model is \$30,000-\$50,000, with tiers adding or subtracting from that accordingly. The committee used a salary survey to decide on that salary range as the baseline. Workshop attendance in general has been low, so the hope is that this pricing structure might make workshops more accessible to more people. Nadia said that there are two conflicting goals for the Education Committee: to provide workshops at a reasonable cost for members, and to provide income for NEA. Rebecca said the committee welcomes Board comments.

Karen Adler Abramson acknowledged the work and research that went into the committee's proposal and expressed gratitude. In looking at the subject areas for workshops, Karen noticed that there wasn't an area for reference. Anecdotally, Karen has heard that there's a need for continuing education in that area and asked if there was a reason not to include it. Jane Ward said that a reference workshop was offered a few years ago and Jennifer Betts said that she attended it and it went well. Emily Atkins said that during the Spring 2016 Meeting In Portland, there was an active learning workshop, which is tangentially related, and that workshop sold out. It seems like it would be useful to offer continuing education in reference. Juliana Kuipers said that the Strategic Plan language could be clearer, but if she remembers correctly, the intent was to reach not only NEA members but individuals in the community who are doing archival work but can't easily access NEA workshops because the introductory levels are beyond them. Nadia said that she understands that need and thinks it might fit more into the work of the Community Engagement Coordinator. The Education Committee would be ready to partner with the CEC when needs like that arise. Juliana said that she thinks the approach the committee is taking is great. Jamie Rice said that one part of the cost barrier to workshops offered in advance of the Spring Meeting is that they require extra travel costs (being at the meeting a day earlier). Emily acknowledged the committee's concern that some potential attendees might opt out of workshops due to their perception of what an experience-level tier label means, but she's also concerned that workshop attendees may expect a certain level of training at a workshop and without experience-level tiers, may be frustrated to learn too late that their expectation was wrong. A possible workaround would be to add pre-requisites to workshop descriptions. The Board expressed agreement. Rose Oliveira said that she likes that the pricing structure makes workshops more accessible. Juliana said that she wondered if it might be more appropriate to reduce all of the proposed rates a bit. Rebecca said that the committee would definitely be open to adjusting rates and would like to charge as little as is reasonable. Juliana said the Board can tweak rates, too, once implementation begins and more information about how things are working is available. Liz Francis asked where the committee had read that workshops were supposed to generate income. Emily said that while it's not written anywhere, with the increased need to fund Board initiatives/infrastructure and a more costly meeting model, both workshops and meetings need to make a slight profit (as opposed to the former break-even model), to prevent NEA from routinely drawing from reserve funds to meet operating costs. She thinks the time is approaching for an



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increase in membership rates, perhaps on a tiered model like the proposed one for workshops. For now, she agrees with the Education Committee's assessment that this pricing model could potentially bring in more revenue by boosting workshop attendance. Karen asked if the Board was in basic agreement about the proposed tiered structure. The Board expressed agreement. Karen asked if the Board should vote to approve the proposal. Juliana said that a vote should wait until numbers are finalized and asked who should be responsible for that. Karen said that that would be the responsibility of the to-be-formed Financial Planning Committee. Emily said that this is an issue that could be put to the membership for feedback in the membership survey, too. It could be good to ask about a tiered structure for both workshop rates and membership rates.

Emily said that she had one comment on something that wasn't in the Education Committee report. There's a free webinar coming up and based on her past experience as registrar, the Board tried to be specific about the language used to describe educational offerings. There is an existing webinar pricing structure, so to call something that's free a webinar is probably something to avoid. **Nadia and Rebecca agreed to work on the language.** Emily said that the Board also agreed last year to do a pilot of the webinar pricing structure. Since the Education Committee hasn't been able to do that yet, the pilot period should be extended. Emily moved to extend the existing terms of the Education Committee's webinar pilot phase until the Spring 2020 Meeting. Caitlin seconded. No discussion. No abstentions. **All voted in favor (7-0-0).**

Karen thanked the Education Committee for their work.

Website update request

The Education Committee noticed that the Google form on the Teaching Opportunities page of NEA's website returns an error and requested an update to the page.

Strategic planning discussion

The Education Committee requested to be included in any discussions of the Strategic Plan involving educational offerings.

NEA Newsletter report

Sally Blanchard-O'Brien and Betts Coup presented the *NEA Newsletter* report. Sally said that there are two new editors: Katy Sterberger and Danielle Castronovo. The editors have set up an NEA email address, which will help with streamlining submissions and communications. All the editors have the password, which will change every time an editor leaves the committee. The editors are tabling at the meeting in the vendor area to encourage more interest in the *Newsletter*. Soliciting submissions is still a challenge. The April 2019 issue will be out soon and includes a new feature: the NEA Member Spotlight. This issue also includes the last book review that the *Newsletter* will publish. Future reviews will be on software, tools, etc. *Newsletter* designer Steve Culp added a box to this issue advertising



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the new email address and seeking submissions. The July 2019 issue will include session reports from the Spring 2019 Meeting. It will also include the launch of another new feature: the NEA Board Member Introduction. The editors are seeking volunteers for that feature.

Plan for digital option

Betts said that after the discussion at the last Board meeting regarding the digital option for the *Newsletter*, the editors are seeking feedback on what steps should be taken to implement the option. Jamie Rice said that at the last meeting, the Board agreed that website functionality would need to be reviewed. Caitlin Birch said that according to the minutes, the action item was for Kelli Bogan to investigate Wild Apricot functionality. Juliana Kuipers said that the digital option should just be a matter of adding a field to the membership profile for members to opt in, which is possible. The next step would be to ask Kelli to do that. The Board agreed that once opt-in is enabled, the membership secretary should be responsible for generating the list of members requesting digital distribution. Betts said that there's a question of timing: when members will begin opting in. Emily Atkins said that the majority of membership renewals occur in January, so the change to the *Newsletter* should be timed to occur then, too, since members are encouraged to update their profiles during renewal. The Board will have to think about how to communicate the digital option to members who renew by check. Cristina Prochilo asked how many members pay by check. Emily said she would have to look for exact numbers; although the number has been declining, there are definitely still members who will only pay by check. Jamie asked Sally and Betts how they'd ideally like to implement the change to *Newsletter* distribution so that the details can be passed on to Kelli for implementation. Sally and Betts said they'd like each member to choose their distribution option — paper or digital — rather than offer an opt-in or opt-out. **Karen Adler Abramson will communicate with Kelli, with the goal to begin digital distribution for members who prefer it with the April 2020 issue.**

Recommendations for new Reviews section (tools/training/software, etc.)

Betts said the *Newsletter* is moving away from book reviews and toward reviews of tools, training, software, etc. Danielle needs guidance on what to review, so they're soliciting ideas from the Board. Jamie suggested reviewing project management software. Molly Brown suggested reviewing professional development tools like *Library Journal*. Emily suggested an either/or feature: comparing two vendors of similar products/services to help readers choose. Ellen Doon suggested a feature explaining why an institution chose a specific tool. Betts asked if that type of feature would work better as an interview. Cristina said she likes the idea of an interview and thinks more members would be willing to contribute in that format. Ellen suggested framing these pieces less as reviews and more as tours of a tool. Betts said she liked that idea. Caitlin said that it's going to be challenging to present some of this content without visuals; for example, a review of project management software would benefit from screenshots. Perhaps in those cases, the emphasis could be on visuals with light text. Caitlin also suggested that the review could be an entry point to a tool in some cases, with the person



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writing it then offering a more in-depth follow-up by partnering with the Education Committee on a skill share. The Board expressed support for that idea.

Strategies for soliciting content (incl. social media engagement)

Sally and Betts said they're working with program committees to get submissions from people who for one reason or another can't present at a meeting but can write their content. Rose Oliveira suggested soliciting content from roundtables. Betts said they have a column for roundtables and have trouble filling it, but they'll continue working on submissions in that area. Ellen said that the Board had previously discussed adding questions to the membership survey asking for feedback on the type of content members would like to see, and that's an idea that should be implemented. Molly suggested offering an Education Committee skill share in which past contributors to the *Newsletter* share about their writing/submission experience. Liz Francis suggested working with Simmons professors to incorporate writing for the *Newsletter* in their courses as an assignment. Emily suggested having Board members write about their roles.

Inclusion and Diversity Committee report

Rose Oliveira presented the Inclusion and Diversity Committee report.

Approval of Accessibility Checklist for Event Planners

Rose said the IDC has revised the Accessibility Checklist for Event Planners based on suggestions received thus far from the Board and Amber LaFountain. They're viewing the checklist as a living document that will continue to be developed and are keeping a revision list so they can track what's been changed. They would like to move toward approving it and also seek Board advice on where it should live. Karen Adler Abramson said that it should be included in the meeting planning guidelines. Rose asked if it could also be available on the NEA website? Juliana Kuipers said that it would be great to put it on the website. Jamie Rice asked if there would be problems with setting expectations that NEA can't always meet. Rose said the IDC tried to be careful with the document's language and to indicate what NEA will try to do, not what can definitely be done. Juliana said that sharing the document publicly might actually help with expectations, so that when there are accessibility questions there's also a clear record of NEA's approach. Karen asked if there are items on the checklist that should be requirements. Rose said that would be a good conversation to have with the meeting coordinator. Emily said that considering the checklist a living document is a good approach and encourages the Board to keep thinking about issues of accessibility. Turning items into requirements might seriously limit options for meeting locations. Caitlin Birch said that the Board should also consider NEA's role in creating change. If enough organizations like NEA push venues in a certain direction, that creates change. **Rose said the IDC will send the checklist to the Communications Committee for copyediting and posting.**

Approval of the revised proposal for Bystander Training

NEA's mission is to connect and support the diverse individuals and organizations in New England responsible for the care of cultural heritage and the documentary record, through advocacy, education, communication, and the forging of a strong, inclusive professional network.

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Rose acknowledged the work of both the IDC and the Education Committee in addressing the Board's feedback on the proposed bystander training. The Board received the official proposal for consideration and offered more feedback. The IDC has addressed it, most notably by clarifying that NEA can re-use training materials. They don't think the materials should be posted publicly because they don't want to create the impression that a person can be trained just by looking at slides, but the materials will be available to share. They also discussed feedback regarding training for non-members and decided they liked Jamie's suggestion that anyone (member or non-) who registers for the meeting should have free access to the training. The IDC is now asking for Board discussion and approval.

Juliana asked for clarification of the fee structure. Rose said that the training would be open to all meeting attendees. Non-attendees who are also non-members could attend the training for a small fee.

Karen asked for a brief explanation of why there was such a range of instructor prices. Nadia Dixon said that some instructors gear their training toward corporations who pay much more.

Rose asked when and how funding for the training would be allocated. Emily said that it sounds like the training will be part of the Spring Meeting going forward, so funding for it should be allocated in the Spring Meeting budget beginning with the Spring 2020 Meeting. It won't be part of the IDC budget. Amber and Cyndi Harbseon will be working on the meeting budget beginning this summer and they'll incorporate bystander training funding then. **Ellen Doon asked if the instructor needs to be paid up front, before creating content for NEA. Rose said she will clarify that.** Emily said the Board did allocate funding for training this year, so funds are available if needed. Juliana said that if possible, costs associated with Spring Meetings should only occur in the fiscal year of the meeting. Ellen suggested that if needed, the Board could pay for content development this year and the cost of the training itself in the Spring 2020 Meeting budget. The Board supported that idea.

Emily moved to approve the new bystander intervention training proposal as laid forth by the IDC to be implemented at the Spring 2020 Meeting. Caitlin seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**

Discussion on Statement of Salary Information in Job Postings

Rose said that many saw the Society of Southwest Archivists' statement about a new organizational policy that bars job postings without salary information from their communication platforms. The IDC was excited about the policy and wondered if NEA could follow suit. The challenge for NEA would be that as the NEADiscuss listserv is currently configured, anyone can post a job without moderation. The IDC brainstormed about what the Board could do and has two suggestions: 1) The Board could create language to require salary information in job postings and then point violators of the policy to that



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language; 2) The Board could create a separate moderated list just for job postings. Jane Ward asked if the IDC has considered approaching the Simmons Jobline, since that's where more job seekers look for postings. Ellen said that whether or not the majority of job seekers look at NEADiscuss, employers are posting there so it makes sense to consider the issue. Karen suggested that if NEA adopted a policy, it might create a domino effect with organizations like Simmons. Caitlin said that the Board should take the step of writing a policy about job postings but should acknowledge that anyone can post anything to NEA Discuss; therefore, a small amount of moderation will be necessary. Postings that violate the policy could be removed from the listserv archives and the poster could be contacted to let them know about the violation. Karen said that it makes sense for the person responsible for moderation to be the listserv coordinator. Emily asked if this could alternatively be handled by a community advocate. The Board preferred the listserv moderator. **The IDC will create policy language to bring to the Board as well as language the listserv moderator can use to moderate posts that violate the policy.** Molly Brown suggested that the policy should be shared in a *Newsletter* article. Jane asked whether it would be worth also acknowledging that it's illegal to ask for past salary information in Massachusetts. Rose said she supports that idea.

Task Force on Documentation Practices

Emily Atkins and Caitlin Birch presented the report of the Task Force on Documentation Practices.

Findings, recommendations, next steps, and allied concerns

Emily said that the TFDP has confirmed that the Board listserv is not meeting Board needs anymore. The recommendation is to replace the listserv with Slack. If the recommendation is accepted, there are several questions to answer. The Board will need to determine when to make the transition. It will also be necessary to ensure that the Board's Slack data would be exportable before making the transition. In thinking about that, Emily also questioned whether the current listserv data can be exported and whether NEA's privacy policy needs to be updated if Board communications are exported. Caitlin said that the TFDP is requesting that the Board make an official decision about whether it will move forward with Slack. As Emily mentioned, there are logistical questions (including whether there would be a period of transition between Slack and Yahoo, or whether there would be a hard cutover), but the TFDP believes the recommendation can get a vote to approve and the logistical details can follow. Cristina Prochilo asked if Slack replace PBworks. Caitlin said that it wouldn't. The TFDP developed a set of recommendations for each of the Board's documentation needs, and the recommendation for PBworks is to replace it with Google Drive. Juliana Kuipers asked what wasn't working well with PBworks. Emily said that it's not a good environment for active documentation. It's more of a place to deposit final documentation, not a shared workspace where individuals can collaborate on active documentation. Ellen Doon said that many committees are already doing their work in Google Drive. Karen Adler Abramson said that to the extent that the Board can consolidate the number of tools used, it should. Caitlin agreed. She asked the Board to limit its focus today to a decision about Slack. Karen said that the Board needs to consider how Slack fits into the other tool



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recommendations. Emily said that the TFDP has thoroughly considered the options and no matter what other tools are adopted, the TFDP is confident that Slack is best for communication. Karen asked for an overview of the needs that Slack will meet. Rose Oliveira gave an overview. Ellen asked if the TFDP could set up a pilot of Slack for the whole Board to try between now and the next Board meeting. Juliana asked if a demo would be possible. **Caitlin, Rose, and Emily agreed that a pilot was a good idea and a sandbox environment will be set up for the Board's use. The TFDP will work to solidify guidelines as well and will offer a demo of Slack at the next Board meeting. After that, the Board agreed that it will immediately cease using the listserv and begin using Slack.**

Emily moved to move forward with the adoption of Slack to replace the existing Yahoo Board listserv, with final implementation at the summer 2019 Board meeting. Caitlin seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Records manager position proposal

Caitlin proposed a new ex-officio Board position: records manager. She had preliminary conversations with Karen and Emily, both of whom supported the idea. She gave an overview of why the position seems necessary. Between Board members and committees, NEA's leadership produces a lot of documentation. Past leaders created a records schedule to govern the documentation but no Board member has responsibility for ensuring that it's implemented. In her three years as secretary, Caitlin said that many questions and requests related to records management have fallen to her. Although these are outside the scope of the secretary's responsibilities, the Board's current composition doesn't provide anyone else to handle them, hence the need for a records manager. The Board expressed support for this idea. **Caitlin, Juliana, and Karen will draft a position description for the Board to consider.**

Treasurer's report

Emily Atkins presented the treasurer's report.

Recommended changes to PayPal WildApricot configuration

Emily said that WildApricot has introduced a payment processor. WA users who choose to use an external processor are charged a fee. NEA's current processor is PayPal. WA doesn't have a discount for nonprofits like PayPal does, so it would technically be cheaper to stay with PayPal. Emily submitted a complaint to WA regarding the change and they responded that their products are accessible to nonprofits without a discount because their pricing is so reasonable. Emily recommended that NEA remain with PayPal but said the Board didn't need to make a decision today.

Emily said that another PayPal-related issue to consider is that of refunds. Typically, NEA provides refunds by check but it might make sense to begin processing them through PayPal. There would be a fee associated with doing so, but it would be easier than check-writing. Juliana Kuipers said that there



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isn't a policy requiring that refunds be issued by check. She started doing it during her tenure as treasurer because money must exist in PayPal in order for the refund to be issued and transferring money is an extra step for the treasurer. Emily said the Board should think about the financial implications of issuing refunds through PayPal. Juliana said that it would be cheaper. Emily encouraged the Board to continue thinking about refunds, and also about using PayPal for vendor payments.

Immediate Past President's report

Ellen Doon presented the immediate past president's report.

Outreach strategies for awards programs

Ellen said that award nominations weren't solicited early enough this year because the language on the NEA website had to be updated, but in the future earlier solicitation should occur. It would also be beneficial to put a reminder in the *Newsletter* about awards nominations.

Strategic plan updates

Caitlin Birch reported on the implementation of the NEA Strategic Plan 2016-2020. The report recurs quarterly to ensure that the Board continues to make progress toward achieving the plan's goals. There were two total items that fell under review this quarter, and of those two, none have been completed, two are in progress, none haven't been started, and none are the responsibility of the Board and require discussion today.

Items in Progress

"By ~~March 2018~~ March 2019, the CEC will be responsible, in collaboration with the Spring Meeting Program Chair, for overseeing the NEA Spring Meeting Day of Service and implementing low-cost or free educational opportunities for non-archivists (such as how to care for personal records or how to use archives) at the annual meeting (or when requested or required)." (4.1.2.d)

Caitlin spoke with Sarah Shoemaker and Abbey Malangone about the above item. They reported that the item is in progress. Abbey requested a new deadline of March 2020, since she is working with Amber LaFountain to complete this item at the Spring 2020 Meeting. Abbey also requested clarification from the Board around the inclusion of "low-cost or free educational opportunities for non-archivists" with an item that focuses on the Day of Service.

Further discussion of this item ensued at the Board meeting. The Board briefly discussed Abbey's question, agreeing that non-archivists often perform archival work in small community organizations and because these are often strong venue choices for service, service can go hand-in-hand with education. **The Board approved the deadline extension.**



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“By March 2019, the IDC and/or a task force (if appropriate), will formalize and document a planning checklist for planners of NEA events to ensure baseline accessibility and procedures for requesting and accessing additional access and accommodation services for NEA events.” (4.5.1.c)

Caitlin spoke with Rosemary K. J. Davis, Rose Oliveira, and Stephanie Bredbenner about the above item. They reported that the checklist has gone through a round of revisions as is ready for the Board’s review and approval.

Further discussion of this item ensued at the Board meeting. **The Board agreed that because the checklist had been approved earlier in the meeting, this item is now complete.**

Open positions update

Karen Adler Abramson updated the Board on open positions.

Membership Committee (new position: Membership Engagement Coordinator)

Karen said the Board has approved the description for the Membership Engagement Coordinator and Samuel Howes can begin recruiting.

Financial Planning Committee (new committee: two open seats)

Karen said that Jamie Rice and Cyndi Harbeson will begin recruiting for the Financial Planning Committee.

Adjourn

Karen Adler Abramson acknowledged outgoing members of the Board. The meeting adjourned at 5:08 p.m.

Respectfully submitted,
Caitlin Birch