



TAKING THE PAST INTO THE FUTURE

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

New England Archivists Executive Board Meeting

January 19, 2018

10 a.m. – 3:30 p.m.

Hampshire College

Amherst, MA

AGENDA

- 10:00-10:15 Welcome and Introductions
- 10:15-10:20 Approval of minutes from October 2017 Board meeting
- 10:20-10:25 Roundtables documentation update
- 10:25-10:35 Education Committee co-chair proposal
- 10:35-11:00 Awards
 - Distinguished Service and Advocacy Awards process
 - Scholarships, Hale and Haas committees
- 11:00-11:10 Election guidelines update
- 11:10-11:10 Break
- 11:10-12:00 Development and the Membership Committee
 - Scope of Membership's development responsibility
 - Updated job description for Membership Chair and Committee
- 12:00-12:15 Open positions update
 - Community Engagement Coordinator--CommComm
 - Membership Committee Chair
 - Education Committee members
 - Listserv coordinator
 - Newsletter Editor (upcoming—clarify when)

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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12:15 – 1:15 Lunch

1:15-1:45 Spring 2018 Program Committee report

1:45-2:00 Spring 2019 Meeting and Program Committee members approval

2:00-2:10 Clerk of the Corporation job description approval

2:10-2:30 Treasurer's report

2:30-2:40 Break

2:40-3:10 Strategic plan review

3:10-3:20 Annual Business meeting agenda

3:20-3:25 March Board meeting

3:30 Adjourn



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New England Archivists Executive Board Meeting
January 19, 2018
10 a.m. – 3:30 p.m.
Hampshire College
Amherst, MA

In attendance: Emily Atkins, Caitlin Birch, Rosemary K. J. Davis, Ellen Doon, Liz Francis, Sam Howes, Jennifer Gunter King, Juliana Kuipers, Olivia Mandica-Hart, Rose Oliveira, Sean Parke, Jamie Rice, Jane Ward

In attendance via video conference: Erik Bauer, John Campopiano, Rachel Chatalbash, Sarah Shoemaker

Welcome and Introductions

At 10:04 a.m., Ellen Doon called the meeting to order, followed by attendee introductions.

Approval of minutes from October 2017 Board meeting

Caitlin Birch moved to approve the October 10, 2017 quarterly Board meeting minutes as submitted. Juliana Kuipers seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

Roundtable documentation update

John Campopiano reported on updated roundtable documentation. John and Ellen Doon sought feedback from roundtable chairs about existing roundtable policy and procedures. Based on feedback received, they're working on updated documentation. Emily Atkins and Juliana Kuipers are participating in the update process. **A draft of the documentation will be shared with roundtable chairs, and they may also be invited to the March 2018 Executive Board meeting to finalize the draft.**

Education Committee co-chair proposal

Erik Bauer presented a proposal to appoint a co-chair of the Education Committee. Erik and Ellen Doon have discussed the possibility of adopting a co-chair leadership structure for the committee. The committee's work has been going well, but the workload would be more manageable if shared between two chairs. Andrea Belair has been a proactive member of the committee and has volunteered to serve as co-chair.

Ellen said that if Andrea is appointed as co-chair, a vacancy will open in the committee's general membership. She and Erik have agreed that it would be good to fill this vacancy with an NEA member who has past Education Committee experience. The committee is currently composed of volunteers who are all new to the committee, so a volunteer with past experience would be beneficial. Erik said



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that past chair Stephanie Call has provided helpful institutional memory when called upon, but he doesn't want to place too many demands on her time now that she's no longer a member of the committee.

Caitlin Birch moved to appoint Andrea Belair as Education Committee co-chair. Jennifer Gunter King seconded. Discussion: Juliana Kuipers said that there remains the concern that all members of the Education Committee are relatively new to their posts. While Juliana expressed appreciation for Andrea's work on the committee thus far, she said that she and Emily Atkins would like reassurance that the committee would more closely follow established policies and procedures (in areas relating to liability and insurance, for example), which has at times been an issue. **Erik said that he understands the importance of working through the proper channels, and he will do his best to bring Andrea up to speed on policy and procedure and ensure that work proceeds appropriately.** Juliana agreed that that would be a good path forward. Jennifer added that if Andrea is appointed co-chair, she'll begin attending quarterly Board meetings, which will help familiarize her with policy and procedure. Erik confirmed that he's discussed meeting attendance with Andrea and she's available to attend. Ellen said that she shares some of Juliana and Emily's concern, and encourages Andrea to attend meetings in-person when possible. No abstentions. **All members voted in favor (5-0-0).**

Awards

Distinguished Service and Advocacy Awards process

Jennifer Gunter King reported on the status of the Distinguished Service and Archival Advocacy awards. For the last couple of years, the process for identifying nominees and winners of the awards began earlier and involved the creation of a committee. Jennifer consulted Colin Lukens and Ellen Doon to learn how the awards process worked in the more distant past, and found that the Board used to solicit nominations for these awards, recommend nominees themselves, and discuss all nominees, all without the formation of a committee. During Colin's year as Immediate Past President, he nominated a committee to coordinate the process. This year, Jennifer thought it might be more expedient to return to the old way of doing things: have the Board handle nominations. A call for nominations would still go out to the membership, but the Board could also recommend nominees and the Board would determine winners. Jennifer said this approach would be fair since the Board is elected to represent the membership. Jennifer shared these thoughts with Ellen and Karen Adler Abramson and they both approved. If the Board agrees, Jennifer will eventually present nominees to the Board and the Board will make award decisions. As a first step, Jennifer would have the Board brainstorm nominees by email while nominees are also being accepted by the membership.

Ellen said that any NEA member can make a nomination and it's never been a conflict of interest for a Board member to nominate someone. Jane Ward reminded the Board that if the pool doesn't contain qualified nominees in any given year, NEA is not obligated to give the awards that year. Juliana Kuipers said that it's been her experience that having a small committee to handle awards makes



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sense. She acknowledged that soliciting nominations from the membership can be difficult and it sometimes falls to the Board to generate nominations in the absence of member nominations. If it makes sense to move forward without a committee this year, then she understands, but in general, it's good to have a committee. It's an opportunity to involve NEA members with longer histories of service with the organization who aren't always inclined to join regular committees with more involved workloads. Caitlin Birch said that any email discussions of award nominees should be treated as closed door sessions, meaning emails occur off the Board listserv with voting members only. Ellen said that she had discussed that with Jennifer and both agreed. Jennifer said that one of the concerns with continuing the committee structure is that the committee is selected by an individual, so the transparency and objectivity of the committee's decisions could be questioned. Jane said that she understood the concern, but the committee is formed through an open call to the membership for volunteers, so any member could volunteer. Jennifer said that it might be possible in the future to have the Nominating Committee for the NEA election also serve as the committee for the awards. Jane asked if this year's Nominating Committee would be willing to take on the responsibility. Jennifer said that since the responsibility wasn't part of their commitment when they agreed to serve, it wouldn't be a good idea this year. It would be better to have the Board handle the process this year, and then maybe next year the Nominating Committee could handle it. Ellen said that she will look into how the Society of American Archivists' process works, since they're in the process of accepting award nominations, too. **This year, the Board will accept Jennifer's recommendation and manage nominations in a closed-door Board session. Next year, the Board will pilot a process in which the Nominating Committee handles both the election and the awards.** Jennifer said that it would be good to include someone with past Nominating Committee experience at that time.

Jennifer described the Archival Advocacy Award (AAA). Past winners of the AAA are listed on the NEA website. Jane said that when the call for nominations goes out to the membership, it would be good to point them to the list of past winners. Jennifer asked the Board to brainstorm potential nominees. She suggested the Digital Library Federation or the Digital Public Library of America. Ellen said that when Board members brainstorm after the meeting, they should consider everything that's happening in our country and society and think of organizations/individuals that have been relentless in their advocacy on behalf of archives. The Board discussed the fact that giving the AAA can increase the winner's awareness of archives. Liz Francis suggested Senator Ed Markey (Massachusetts). **Jennifer said that she will follow up with Sarah Shoemaker about a call to the membership for nominations.** She encouraged the Board to continue thinking about and discussing additional nominees after the Board meeting ended.

Juliana described Distinguished Service Award (DSA). Past winners of the DSA are listed on the NEA website, excepting last year's winner. **Ellen asked Sarah to update the website, and will email her the information that is missing.**



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Ellen said that SAA has asked NEA to advertise their call for award nominations. Ellen said that she wants to honor SAA's request, but also doesn't want to have it detract from NEA's own nomination process. **The Board agreed to focus on the calls for NEA awards first and advertise SAA's call after that.**

Scholarships, Hale and Haas committees

Liz Francis reported that candidates for the Richard W. Hale, Jr. Professional Development Award and the Richard L. Haas Records Management Award are being reviewed for membership status.

Juliana asked whether the call has gone out for scholarship applications. Sarah said that it has.

Election guidelines update

Jennifer Gunter King presented an update to NEA election guidelines. Jennifer said that documentation in this area is growing. In 2014, Alyssa Pacy created guidelines on the election process. When Jennifer organized the election this year, she used Alyssa's guidelines but also got a lot of input from Colin Lukens, who served on the Nominating Committee. Colin had additional documentation from having worked on more recent elections, and after finding it helpful, Jennifer updated Alyssa's guidelines with Colin's information. Jennifer presented one key update: The Nominating Committee should generate a list of ideal characteristics for each elected position that will be filled that year, and those characteristics should reflect the priorities of the current strategic plan. The characteristics should be included in the call for nominees. In some cases, there will be more nominees for a position than space on the slate, so the committee needs to have criteria that enable them to make clear decisions about who to include on the slate and why. Jennifer also shared another new guideline: Historical data should be kept that tracks nominating, so the Board can see when an individual has been nominated in the past.

Ellen Doon said that keeping historical data about nominations carries confidentiality concerns. The Board would need a secure method of storage. Access to PBworks is too widespread for confidential data to be secure there. Jennifer said that it would be helpful to keep the data in the membership database. Juliana Kuipers said that she doesn't think Wild Apricot has the functionality to restrict access to that kind of data in the database. Ellen said that it would be good to keep historical data about service in PBworks, but questioned keeping historical data about individuals who have been approached to run for elected office and chose not to. They might not want that data kept about them. Emily Atkins asked whether the Board could use Google instead of PBworks, since everyone with an NEA email address has a Google account. Juliana Kuipers asked whether this type of data could be entrusted to the Clerk of the Corporation and stored in the Clerk's Google account. The Board agreed that this seemed like a viable option. The Board also agreed that it would be good to keep historical data about the questions posed to candidates each year.



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Ellen recommended that Jennifer's updated election guidelines be adjusted to reflect the conversation. Juliana said that she has additional edits to the guidelines because of the new election software, and will work with Jennifer to incorporate her edits.

Development and the Membership Committee

Scope of Membership's development responsibility

Ellen Doon led a discussion of the Membership Committee's development responsibilities. Karen Adler Abramson and Ellen have conversed with Pam Hopkins about the scope of the committee now that it includes development. Ellen said that Pam feels the scope is now too wide. Ellen talked to Colin Lukens about why development was originally perceived as a fit for Membership. Part of the logic was that there were too many committees and there was general resistance to the idea of another committee dedicated to development.

Jane Ward said that in looking at the new description of the Membership Committee, development does not seem to belong there. Ellen said that development could perhaps become a small committee consisting of the vendor coordinator and one person dedicated to development. Juliana Kuipers agreed with Jane that development doesn't seem to fit in Membership. Having two to four people working on development within a larger committee (as is the current plan for Membership) seems like a lot. NEA is a nonprofit with a healthy bank account, so a big push for outside funding doesn't make sense at present. Perhaps there could be one person dedicated to development working in coordination with the Vendor Coordinator and Treasurer on development initiatives. Ellen said that it makes sense to have the Membership Committee reaching out to the membership to raise funds for scholarships, but it doesn't make sense to make the Membership Committee responsible for external fundraising. Jane said that in the past, there was an interest in sustained fundraising campaigns. Ellen said that she reviewed the development report in which that interest was discussed. She thinks that some of our fundraising concerns may potentially be solved by adjustments within Wild Apricot to improve the visibility and ease of donating. Ellen said that Karen should definitely be part of the Board's development conversation, so there are some things that can't be decided during the conversation today. **For now, the Board is in agreement that external fundraising responsibilities will no longer rest with the Membership Committee, and will delay further decisions to include Karen.**

Updated job description for Membership Chair and Committee

Ellen Doon shared an updated job description for the Membership Committee Chair and committee positions. She reported that the inclusion of the Membership Secretary in the committee has been going well based on conversations with Elizabeth Slomba. Juliana Kuipers moved to approve the Membership Committee job description with the external fundraising component removed. Liz Francis seconded. No discussion. No abstentions. **All members voted in favor (6-0-0).**



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Open positions update

Community Engagement Coordinator--CommComm

Ellen Doon confirmed with Sarah Shoemaker that the Community Engagement Coordinator position has been posted.

Membership Committee Chair

Ellen said that now that the Membership Committee chair description has been approved, she will send the job posting to Sarah.

Education Committee members

Erik Bauer reported that Education Committee member Alfie Paul will rotate off the committee in April. Ellen said that the Board should begin recruitment to fill the upcoming vacancy, keeping in mind the previously stated need to recruit someone with past Education Committee experience. **Erik and Sarah will work on the announcement.**

Listserv coordinator

Ellen reported that after her term ended last June, Maryalice Perrin-Mohr had agreed to continue serving as Listserv Coordinator until a new one was recruited. **Recruitment will now begin.**

Ellen said that she and Caitlin Birch have discussed gathering all current job descriptions in a central location to utilize in future recruitment efforts. Work on that is forthcoming.

Newsletter Editor (upcoming—clarify when)

Ellen said that Sean Parke's term will end in the fall, so the Board will need to recruit a new editor. **Ellen confirmed with Sarah that a call for volunteers will be issued.**

Ellen said that soon, the Board should put out a call for more Inclusion and Diversity Committee members.

Spring 2018 Program Committee report

Rachel Chatalbash presented the Spring 2018 Program Committee report. The program is live on the NEA website and registration is open. It's an exciting program with sessions, workshops, day of service events, and more. Speaker agreements have been signed. Additional hotel blocks at other hotels close to the conference hotel are being explored. A lot of work has gone into planning the program, and now that it's done, the Program Committee is shifting its focus to spreading the word about the meeting.

Caitlin Birch asked whether the Board wants to include the NEA5K in the official program this year. Feedback after three years of running it unofficially suggested that some members would like to see it



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included. Caitlin asked whether there were liability issues to address if it were included. The Board agreed to include the run in the program and didn't feel that there were liability issues. **Rachel said the goal is to complete work on the printed program by mid-February, so communications about the run should be sent to Rachel and Sarah prior to then.**

Ellen Doon said that one concern with the joint meeting this year is that space may be tight at the Omni. Juliana Kuipers said that right now, space is fine, but the Board should keep an eye on registration numbers and explore overflow options if needed. Emily Atkins said that it would be good to incorporate into the morning announcements a forewarning that popular sessions might be overfull and that attendees should consider having a backup option.

Ellen asked what the Program Committee decided regarding hearing assistance accommodations. Rachel said the committee isn't advertising accommodations, but any member requesting accommodations will receive them.

Emily said as a general comment, she would encourage active promotion of the meeting. Even though the Board is concerned about space, it's important to avoid an outcome in which not get enough people attend the meeting to balance the budget. Perhaps additional advertising would be good.

Jennifer said that with the hotel booking up, it would also be good to make attendees aware that they need to book rooms if they haven't already. **Sarah Shoemaker said that she'll communicate the lodging issue, but will wait to see if hotel blocks are secured at other hotels.**

Rosemary K. J. Davis asked whether a room-sharing spreadsheet will be available. Rachel said one isn't currently available but the Program Committee can set one up. Caitlin said that the Program Committee may want to check with the Roundtable for Early Professionals and Students, since they might have done this sort of thing for past meetings. **Ellen said Rachel will check with REPS.**

Olivia said that as of today, there are 42 or 43 registrations.

Juliana shared positive feedback from Colin Lukens, who reportedly said the program looks like a national conference.

Jane Ward thanked Rachel for working to bring in vendor revenue. The meeting has already exceeded the minimum vendor revenue needed.

Emily said that the Society of American Archivists workshop isn't advertised yet. **Rachel said Erik Bauer hasn't provided the information about the workshop, but once he does it'll go on the website.**



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Ellen asked how things looked with the budget. Juliana said that there isn't a real update because a lot of the numbers — registrations, vendor participants, etc. — are still up in the air. The final version of the budget projects a \$3,000 profit, but that's based on placeholder numbers. If as numbers solidify the profit margin is looking good, it may be worthwhile to consider additional catering.

Spring 2019 Meeting and Program Committee members approval

Ellen Doon reported on Spring 2019 Meeting progress on behalf of Karen Adler Abramson. Ellen brought the list of Program Committee members proposed in Karen's report to the Board for approval. Juliana Kuipers asked whether all of the proposed members are NEA members in good standing. Some appear not to be. **Ellen will check with Karen.** Caitlin Birch moved to approve the members of the Spring 2019 Program Committee as submitted, pending verification of their membership status. Jennifer Gunter King seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

Ellen said the meeting will be in Burlington, which is great since NEA hasn't met in Vermont in about 12 years. Karen has already been in touch with Chris Burns and will work with more local members, too, as the meeting progresses. The Board might want to consider offering a bus for this meeting, given the distance that most members will travel to get there. Jennifer said attendance numbers for a Vermont meeting may be lower, so it would be good to factor that into planning. Caitlin said that there's also an opportunity to reach out to Montreal-area archivists for this meeting. Emily said that the Program Committee can also think about marketing this meeting to members as a potential vacation getaway – extend the meeting into a ski weekend, for instance.

Clerk of the Corporation job description approval

Juliana Kuipers presented the revised Clerk of the Corporation job description. Juliana said that the Board recently transitioned clerks following an 18-year run by Jean Nielsen Berry. Juliana assumed the role in February. The main purpose of the clerk is to maintain NEA's legal status as a nonprofit. The clerk has to be a Massachusetts resident to keep NEA's charity standing in Massachusetts. Juliana saw other responsibilities the clerk could take on, and one is to maintain the election software used in NEA elections and oversee the election process. She did that this year. The Immediate Past President still runs the election, but the clerk provides oversight and validates the election results. The other responsibility Juliana has added to the role is that the clerk is the second signatory on NEA financial accounts. An element not covered in the job description but one Juliana will add is that the clerk should submit a report to the Board at least once per year and attend a Board meeting at least once per year (the spring Board meeting would make sense).

Jennifer Gunter King raised a question about the financial responsibilities proposed. Jennifer said that the Treasurer is an elected, term-bound position. This is important because controlling NEA's finances



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is a position of power and responsibility. Jennifer wondered whether it make sense to ask the clerk to take on that degree of power and responsibility (as proposed in the revised job description), since financial skills might not be present in every person who serves as clerk. Juliana said that the clerk should be required to have or develop financial skills because the clerk is the second signatory on NEA's accounts. Ellen Doon said the Board should be clear in the job description's wording that the clerk needs to maintain an awareness of NEA's budget procedures. Emily Atkins said that having the clerk plugged into budgeting is also important to provide continuity. The Treasurer may only stay in the role for two years, so having another person who understands the budget and is actively involved in it will help new treasurers learn the ropes quickly. Jennifer said that it seems like the clerk position is shifting to reflect the skills Juliana brings to the role. Juliana said that if the skillset for the role is shifting, it's not necessarily a bad thing. The next clerk would be someone with those skills, too, if the Board seeks that skillset. In general, the clerk is going to be a person with a familiarity with the Board and the Board's procedures, including the budget. Emily said that another reason to build the financial piece into the role is the concern Liz Andrews raised at last summer's Board meeting: NEA no longer maintains a finance committee, and that leaves the Treasurer without any oversight. Jennifer suggested removing the language in the new job description that gives the clerk oversight of budget procedures. **Juliana agreed to remove that language and replace it with language requiring the clerk to maintain awareness of budget procedures.** Liz Francis moved to approve the Clerk of the Corporation job description as amended. Caitlin Birch seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

Treasurer's report

Juliana Kuipers presented the Treasurer's report. The report covers Q3, July through September. As of September, NEA is still up \$4,000 for the year. The numbers for the Fall 2017 Meeting are now final and the meeting made a profit of \$800. The *Journal of Contemporary Archival Studies* has been very active and because there were more articles as part of special issues, copyediting costs were higher than anticipated. Yale University and the Beinecke split the additional cost so NEA's \$500 budget for the year remained the same. The matching campaign for scholarship donations was not as successful as the Board had hoped. There was a small bump in fundraising at the beginning of the year, probably from Board member donations, and then there weren't many additional donations until Ellen Doon's message on Giving Tuesday. Donations totaled \$880 for the year. That figure was then doubled by the matching campaign. Additionally, the Board made its annual \$500 donation to the Haas fund, as agreed upon by vote. In total, fundraising did exceed the usual amount this year.

Ellen said that the Board can work on a more sustained communication campaign to encourage donations, and the communication can come from more than just the President. Emily Atkins said that the most effective medium to encourage donations is still digital, so things like the President's speech or an *NEA Newsletter* ad might not solicit many donations, but a digital Giving Tuesday message or a donation button in an email will. Juliana said that donations are still coming primarily



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from Board members and long-time donors. She would like to see more participation from the membership. Jennifer said that the Board hasn't necessarily clarified for the membership what the money raised is for, so the Board can be proud of what was raised this year and then dedicate some effort in the future to clarifying the fundraising vision. Juliana said that the Board could also consider budgeting a regular contribution to each award fund. The A/V Professional Development Award fund will soon need replenishment, and it would be great to see it continue since a living anonymous donor gave a significant contribution to start it. **Ellen said the Board will talk about budgeting for that award at the spring Board meeting. Emily said that the accounts for the awards are low interest-bearing. She is going to look into moving the award funds to higher-interest accounts that still give the Board the flexibility to withdraw the money when needed.**

Juliana said that the final Treasurer business is to transition Emily back into the role. Caitlin Birch moved to reinvest Emily Atkins with the power of the Treasurer. Juliana seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).**

Strategic plan review

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 12 total items that fell under review this quarter, and of those 12, two have been completed, one is in progress, four haven't been started, and five are the responsibility of the Board and require discussion today.

Completed Items

~~"By March 2016~~ January 2018, create a sustainable dedicated leadership structure for NEA's Mentoring initiative within the Membership Committee." (4.2.1.a)

~~"By September 2016~~ ~~June 2017~~ ~~September 2017~~ January 2018, the Communications Committee, in collaboration with the IDC, will establish a communication plan to increase awareness of conference scholarships." (4.5.3.b)

Items in Progress

"By January 2018, the Education Committee will develop at least one education workshop for mid-career archivists on salary negotiation and career advancement." (4.3.4.b)

Caitlin spoke with Erik Bauer about the above item. Erik reported that he sees potential to adapt a workshop that will be offered at the Spring Meeting to meet the needs of mid-career archivists in a future iteration. He plans to speak with the instructor, Peter Carini, to see if he'd be willing to work on a mid-career version of the early-career job hunting workshop he's teaching at the Spring Meeting.



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Further discussion of this item ensued at the Board meeting.

Erik said that he will email Peter in the next week to see how he feels about developing a mid-career version of his workshop. Liz Francis recommended Darla White as another potential instructor for this type of workshop. Jennifer Gunter King said that she also may be interested in teaching this workshop. Caitlin said the Board should consider potential crossovers with the Mentoring Program as work continues on this item. **The revised deadline for this item is June 2018.**

Items Not Yet Begun

“By ~~January 2017~~ January 2018, the Membership Committee, in collaboration with the Web Coordinator, will investigate an expansion of the functionality of the membership database to include more detailed information — such as profile pictures, skill-set descriptions, geographic data, and self-identified one-on-one mentoring interest — so that members can better connect with nearby colleagues and those with expertise relevant to their work.” (4.2.2.c)

Caitlin spoke with Pam Hopkins and Sarah Shoemaker about the above item. Pam reported that the Membership Committee has been focused on restructuring and recruitment of new committee volunteers, and hasn't begun work on this item. Pam is going to share this item with Elizabeth Slomba and Blake Spitz and suggest that they report their initial progress to the new chair of Membership and/or the Board in time for the March Board meeting. Sarah reported that the Communications and Membership committees haven't connected on this item, but the Web Administrator sees this item as doable once Membership determines how they'd like to handle it.

Further discussion of this item ensued at the Board meeting.

Emily Atkins said part of the challenge of this item is not just determining what functionality to add, but also how to encourage NEA members to revisit their database profiles and populate the new fields. It may be something the Board wants to push when members renew. **The revised deadline for this item is September 2018. Membership will report progress in March, and both Membership and Communications should have made progress by June.**

“By January 2018, the Membership Committee should consider whether to rename the committee (i.e. Membership and Development Committee or Member Services Committee), based on new duties and charge.” (4.3.1.b)

Caitlin spoke with Pam about the above item. Pam reported that she sees this item as something for the Board to consider with the new chair of the Membership Committee once that person is in place, and sees September 2018 as a reasonable new deadline.



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Further discussion of this item ensued at the Board meeting.

Ellen Doon agreed with Pam's assessment. **The revised deadline for this item is September 2018.**

"By January 2018, the development member(s) of the Membership Committee and/or a Task Force (if appropriate), will perform a comprehensive review of newsletter and other NEA outreach tools in light of vendor support." (4.3.3.b)

Caitlin spoke with Pam about the above item. Pam reported that the agenda for today's Board meeting includes discussion of the role of development in the Membership Committee. The vendor support aspect of this item is interesting, and Pam plans to write to Ellen and Sam Howes to bring it to their attention.

Further discussion of this item ensued at the Board meeting.

Ellen said that in light of the Board's decision at today's meeting to remove development from the Membership Committee, this item will be put on hold until larger development conversations can take place. Ellen will consult Karen Adler Abramson and they'll incorporate Jane Ward in conversations as they progress. The revised deadline for this item is June 2018. Emily said that the need for a perspective that combines outreach and financial considerations still exists. Without that, things like determining when to raise prices on ad space can fall through the cracks.

"By January 2018, the IDC will develop a "best practices" stylesheet for language and selection of visuals to represent our diverse professional community in print and online communications in order to increase the visual and verbal representation of the diversity within NEA in print and online literature, press releases, and other forms of institutional communication." (4.5.1.b)

Caitlin spoke with Rosemary K. J. Davis and Rose Oliveira about the above item. Rose reported that she and Rosemary consulted with Anna Clutterbuck-Cook, and Anna said that she did not move forward with work on this item during her tenure as Inclusion and Diversity Coordinator because it involved pulling the Communications Committee in at a time when they were transitioning leadership. Anna suggested that an Inclusion and Diversity Committee member begin background research and then partner with someone in Communications to develop a best practices framework. Anna also said that she and Emily had talked about performing an accessibility audit (with user testing) of the new NEA website, but hadn't done it. She suggested that such an audit could be rolled into work on this item.

Further discussion of this item ensued at the Board meeting.



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Emily said that when she, Kelli Bogan, and Jessica Tanny were working on the new website, they kept a running wish list of elements they'd like to add but couldn't address during the initial development. **Emily will share that list with Sarah. Rose and Rosemary will assign responsibility for the background research suggested by Anna at their first IDC meeting. The revised deadline for this item is September 2018.**

Items for Board Discussion

"By ~~January 2017~~ ~~March 2017~~ ~~June 2017~~ January 2018, NEA will establish the Community Engagement Coordinator (CEC) as a non-voting Executive Board Member, to increase public appreciation and understanding of archives." (4.1.2.a)

Ellen said that the Board agreed to incorporate the Community Engagement Coordinator as a member of the Communications Committee. **This item will be considered complete.**

"By December 2017, the CEC will develop guidelines for organizing a day of service, defining responsibilities for volunteers, host institutions, and organizers, which will allow members, either independently or in conjunction with the Roundtable for Early Professional and Students (REPS), to initiate days of service throughout New England." (4.1.2.c)

The Board agreed to revise the deadline for this item to January 2019.

"By January 2018, and building on the work of the Constituency Task Force (CTF), the Executive Board and/or a task force (if appropriate) will identify geographic areas within NEA and propose a structure for localized leadership, which will ultimately have responsibility for coordinating locally focused programming and events." (4.2.2.f)

The Board discussed the state caucus model used by regional organizations like the Mid-Atlantic Regional Archives Conference. Jamie Rice said state caucuses may not necessarily be a good fit for NEA because members may be closer to an archives hub in a neighboring state than to archivists in locations scattered throughout their own state. Ellen suggested that the Board could try identifying a representative in each state and have them reach out to members in their state as needed. Juliana Kuipers said this item isn't just about communication — it also addresses a desire to have social, networking, and educational opportunities outside of Boston. Caitlin said the work of the CTF should factor into any solutions the Board develops. Emily said the CTF report is available on the NEA website. **Caitlin suggested that the Board independently review that report and prepare to discuss next steps at the March Board meeting. Ellen agreed. The revised deadline for this item is January 2019.**



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~~“By January 2017 June 2017 September 2017~~ January 2018, the Executive Board will institutionalize Board and member time and fiscal contributions to NEA awards and scholarships through new online donation tools, with targeted outreach and increased publicity.” (4.3.3.a)

Sarah said that Kelli looked into Wild Apricot functionality following the last Board discussion of this item (October 2017 Board meeting) and learned that it's possible to add a “Donate \$” button on registration/join forms, but the button would be for a fixed amount. There isn't functionality to support an open-ended donation button. Ellen asked whether adding the button would cost anything. **Sarah said she will check with Kelli** and asked whether there was an amount the Board wanted to apply to the button. Ellen said it would be helpful to know the amount options. Juliana asked if multiple buttons in different amounts could be used. **Sarah said she will check with Kelli.** Ellen suggested that if possible, buttons beginning at \$5 and going up incrementally to \$100 would be good to add. Juliana suggested that if possible, it would also be good to add language about how to make a larger donation. **The revised deadline for this item is September 2018.**

~~“By June 2017~~ January 2018, the Executive Board, advised by the Conference and Education Platform Task Force (2015), will offer at least one low-cost, no-travel option for accessing in part or in full all NEA conferences, workshops, and business meetings through streaming, webinars, or similar means.” (4.5.3.c)

Caitlin said the Board had discussed at the July 2017 Board meeting a potential pilot of solutions like audio recording and official session live-tweeters at the Fall 2017 Symposium. Ellen said that she spoke with Liz Andrews and Nora Murphy and they didn't think the symposium was the right opportunity for a pilot. Rachel Chatalbash and Bonnie Marie Sauer plan to include recording and streaming of plenaries at the Spring 2018 Meeting. **Ellen will discuss the possibility of live-tweeters (recruited by the Program Committee and coordinating with the Communications Committee) with Rachel. The revised deadline for this item is June 2018.**

Jennifer said that this discussion reminded her that past meetings have included official photographers and asked whether there would be a photographer for the Spring 2018 Meeting. Emily said there's an existing job description for a photographer. Ellen asked Sarah if she could recruit a photographer, and Sarah said she can try. Ellen said the Board may have suggestions of individuals who would be interested. Jane asked if the Board needed to solicit consent from attendees to be photographed. Caitlin said we had discussed the issue of consent last year and determined that attendees did not need to consent, but could request to have photos of them taken down.

Annual Business meeting agenda

Ellen Doon led a discussion of the Annual Business Meeting agenda. Ellen said the meeting usually includes the Treasurer's update, awards, the incoming president's address, and approval of the



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previous year's Business Meeting minutes. This year the Treasurer's update should include the results of the matching campaign.

Jennifer Gunter King said that for the past two years, the Business Meeting has included an infographic distributed at the tables. She will share the infographic information with Ellen. Ellen said she will ask Sarah Shoemaker to get a price quote from Jessica Tanny for production of the infographic. Emily Atkins said that she will check to see if there's extra money in the budget to cover the cost of the infographic.

Caitlin Birch asked how many copies of the relevant documents (Treasurer's materials, Secretary's Business Meeting minutes) need to be printed for each table. The Board agreed that two copies per table is sufficient. Rachel Chatalbash will have the details to determine how many tables will be in the room.

Emily said that the Board should highlight any open positions at the Business Meeting. If there are current events at the time of the meeting that would benefit from advocacy on the part of archivists, they should be highlighted. Liz Francis said that new Board members should also be announced at the meeting. Juliana Kuipers said that a list of volunteers who have completed their service should also be part of the meeting. Ellen said that she and Caitlin are working on that list. The Board agreed to leave time for member announcements/comments.

Caitlin said that she will send last year's Business Meeting minutes to Sarah so they can be distributed to the membership in advance of this year's meeting. Emily said that the Board had talked about adding some language to the NEA website explaining that Business Meeting minutes aren't available until a year after the fact. **Caitlin will prepare language and send it to Sarah.**

March Board meeting

Ellen Doon said that the next Board meeting will be at the Omni in conjunction with the Spring 2018 Meeting. Ellen will put out a call for agenda items as the meeting date approaches.

Ellen asked if there were any other items for discussion. Rose Oliveira asked how the new members of the Inclusion and Diversity Committee could gain PBworks access. **Ellen said that there are several Board members who can grant access, and she will provide it for the IDC.**

Adjourn

Caitlin Birch moved to adjourn the meeting. Jennifer Gunter King seconded. No discussion. No abstentions. **All members voted in favor (5-0-0).** The meeting adjourned at 3:29 p.m.



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Respectfully submitted,
Caitlin Birch

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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