

2019-04 NWA Executive Board  
Meeting Agenda  
April 18, 2019 | 10-11 am PST  
(712) 451-0265, access code: 326360

Present: Andy Needham, Brian Johnson, Bryce Henry, Colleen Needham, Kellyn Younggren, Mariecris Gatlabayan, Mary McRobinson, Max Johnson, Meg Tuomala, Sara Piasecki

Absent: Elizabeth Russell, Ashlyn Velte

1. Roll Call & Past Minutes Approval
  - 1.1. Mary asks for edit to say that Meg is the “outgoing Washington State Rep.”
  - 1.2. Minutes were edited and unanimously approved
2. Annual Meeting updates (KELLYN)
  - 2.1. There are 90 people registered for the conference. The program is written. Session leaders and poster presenters have approved the text. Heather is going to confirm final menu and menu adjustments for those with dietary restrictions. One poster and one session dropped out. This leaves six posters and 17 sessions. All of the speakers are confirmed. She sent a digital version of the program to Bryce, Max, and Donna McCrea. SAA confirmed that they have the minimum number of registrations for the SAA course to go on. Kellyn has yet to choose a location for the board meeting. She needs a headcount for those attending. The conference program lists the current board members and committees and she won't have time to add the new board members and committee members. They can make the changes to the electronic versions. She will get program to the printer by next week and 80 programs will be printed.
3. Membership (ELIZABETH)
  - 3.1. Elizabeth not present. Report below.
  - 3.2. Bryce says that Elizabeth sent out all the member spotlights and received responses to all of them. She suggests that member spotlights be done by topic.
4. Elections & Openings
  - 4.1. Secretary proposals (STATE REPs & MARIECRIS)
    - 4.1.1. Bryce says that he has heard from two people who would like to be Secretary: Bonnie Hood and Alexandra Bizio. Alex is running for Treasurer and is willing to drop out of the race to be Secretary. Bryce reached out to her to ask if she would rather be Treasurer or Secretary. She said that she would rather be Secretary. Andy says that he would be willing to contact Lauren Goz from the University of Oregon about the secretary position. Mary says that Lauren is not a member. Andy will reach out to her about becoming a member. Bryce says that Alex has run for office two years in a row, Max says Alex has experience working in regional organizations, and therefore NWA should give Alex a shot. Mary says that though Alex would be dropping out, the Treasurer spot will not be left without a candidate. Meg asks if the election results would have to be invalidated because Alex dropped out? Mary & Max say that a candidate can dropout whenever they want and that in the bylaws, it looks like if a person drops out than the person with the next highest votes gets the position.

4.1.2. Max makes the motion that Alex Bizio is appointed secretary for a one year term. Motion seconded. Motion carries.

4.2. Editor proposals (STATE REPs)

4.2.1. Colleen has a couple of suggestions for editor. An Oregon State Archives staff member named Teresa Ray is interested in doing the job. She does a lot of web edits and design. She works well on a team. Andy has a student intern named Carly who has expressed interest in being an editor of the blog. She has her own blog and writes on the side. His concern with Carly is whether she will have enough time to commit to the blog when she's in the middle of job search. Colleen and Andy will talk to her. Bryce says that there have been times the newsletter had an editor and an assistant editor. Max says the benefit of having two people is that there is some continuity if someone leaves. Mariecris thinks its a good idea to get students involved and Colleen thinks it's a great way to get more people involved. Max asks if there were any other people from outside the state of Oregon who could fill the role. Meg reports that an announcement was made at the Seattle Archivists quarterly happy hour the night before. Mariecris asks that we wait until Meg hears back from anyone from the Seattle Archivists and for others to send out another call. She recommends Rachel Kopel as a possible editor. Bryce says that we should plan to have people we can decide on before the next meeting. Colleen says that Steve Duckworth (current editor) will be done by spring or summer. Colleen asked him to write up a manual for the blog editor. Bryce says that any such documentation should be added to the procedures guide.

4.3. Elections updates (MARY)

4.3.1. Mary thanks her committee members, Meg Tuomala and Jodi Allison-Bunnell for helping pull together a slate of candidates. They have 98 responses to the survey. Bryce will do a couple of reminder emails. He's hoping to get 120 people to vote. Bryce would like the election audited after it's complete to ensure that people vote for the appropriate state rep.

5. Communications (COLLEEN)

5.1. Colleen asks if we would like to do a theme for blog posts every couple months. One theme she thought of is memories of past annual meetings in their state. Board members think it's a good idea.

5.2. Journal of Western Archives - \$500/year renewal (COLLEEN)

5.2.1. Bryce says that Gordon reached out for a \$500/year renewal. Their finances appear to grow and they weren't spending the money they are bringing in. Mary suggests we offer a smaller amount, like \$200, to show our support. Meg says it's good to support them and thinks we should call Gordon and ask more questions like, who else is giving and what amount? Max is supportive of idea to support them financially, but it doesn't look like we need to give at that level. Meg says that maybe they are asking for more because they have future plans. Brian says that we've given \$500 in the past. From their annual budget, it doesn't look like we need to give \$500 again. They've grown their pot of money every year and there is no indication that they are starting an endowment. Brian is curious why they need the money. Bryce will follow up with Gordon.

5.3. A/V archives directory addition to website (BRYCE)

5.3.1. Kelly Burton reached out to Elizabeth Russell to say that the regional audio archives committee of AMIA has put together a directory of AV archives and archivists working in AV collections in the northwest. Kelly is wondering if they could share the directory with us. The board is interested in having a link to the AV archives list.

5.4. Jobs on website policy proposal [see policy language below]

5.4.1. Rachael Woody put together a policy for posting jobs on the website. The policy is below. There has been discussion on SAA's leadership board on the merits and problems of requiring salary ranges in job postings. Meg says that some employers have internal policies that prohibit the public disclosure of salary information. There may also be people who are applying for jobs who don't want their salaries made public. Mariecris says that there may be reason why they don't post salaries and that the requirement could prohibit people from choosing to post with NWA. Colleen says that the field tends to get underpaid when salaries are not transparent and that if the job posting does not have a salary there should be standard statement that indicates that the salary was not provided. Some examples she provided were: salary not disclosed or inquire with institution. Mary says she is all for transparency and higher salaries, but the salaries could be misleading because it doesn't take into account benefits. Mary says she doesn't think that private institutions are going to change their policies because we won't post their job posting. Bryce says that NWA's interest is to support their members. There may be times that NWA can't advertise for a repository or a position, but if multiple organizations start mandating salary for job postings, then maybe we can change the field. Max's read on the what others are doing is that people want to align federal practices for job posting across the field. It's 11 am and Mary, Meg, and Sara have to leave. Topic is tabled.

6. Treasurer updates (BRIAN)

6.1. Budget surplus investment updates

6.1.1. Brian did some research and found that NWA would have to use a credit union in Idaho instead of Oregon because NWA is incorporated in Idaho. The highest rate he found was at Umpqua bank. Now it's at 2.75%. NWA could have the CD there for 2 years and then reevaluate.

6.1.2. Bryce makes the motion to use Umpqua bank. Motion seconded. Motion carries.

7. MARAC proposal to join NCH (BRYCE) [see proposal below]

7.1. Tabled.

8. State Representatives news, updates, & plans

8.1. Alaska (SARA): Tabled

8.2. Idaho (ASHLYN): Tabled

8.3. Montana (KELLYN): CIRMA does a one-day annual meeting on May 24th. State legislators are meeting. There is a museum bill to get a second building to house museum collections and museum staff. The bill is still alive.

Meeting adjourned.

## REPORTS

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### Jobs on website policy proposal

Northwest Archivists (NWA): Policy for Acceptable Job Postings

The following three rules must be adhered to for job postings to be shared on the NWA website and through NWA social media channels:

1. NWA will only post jobs, internships, and volunteer positions in Alaska, Idaho, Montana, Oregon, and Washington.
2. Positions must have a salary or salary range listed.
3. Unpaid positions are discouraged. If an internship is unpaid then it must adhere to the United States Department of Labor's [Internship Programs Under the Fair Labor Standards Act](#) and follow the Society of American Archivists' [Best Practices for Internships](#) as a Component of Graduate Archival Education. Volunteer positions must follow the Society of American Archivists' [Best Practices for Volunteers in Archives](#).

If the job post is found to be in violation of the US Labor laws, or is otherwise in violation of professional best practices, the organization will be notified and the job post will be rejected.

Duration: Jobs will be posted until the application deadline or for a three-month period.

The Following are Required Elements for a Successful Job Announcement:

- Job Title
- Organization Name
- Location (where work is to take place)
- Level of FTE
- Temporary, Term, or Permanent
  - If Temporary or Term, List Date of Anticipated Project Completion
- Salary Range
- Job Description
- Job Requirements
- Level of Education
- Level of Experience
- Point of Contact for Application and Name of Supervisor (if different)

To learn how to craft a successful archivist job posting, please read [NWA's Guidelines for Job Posting](#). If the job post is missing one or more areas required for a successful post, the organization will be notified and publishing of the job on NWA's website will be delayed until a corrected version is received.

Please send official link to the job announcement and closing date (if known) to Communications Coordinator [e.g. Colleen Needham].

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## MARAC Looking to Join National Coalition for History (NCH) Policy Board

I am the current Chair of the Mid-Atlantic Regional Archives Conference (MARAC) and our Steering Committee is exploring the idea of having a seat on the National Coalition for History (NCH) which requires a membership at the sustaining level of \$4,000. At this time, MARAC is willing to increase our donation to NCH from \$1,500 to \$2,000 but would like to partner with any or all of you to meet that \$4,000 level. Currently, the only archival organization on the board is SAA.

The benefits of a membership at the sustaining level are:

- (1) Part of the NCH Policy Board listserv (up-to-date information on issues and a vote in how to respond to those)
- (2) Allows group to promote two events/year on the NCH website (perhaps workshops)
- (3) Allows group to send a representative to the Congressional History Caucus every year
- (4) NCH defends funding for major granting programs that many members of our organizations apply for and use

If your organization is interested in a possible partnership with MARAC, please let me know as soon as you can.

Thank you in advance for your cooperation and consideration!

Rebecca Collier

MARAC Chair

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### **Bylaws Committee, from Elizabeth Nielson**

- I have conferred with Nancy Beaumont at SAA about the disbursement of property and assets to SAA if NWA should cease to exist. Max, Bryce and I have discussed this by e-mail and will bring a proposal forward for a by-laws vote in 2020 to address it.
- Our work on updating the processing manual is on hold until after the annual meeting because of other commitments (on my part primarily).

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### **Professional Development, Education, and Awards Committee, from Anneliese Warhank**

The Professional Development, Education, and Awards Committee is happy to announce it received eight student scholarship applications and two professional development scholarship applications

prior to the March 15<sup>th</sup> deadline. The committee reviewed each application and in the end awarded three Student At-Large Scholarships and one Professional Development Scholarship.

Josh is looking at ways to improve interest in the Continuing Education fund and welcomes any suggestions the Board may have on ways to boost applications.

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### **Membership Coordinator Report, from Elizabeth Russell**

Total active members: 216

New in last 30 days: 4

All member spotlights that we solicited have been received. Any suggestions are welcome for members to profile in future spotlights, or maybe for a different topic/theme to focus on our membership. Two ideas that I have: people who work with film/video collections and people who are doing innovative work with digital collections.