



TAKING THE PAST INTO THE FUTURE

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

NEA Executive Board Meeting

January 24, 2020

10:00 a.m. – 4:00 p.m.

Virtual meeting via Zoom

AGENDA

10:00 – 10:15 Welcome and introductions (Jamie Rice)

10:15 – 10:25 Approve minutes from Nov 2018 Board meeting & volunteer lists (Caitlin Birch)

10:25 – 10:55 Newsletter Committee (Sally Blanchard O'Brien & Betts Coup)

- Request a motion to approve Charlotte Lellman as the new Inside NEA/This Season Editor and Vanessa Formato as the new Session Reports Editor, for the terms of July 2020 to July 2023.
- Request a motion to approve Katy Sternberger and Danielle Castronovo as the new co-chairs of the Newsletter Committee, beginning in July 2020 until the end of their terms, October 2021 and January 2022, respectively.
- Seeking board approval for student writing contest cash prize, suggested amount \$150
- Seeking board suggestions for potential reviewers for technology, exhibitions, etc.

10:55 – 11:25 Education Committee (Beck Parmer & Nadia Dixon)

- Discussion surround communication issues, and the complexities of promoting stand alone workshops and webinars.

11:25 – 11:40 Treasurer's report (Julianna Kuipers)

- Discussion re NEA's tax-exempt status in Vermont

11:40 – 12:10 Spring 2020 Meeting (Amber LaFountain)

- Thursday hotel room block is full. Should NEA consider increasing the block; what are the considerations and procedure for increasing the room block; by how many rooms have previous years' room blocks been increased?
- Vendor participation in sessions (Jamie Rice)

12:15 – 1:15 Lunch Break



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1:15 – 1:45 IDC (Rosemary Davis & Rose Oliveira)

- Continued discussion on unpaid internships
- Listserv methods for implementing the job posting requirements
- Review of, and NEA potential for, ART's recently instituted comprehensive salary policy.

1:45 – 2:15 President's Report (Jamie Rice)

- Open positions
- Listserv Task Force
- Strategic Plan
- Slack review

2:15 – 2:30 Afternoon Break

2:30 – 3:30 Strategic Plan updates and adjustments (Caitlin Birch)

3:30 – 3:45 Meeting close (Jamie Rice)

- Zoom meeting feedback
- Next meeting logistics



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Virtual meeting via Zoom

In attendance: Emily Atkins, Caitlin Birch, Molly Brown, Betts Coup, Nadia Dixson, Genna Duplisea, Linda Hocking, Michael Dello Iacono, Stephanie Krauss, Juliana Kuipers, Amber LaFountain, Rose Oliveira, Becky Parmer, Cristina Prochilo, David Read, Jamie Rice

Welcome and introductions

At 10 a.m., Jamie Rice called the meeting to order, followed by attendee introductions.

Approve minutes from Nov 2018 Board meeting & volunteer lists

Caitlin Birch presented the secretary's report. She noted that no changes had been submitted to either the quarterly volunteer list or the minutes. Rose Oliveira said that she submitted a change to the Inclusion and Diversity Committee list this morning. **Caitlin will follow up on Rose's change.**

Caitlin moved to approve the November 8, 2019 quarterly Board meeting minutes as submitted. Molly Brown seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**

Newsletter Committee (Sally Blanchard O'Brien & Betts Coup)

Betts Coup presented the report of the *NEA Newsletter* editors.

Request a motion to approve Charlotte Lellman as the new Inside NEA/This Season Editor and Vanessa Formato as the new Session Reports Editor, for the terms of July 2020 to July 2023.

Betts said that the editors are preparing to transition in light of terms ending, so they'd like a motion from the Board to approve new terms and new editors. Michael Dello Iacono moved to approve Charlotte Lellman as the new Inside NEA/This Season Editor and Vanessa Formato as the new Session Reports Editor, for the terms of July 2020 to July 2023. Molly Brown seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**

Request a motion to approve Katy Sternberger and Danielle Castronovo as the new co-chairs of the Newsletter Committee, beginning in July 2020 until the end of their terms, October 2021 and January 2022, respectively.

Betts presented a proposal for new *Newsletter* co-chairs. Cristina Prochilo moved to approve Katy Sternberger and Danielle Castronovo as the new co-chairs of the Newsletter Committee, beginning in July 2020 until the end of their terms, October 2021 and January 2022, respectively. Michael seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**



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Seeking board approval for student writing contest cash prize, suggested amount \$150

Betts said that when the editors were cleaning up some records related to the *Newsletter*, they noticed that a student writing contest used to exist and they'd like to explore reinstating it. They suggest a contest with an award of \$150 and would like feedback from the Board.

Michael asked if they knew what the contest's prompt used to be. Betts said it was broad; the paper simply had to relate to archives. Juliana Kuipers said she thought the original idea for the contest was that students would submit papers they had written for class and would have an opportunity to be published. Emily Atkins asked if the editors had ideas to encourage submissions because she thought one of the reasons the original contest died out was because there wasn't enough interest. Betts said that one of the reasons they'd like to revive the contest is to encourage more engagement from students and she's optimistic that they could do outreach and increase participation. Michael said he wondered if it would be worthwhile to connect the prompt to the curriculum. The editors could coordinate with faculty who arrange curriculum at Simmons University to encourage participation. Betts said that was a good idea and because she's teaching a Simmons class this semester, she's making connections with faculty there. Genna Duplisea said that when she was a student she won the contest and it was uplifting to be recognized. She submitted a paper that she had also presented at the Simmons graduate symposium. She mentioned that Simmons also used to offer financial support to students to cover organization membership fees. Nadia Dixon confirmed that Simmons still does that but anecdotally, she's learned that some students think of professional involvement as worthwhile only if it gives them hard skills. Rose Oliveira asked how Genna learned about the contest when she was a student. Genna said it was probably advertised in the *Newsletter* or on one of the listservs.

Jamie Rice asked if the Board wanted to reinstate the contest. Juliana said the Board already passed the FY20 budget and because it projects to a deficit, a good course of action would be to incorporate it into next year's budget and spend this year thinking about how to bolster support and engagement in the contest. Caitlin Birch agreed with Juliana's point about the budget and encouraged the Board to partner with the Roundtable for Early Professionals and Students (REPS) to encourage participation. Molly said she's working with REPS to transition their leadership since some leaders have left; the contest could be a positive opportunity for them to boost the activity of their roundtable. Jamie suggested that the Board approve the reinstatement of the contest for next year's budget. Michael asked if part of the original prize was free registration for the conference as well. The Board agreed it wasn't. Michael suggested exploring that option because it might be a nice way to encourage students to join, too. Juliana said the Board currently offers student scholarships to NEA meetings, so the contest could be part of larger outreach to REPS and graduate programs to encourage student engagement in general. Caitlin moved to approve a \$150 student paper contest through the *NEA Newsletter* to be incorporated in the FY21 budget. Juliana seconded. No discussion. No abstentions. **All members voted in favor (7-0-0).**



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Seeking board suggestions for potential reviewers for technology, exhibitions, etc.

Betts said the editors have been having trouble finding people to write reviews of technology, exhibitions, etc., so they were seeking Board suggestions. Michael suggested reaching out to ARMA for reviewers of records management technology. Emily suggested reaching out to AVP to see if they'd like to participate, especially given the complications with the session featuring an AVP product at the Spring 2020 Meeting. Caitlin suggested targeted outreach to roundtables, such as the Preservica Roundtable. Betts said the editors have done outreach with the roundtables but they've struggled to get some roundtables to participate in regular roundtable updates for the *Newsletter*, so getting their participation in reviews seems like a long shot right now. They can try reaching out again. Michael suggested repurposing what members are already writing on their personal blogs with their permission.

Education Committee

Nadia Dixson and Becky Parmer presented the Education Committee report. Nadia apologized for unintentionally scheduling a webinar that crossed two annual budgets. She noted that webinars are supposed to be more agile than workshops so the Education Committee would like to reduce the time between when a contract is signed by a webinar presenter and when the webinar can be offered.

Discussion surround communication issues, and the complexities of promoting stand alone workshops and webinars.

Becky said that there's an established process to market workshops and webinars once a presenter contract has been signed. In the past that process has been successful, but more recently it's been a struggle to get educational offerings marketed successfully or at all. When marketing occurs, it often comes too late to make it effective. Presenters are committing time and resources and it's disappointing when marketing issues lead to low attendance or cancelations. The Education Committee would like more flexibility in how workshops and webinars are marketed. They have begun to wonder if it's worthwhile to continue putting work into developing educational offerings and ultimately having to cancel them. Nadia said that last year, promotion of early April workshops was limited to single social media posts in early March. There was a last-minute late-March push when it looked like the workshops would have to be canceled and while they ended up being held, they had low attendance. One workshop didn't break even. Nadia said social media posting isn't effective right now; posts are too limited and it doesn't seem that each platform's functionality is being leveraged to ensure that the posts are actually seen by users. Becky said that the Education Committee understands that committees go through transitions and they sympathize with that, but when procedure dictates that they work with specific positions on another committee and the volunteers in those positions aren't responsive, it's difficult to make procedure work properly.



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Jamie Rice said that this is a difficult issue because the Communications Committee has been in flux and because of its role in other committees' work, being in flux creates an outsized impact on NEA as a whole. The Board needs to establish a protocol to help with situations like this one; for example, when a committee or position is not receiving the collaboration that they need from another committee or position, they could work with the president or to address the issue and move things forward. Juliana Kuipers said that when the Communications Committee was founded, they came up with a very comprehensive communications plan and that plan seems like it may have fallen out of use. It was specifically orchestrated around the lead time they thought they needed to advertise each type of NEA information and it seems like it's not being used anymore. If a new chair is being appointed, it would be good to have them return to using the plan. Emily Atkins said the plan was mapped to the handbooks for all the other committees at the time it was created, so all committees were on the same page. Jamie located the plan in PBworks but said that it should probably be updated — a good thing to undertake with the new chair. Caitlin Birch said that as part of quarterly reporting, the secretary prepares a current list of NEA volunteers along with their individual email addresses. Social media handles could be added to it. Individual Board members don't do much signal boosting of posts from NEA social media accounts and could begin doing that more often. Juliana said that the Board should be transitioning to direct messages in Slack when one volunteer needs to contact (as opposed to email) so that all communications are managed in the same place. Emily said most committee members aren't on Slack, which should change. Juliana agreed.

Jamie said that this conversation will be included in the onboarding of a new Communications Committee chair. She asked if the Education Committee would be willing to draft a procedure for how to handle breakdowns in intercommittee communication. It could be specific to the work of the Education Committee and drafted for inclusion in their committee handbook but could serve as a model for other committees to adapt. Nadia said that her committee will do that. She also noted that a new Communications Committee chair will have to hit the ground running because there's only one registrant for workshops at the Spring 2020 Meeting so far.

Treasurer's report

Juliana Kuipers presented the treasurer's report. Juliana reminded the Board that NEA's fiscal year aligns with the calendar year. All expenses in a given fiscal year need to be closed out with that fiscal year. Specifically when it comes to planning registration-based events, it's important not to cross fiscal years — avoid scheduling an event in one year while opening registration for it in the preceding year.

Discussion re NEA's tax-exempt status in Vermont

Juliana said that the Board has been trying to establish tax-exempt status in all New England states where NEA is eligible. Emily Atkins established tax-exempt status for NEA in Vermont last year while serving as treasurer. Now that it's established, Juliana realized that it's something that has to be



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maintained each year and that costs money. Juliana asked the Board to consider whether it makes sense to maintain tax-exempt status in Vermont when NEA doesn't often hold meetings there. If the Board chose to maintain it, Juliana said that the work involved would need to be added to a specific NEA position, since responsibility currently doesn't fall to anyone. Juliana said it costs \$20 every two years to maintain tax-exempt status in Vermont. The cost for reinstating if the Board chose to let the status lapse would be \$25, plus \$15 to obtain another certificate of good standing from Massachusetts.

Jamie Rice asked if it was a labor-intensive process to get tax-exempt status in Vermont in the first place. Emily said it was labor-intensive the first time around but Juliana said that reinstating after might be an easier process. Caitlin Birch highlighted another issue raised in Juliana's report: Caitlin is currently NEA's registered agent in Vermont but is rotating off the Board this spring. She's personally willing to remain the registered agent but the Board should think long-term about how to sustainably handle the issue of registered agents in non-Massachusetts states. Michael Dello Iacono asked if the registered agent in Vermont has to be an individual or if it could be a business. He looked at the Vermont Secretary of State website and it looks like the registered agent can be a nonprofit other than the one seeking status. Emily said she remembered not being able to select an organization as opposed to an individual; it may have been related to the fact that NEA is already registered as a Massachusetts nonprofit. Jamie said the question may be worth exploring in the future but for now the Board needs to determine whether to let NEA's Vermont status lapse or renew it in 2020. Juliana said if the Board decide to renew it, doing so should become the responsibility of the clerk of the corporation, as should the maintenance of all state tax-exempt statuses. **Jamie suggested adding to the Spring Meeting Guide that the program committee chair coordinates with the clerk NEA's tax-exempt status in their meeting state. Emily said that that would be reasonable and she will update the guide. Juliana said she will update the clerk and treasurer's documentation too.** Rose Oliveira asked whether, assuming the Board chose to let the Vermont status lapse, there was a set period of time in which reinstatement would be possible before an organization would have to start from scratch again. **Juliana said she will explore that question but she doesn't think the possibility of reinstatement expires.** Michael asked how long it took to establish the status originally. Emily said it took time but the Board would have plenty of notice in the meeting timeline if reinstatement was needed. **The Board agreed to allow the Vermont status to lapse.**

Spring 2020 Meeting

Amber LaFountain presented the Spring 2020 Program Committee report.

Thursday hotel room block is full. Should NEA consider increasing the block; what are the considerations and procedure for increasing the room block; by how many rooms have previous years' room blocks been increased?



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Amber said that she has heard from multiple people that they can't book a hotel room in NEA's block for Thursday; she contacted the hotel and received confirmation that the block is full that day. The room block coordinator at the hotel didn't give the Program Committee an easy way to monitor the status of the block; they have to contact the hotel each time they want an update. Amber inquired about the possibility of adding rooms to the block for Thursday but there was a miscommunication and the hotel has already added 15 rooms to the block. In general, Amber said she's not sure how the Board typically determines whether to add rooms and how many to add.

David Read asked what the ramifications are for not using the full block. Amber said NEA becomes financially responsible for vacant rooms. Jamie Rice said NEA's contract with the hotel allows for a decreased financial obligation for vacant rooms if the hotel is notified about the rooms in time. Amber said room availability can affect registration for Thursday events, especially workshops. Emily Atkins said that as meeting coordinator, she plans to work with HelmsBriscoe on more accurate estimates for meeting room blocks. Historically, room blocks have been set based on the previous year's original block; the original block always ends up having more rooms added to it, though, so it's not a good number to use when setting future blocks. Jamie asked if the Board wanted to extend the block beyond the 15 rooms the hotel has already added for Thursday. Emily requested that when Amber next contacts the hotel, she ask them if NEA attendees who have registered at the regular rate because the block was full can be applied to the newly extended block and retroactively refunded the difference in rates. Amber asked if she and Emily could look at past years' data to see how many rooms were added to blocks in the past, in order to inform a decision on how many rooms should be added this year. Emily said they could do that but she only has the last two years' data and she thinks this year's meeting might be different. Caitlin Birch moved to expand the room block by 15 rooms for the Thursday of the NEA Spring 2020 Meeting. Molly Brown seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Vendor participation in sessions

Jamie noted that Amber had discussed with the Board a session proposal from a past vendor, AVP, featuring one of their products, Aviary. The Board determined that the session would violate policy if chaired by the vendor as proposed; without the vendor's involvement, it could be included in the Spring 2020 Meeting. Unfortunately, there was some mixed messaging on the NEA website about the policy and after AVP was notified of the Board's decision, the AVP president reached out to Jane Ward contesting their classification as a vendor when they see their role as more collegial (i.e. the staff of AVP are archivists themselves). Jamie said this raises the question of how to interpret meeting policy with businesses who see themselves as colleagues but also table as vendors. She requested feedback from the Board before she contacts AVP to clarify the situation.

Amber said that some of the frustration from AVP probably came from a lack of clarity from the Program Committee regarding why the Board arrived at its decision. The communication didn't come



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from her and the Board's logic may not have been made clear. Juliana Kuipers said this type of situation has been a tricky issue in the past. There's value in having vendors contribute to sessions when their product is the highlight, but sessions shouldn't be treated as a substitute for a traditional vendor table. Perhaps they should be able to present but should also be required to pay for a vendor table if they do. David said that the Society of American Archivists allows vendors to sponsor sessions; NEA could consider doing that. Juliana and Jamie supported that approach. Jamie asked how NEA defines "vendor." If a participant has purchased a vendor table in the past but don't see themselves as a vendor at the current meeting, does NEA still consider them a vendor when they propose a session? Emily said that individuals who work for vendors may be individual NEA members and that's where it gets tricky. Are they proposing the session as an individual or as a vendor representative? Amber clarified that this session proposal included both the vendor representative and presenters who use the product at their institution. After modification of the proposal, the session now consists of only Aviaary users and isn't chaired or moderated by the vendor. The vendor will be in the room to field questions if needed, but will do so as a regular attendee of the session and not as part of the panel. Jamie said the Board needs to clarify the policy (especially clarifying how the Board defines "vendor") and update the NEA website so it reflects the clarified policy. **The Board will also explore SAA's policy; Jamie will connect with Jane on that point. Jamie will reach out to AVP to resolve everything but will circulate a draft of that message to relevant members of the Board beforehand to make sure its accurate and reflective of the Board's conversation today. Emily said that she will take a first pass at revising the policy and share it with the Board.** Jamie said the Board should bring Rachel Jirka into the conversation, too, to make sure she's aware of these developments for the Spring 2021 Meeting.

IDC

Rose Oliveira presented the Inclusion and Diversity Committee report.

Continued discussion on unpaid internships

Rose said that the Board last discussed a potential NEA policy on posting unpaid internships at the June 2019 Board meeting and the IDC would like to revive that conversation. Jamie Rice said that the June Board meeting wasn't very well-attended so it didn't seem like the right time to make a policy change; now is a better time to discuss and any decision the Board makes can be folded into the policy about salaries in job postings. Jamie asked for Board input.

Linda Hocking said her institution relies in part on unpaid labor so it seems hypocritical to support an NEA policy disallowing posting of unpaid internships. Cristina Prochilo agreed with Linda and said that while unpaid internships should be allowed in NEA postings, the postings should make clear the educational value and structure of the internship to distinguish it from plain unpaid labor. If NEA were to create best-practice guidelines for organizations creating and posting unpaid internships, that could be a step that moves the needle on the issue without banning postings. Jamie agreed,



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supporting the adoption of guidelines that reflect the Board's values and rejecting a policy that bans the posting of internships that individual Board members' employers currently offer. Caitlin Birch said that she's torn on the issue; she recognizes the conflict for each Board member as a representative of both their employer and NEA, but wonders if the creation of guidelines for internships is the first step toward an eventual ban on unpaid internship postings, or if guidelines are as far as the Board ever intends to go. Michael Dello Iacono said he's torn as well and wonders if the Board could classify unpaid internships as totally separate from job postings somehow. Nadia Dixson said the Board should call unpaid internships what they are: volunteer opportunities. Molly Brown said that any guidelines the Board creates should be explicit about what the Board sees as ethical practice, what constitutes an internship, what constitutes volunteer work, why the Board think it's important to address this issue, and why the issue is deserving of continued conversation in NEA. Rose supported moving forward with the development of guidelines that clearly state what a poster's responsibility is when they post an unpaid opportunity. Linda said that if the guidelines clearly define different types of unpaid work, it will help archivists who work for institutions that rely on unpaid labor educate their administrations about what archival internships should be. **Jamie asked if the IDC could draft guidelines. Rose said they will.**

Listserv methods for implementing the job posting requirements

Rose said that clarification is needed about how the new policy on salary inclusion in listserv job postings is enforced. **Jamie said that Maryalice Perrin-Mohr couldn't attend this meeting but they will connect with her post-meeting to continue working on the policy implementation documentation.**

Review of, and NEA potential for, ART's recently instituted comprehensive salary policy.

Rose said that the Archivists Round Table of Metropolitan New York's comprehensive salary policy could inform NEA's own practice. The IDC is in communication with ART and will learn more about how the implementation of their policy is going.

President's Report

Jamie Rice presented the president's report.

Open positions

Jamie said that she recently identified a candidate for the position of Communications Committee chair and just shared the candidate's letter of interest with the Board. **The Board agreed to review the letter and quickly move to discussion and a vote via Slack.**

Slack review

Jamie said that overall, the Board's transition to Slack seems to be going well but voting can be slow and recent votes have had a high number of abstentions. Jamie asked for Board perceptions on the



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transition to Slack. Emily Atkins said that it was an initial adjustment to figure out what settings worked for her and to determine how she'd manage her use of the platform. Cristina Prochilo agreed and said it's taken some time to learn what she can do on the Slack mobile app versus the desktop app. The representatives-at-large are still adjusting to Slack and still converse via email at times. The Board discussed adding all committee members to Slack and agreed it was a good idea. Caitlin Birch noted that responsibility for monitoring who's a part of the Board workspace currently isn't specified, so as the Board expands Slack access it should address maintenance of the space in the near future. **The Board discussed the problems that arise from attaching an individual's Slack account to their position's NEA email address and agreed to begin using personal addresses. Jamie will announce the change on Slack.**

Listerv Task Force

Jamie said that she'd like to form a listserv task force to handle the transition of the NEAdiscuss Yahoo listserv to a different platform. She shared a draft of a proposal on Slack this morning and will request Board input. Caitlin clarified that the Board will need to vote on members, terms of service, and a task force charge when the time comes, and that all elements can be covered by a single vote.

Strategic Plan

Jamie said that because of the unusual volume of turnover and recruitment within NEA positions, she hasn't been able to prioritize the formation of a task force to write a new strategic plan.

Strategic Plan updates and adjustments

Caitlin Birch presented an update on the 2016-2020 NEA Strategic Plan. Caitlin said that she distributed a list of items that are still outstanding in the strategic plan, organized by the committee or position responsible for their completion. While she has provided quarterly updates on the plan for the last four years, this work was a holdover from her role as co-chair of the task force that wrote the plan and is not an official part of the secretary's job. When she rotates off the Board in the spring, the new secretary should not be responsible for the strategic plan. Because of these circumstances, Caitlin created this list of outstanding items in lieu of a regular quarterly update, as a first step to transitioning responsibility for updates to the committees and positions with oversight of each item. Going forward, each committee and position with outstanding items should include updates on those items in their quarterly reports to the Board.

Jamie Rice said that the Board should revise committee descriptions to indicate that strategic plan updates are expected in quarterly reports. Emily Atkins said that committee descriptions should be updated to emphasize that quarterly reports are required, given that they aren't consistently submitted by all committees and positions. The Board then discussed creating a standing strategic planning committee in the future to fulfill the role of stewarding the plan once it's written. Some members noted that it would be challenging to find a volunteer for the role of chair to serve a five-



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year term, the traditional length of NEA's strategic plans. Caitlin said as long as the committee was staggered so that there was always some continuity, the chair could have a shorter term and could change over the life of the plan. The Board expressed support for this type of committee.

Acknowledging Jamie's earlier statement about the status of a new strategic plan task force, Caitlin said that it could be a positive that the task force hasn't formed yet and that the Board isn't moving immediately into writing a new plan. Having been involved with the current plan from its start to its near-end, she thinks it would be good to take time for a full debrief: both in terms of the content of the plan and what was accomplished, and in terms of the logistics of how the plan was implemented. Pausing between plans would also allow the Board time to think about the purpose of the next strategic plan. Caitlin said that the bylaws don't require a strategic plan so the Board can proceed to a new plan using whatever timeline makes sense. **Jamie suggested forming a strategic plan review group. The Board supported that idea and Caitlin will put out a call on Slack so anyone interested in serving on the group can sign up.**

Emily noted that NEA's 50th anniversary will occur in 2023. With the current plan in place through 2020, 2023 might be a good time to unveil a new one and frame it as the start of NEA's next 50 years. The Board discussed how to present the close of the current plan to the membership and also discussed surveying members to learn more about their priorities for the next plan. **A rough timeline was developed: The current plan will remain active through 2020 and committees and the Board will continue working on outstanding items from it. In the meantime, a review group will form to begin a debrief of the current plan. There will be a presentation to the membership at the Spring 2021 Meeting to formally report on and sunset the current plan. After that presentation, the Board will share information about how members can participate in the next plan, including participation in a survey and serving on a strategic plan task force. The survey will occur after the Spring 2021 Meeting and a task force will begin working with the data when it's complete. The new strategic plan will be ready before NEA's 50th anniversary meeting in 2023.**

Meeting close

Molly Brown moved to add 12 additional hotel rooms to the block for Thursday for the Spring 2020 Meeting. Cristina Prochilo seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**

Zoom meeting feedback

The Board agreed that the all-virtual meeting via Zoom worked well and should be repeated for future meetings. In-person interaction is still important, though, so if virtual meetings become the norm the Board should think about ways to foster relationships at the in-person spring meeting each year — eating lunch together, for example. There was also discussion about the need to make sure that the membership is aware that Board meetings are open and that they have the necessary details to join



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via Zoom. Open meetings make Board proceedings transparent and also create an opportunity for members to bring forward other business. The Board also discussed the importance of not only making meeting minutes available to the membership via the website, but of announcing their availability. **Caitlin Birch will work with the Communications Committee to bring the minutes section of the website up to date and to develop a process for announcing new minutes.** A blurb could also appear in the next newsletter reminding members that minutes are available on the website. The Board discussed using screen sharing functionality to display reports and other relevant documents during future virtual meetings.

Next meeting logistics

Jamie Rice said that the next Board meeting will occur at the Spring 2020 Meeting in Providence.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,
Caitlin Birch