

2019-01 NWA Executive Board
Meeting Agenda
January 07, 2019 | 2-3:00 pm PST
(712) 451-0265, access code: 326360

Present: Bryce Henry, Brian Johnson, Max Johnson, Elizabeth Nielson, Elizabeth Russell, Heather Hultman, Sara Piasecki, Kellyn Younggren, Meg Tuomala

Absent: Mary McRobinson, Andy Needham, Colleen Needham, Ashlyn Velte

1. Roll Call & [Past Minutes](#) Approval
 - 1.1. Motion to approve minutes. Motion carries.
2. Membership
 - 2.1. Member Spotlight & Know-Your-Board blog post interviews (MARIECRIS)
 - 2.1.1. Elizabeth R. says that she has people from Idaho, Montana, and Alaska have to feature in the blog. She will pick the person from Washington soon.
 - 2.1.2. Mariecris outlines the rough schedule for board members to do their “Meet the Board” blog posts. She will get the dates to the board after she confirms with Steve there are no conflicts with the any posts he has scheduled.
 - 2.2. New member alerts to State Reps implementation update
 - 2.2.1. Elizabeth R. emails state reps when approves a new member. For members that pay via check, Elizabeth R. is not notified. She recommends that state reps in Wild Apricot periodically to see if new members have been added.
3. Annual Meeting updates (KELLYN)
 - 3.1. LAC Q&A (HEATHER HULTMAN)
 - 3.1.1. Heather says she’s been hitting walls in getting a cash bar. The Galton History Museum said that their insurance would cover NWA selling wine and beer by donation instead of offering a cash bar. She has a couple options for catering. She likes the prices from The Fork and Spoon the best. She wants to know how many options of vendors should she explore. Bryce says two or three options should be fine. She asks how many options for the appetizers and desserts were served during past receptions. After some discussion, it was recommended that she look into doing four savory options and two to three desserts. Heather asks if people should register for the tour on the NWA registration page or should people register through the company’s website. Brian prefers that people register through the tour company.
 - 3.1.2. Heather has been working on the conference registration page and is close to completing it. She has a conference call with Kellyn later this week and should have the page completed after that meeting. She still needs to talk to Kellyn about the menu for the plenary meal. After some discussion, it was decided that a buffet would be fine instead of a plated dinner.
 - 3.1.3. Kellyn is optimistic that there will be 18-20 sessions in comparison to the 9 sessions that were offered when the conference was in Helena, Montana in 2011. She is waiting to hear from the Native American Collections Roundtable about a speaker. They need to figure out if someone will open the plenary or will be a separate speaker.

- 3.2. Vendor fees proposal (BRYCE)
 - 3.2.1. Bryce says that Donna thinks we should go with the same vendor fees and structure that was used last year. The language is provided below. Max says that last year was when they increased the rates to match other organizations in the US.
 - 3.2.2. Bryce makes the motion to approve the language for the vendor fees. Motion carries.
4. Procedural & bylaw updates (MAX)
 - 4.1. Continued Ed fund Procedures Manual progress update
 - 4.1.1. Max says that Josh Zimmerman is taking the language from the webpage for the fund and will turn it to a procedure for the procedures manual.
 - 4.2. By-laws revision update
 - 4.2.1. Bryce says that Max and Elizabeth N. consolidated feedback into the bylaws changes and that Max created a voting guide. Elizabeth N. says that she and Max will flesh out the voter guide so that the changes are clear. Max recommends that we add options to accept all changes and reject all changes option. Mariecris asks if we're using SurveyMonkey. Brian says that NWA pays for SurveyMonkey so we should probably use it. Bryce wonders if we should show changes in a track changes document or highlight in red the changes that are being voted on. Max says the voting guide was to help people know what was being changed and that track changes could get confusing. Elizabeth N. says that she will have the finalized voting guide to Mariecris a week from tomorrow.
 - 4.2.2. Max says that the procedures manual needs to be changed to address the inconsistency between the bylaws and the procedures regarding who can serve on the Nominating Committee. In the bylaws it says that no state representatives can serve on the committee, while the procedures manual says that one state representatives should be on the committee.
 - 4.2.3. Max addresses Meg's suggestion of having at least two state representatives and two directors be present meet quorum for a board meeting. Bryce wonders mandated quorum needed both two directors and and two state reps. He asks if it would it be alright to have four people from at least two different states or five votes with two different state reps. Meg clarifies her suggestion that she was interested in having at least two states represented in the quorum and that it didn't matter if they were a director or state rep. Bryce supports having state representation be part of the mandate. After some discussion, members believe that having representatives from two states be present for quorum to be achieved.
 - 4.2.4. Bryce notices that striking "Article VII. Dissolution" was not removed from the bylaws. Max says that he wants to check whether there was some agreement bad with SAA for NWA to transfer NWA's records to SAA upon dissolution. Bryce says that the dissolution is addressed in the Articles of Incorporation and can be addressed in the procedures. Typically, dissolution is not addressed in the bylaws.
5. Honorarium standards for tribal participation at annual conference still waiting on NACR feedback (BRYCE)

- 5.1. Bryce says that he asked Steve if honorariums are different for people performing as a group and a single person or both are paid the same rate. Steve Bingo from NACR has yet to get back to him. Kellyn has talked with Steve about a tribal leader talking at Bozeman. Bozeman falls on many tribal lands which makes it difficult to select one speaker. There will be more information after NACR's meeting this afternoon.
6. Reincorporation time/cost/hassle? (MAX)
 - 6.1. Max says Andy's recommendation is to not incorporate. Bryce says that this issue was brought up because Idaho has the least amount of members. After some discussion, people are unsure about what the repercussions are of breaking incorporation. Max asks if we should get more information from someone who is familiar with 501c3 law. Brian wonders if matters if there are no members in the state of incorporation. Kellyn asks if one of the issues was that some of the records are kept at the University of Idaho and that the Brian and Mariecris have records from past treasurers and secretaries. Bryce wonders if the records need to be where NWA has been incorporated. Brian says that he does remember saying that some records have to be stored in Idaho. Meg asks if there are many paper records. Mariecris says that she has paper records that originally digital records but were printed out. Because so many things needed to be updated, it made it easier to transfer things in paper. However, if there was a central repository, she says that scans could just be saved to that repository. Elizabeth R. says that it sounds like NWA needs a records retention schedule. The discussion is tabled for some point in the future.
7. 2019 Elections updates (MARY-not present)
8. Google G-Suite for NonProfits status update (MARIECRIS)
 - 8.1. Mariecris says that she needs to give the official address is her work address and she would like to change the address to the address that Bryce has given her. She will not register for the G-Suite until the physical change has been changed. She has emailed the state of idaho and will call them if she hasn't heard from them by Friday.
9. Tax deductible donations drive updates (BRIAN)
 - 9.1. Brian says that no donations were made, but we did gain a new member
10. 2014-2017 Survey Results (MARIECRIS)
 - 10.1. [2014 Visioning Survey](#)
 - 10.2. [2017 Professional Development Survey](#)
 - 10.3. [2017 Communications Survey](#)
 - 10.4. Review by January 18th. Please make comments in survey.
 - 10.4.1. Mariecris asks the board to review the survey results and offer input on what projects were developed based on the surveys' results and if there were current projects that meet needs listed in the survey.
11. Communications (COLLEEN-not present)
12. State Representatives news, updates, & plans
 - 12.1. Washington (MEG): The King County Archivist position was re-posted.
 - 12.2. Montana (KELLYN): The Montana Historical Society received a donation and now their film archivist, Kelly Burton, will be funded till the end of 2020.
 - 12.3. Oregon (ANDREW): Report below.
 - 12.4. Idaho (ASHLYN): Report below
 - 12.5. Alaska (SARA): Sara says that there was no major earthquake damage.
13. Committee Reports discussion [see reports below]

14. Other organizations' updates
 - 14.1. CIMA (ASHLYN)-Not present
 - 14.2. SRMA (KELLYN): Kellyn says that she has nothing to report. Their annual meeting is a week after NWA's conference.
 - 14.3. RAAC (BRYCE): Bryce says that Mary says there is nothing to report from RAAC.

REPORTS

From Donna McCrea, Vendor Coordinator

"I think we should use the same vendor fees / structure and deadlines that were in place last year. Heather Hultman sent me the attached from a webpage she is able to access. Once I get the go-ahead from you / the board I'll send formal letters to vendors. I've had informal conversations with several but don't have any solid promises at this point."

Proposed Rates:

- Exhibitor: \$300 (2-day), \$200 (1-day)
- Advertisements: \$150 (full-page), \$100 (half-page)
- Sponsorships (includes "an ad and other promotional mention"):
 - Food for Thursday night reception: \$1000
 - Drinks for Thursday night reception: \$500
 - Refreshments for 4 breaks: \$150 ea.
 - Speaker expense: \$300
 - Meeting room rentals for 3 rooms per day: \$200 ea.
 - Other - please describe: TBD

See attachment for last year's info here:

https://drive.google.com/open?id=19YoUrs wiz9DpPpwrSx_jl4dETrcoWJpv

From Heather Hultman, Local Arrangements Committee

- Still investigating cash bar options.
- I currently have 2 options for hours d'oeuvres. I have attached a pdf of a random selection of options and their prices for these 2 options, but I like the prices from the menu at the Fork & Spoon. I have some names for other options that I haven't explored.
 - **Questions:**
 - Shall I continue digging for reception catering options or would there be any objections to my approaching the Fork & Spoon to cater this function?
 - I randomly selected a variety of food and dessert options, is there a preference for how many types of hours d'oeuvres should be offered?
- Corresponded with my contact for tours. She is happy to coordinate for the two tours we wish to offer for the conference. We are coordinating details currently. I believe it would be easiest to

have conference registrants sign up and pay through the website. My contact would be fine if we settle up with them at the end of the conference.

- **Question:**
 - Would it be a problem if conference registrants sign up and pay fees through the conference registration instead of being directed to a second party site?
- Currently coordinating with Program Committee to determine precise number of meals to be offered at the conference. I will start pulling together tentative options from the menu.
 - Need to touch base with the HGI to determine what (if any) option or price changes they will be making to their 2019 Menu.
 - Buffets for meals will likely be the best option price wise.
 - **Question:**
 - Is there a desire that any of the meals be plated and served?
- Have started editing the information on the conference registration page. I need to complete this as soon as possible. There are a few questions that need answering either as a response to this report or that I need to send to the program committee before I can finalize the information.

From Steve Bingo, Native American Collections Roundtable

The roundtable will meet will meet on 1/7 at 3:15 to discuss recommendations to the Program Committee for a speaker at the plenary, finalize the text and details for the roundtable scholarship, and plans for the silent auction.

From Annelise Warhank, Professional Development, Education, and Awards Committee

The Professional Development, Education, and Awards Committee is gearing up for the 2019 NWA Annual Conference. As always, the Continuing Education and the Student At-large Award will be offered. The top 4 applicants will be awarded. Applications can be submitted beginning Wednesday January 16th through Friday, March 15th. Applications should be submitted to co-chair Anneliese Warhank (email is strongly encouraged). Once the deadline has passed, Anneliese will work with her co-chair Josh Zimmerman and committee member Conor Casey to review the applications. Award winners will be announced April 1st. Anneliese also discussed with Kellyn Youngren, Annual Meeting Program Committee Chair, the possibility of offering the complimentary registration to SAA's DAS course as a scholarship open to any NWA member. If we choose to do this, guidelines will need to be set to determine how to score applicants.

From Elizabeth Russell, Membership Coordinator Report

Membership numbers

Active total: 188

2 new members in last 30 days (OR and AK)

OR and AK state reps have been notified.

We're waiting on a potential WA member to pay up; if she does, 189!

Member spotlights

Invitations and questions sent to Kelly Burton, MT and Mathew Brock, OR.

AK, ID and WA member reps have been asked for names of potential spotligtees.

As of time of report, WA rep has sent ideas – thanks Meg!

From Elizabeth Nielson, Bylaws Committee

Max has distributed drafts of the revised by-laws and a voting guide to the board for discussion in Monday's phone conference meeting.

From Andrew Needham, Oregon Report

Oregon has one new Member.

From Ashlyn Velte, Idaho Report

I sent out a call for an Idaho member to be featured on the blog at Elizabeth's request. Ellen Ryan from Idaho State University responded and agreed to write the feature member blogpost from an Idaho member! This is great since this is the first time I have heard from an Idaho NWA member.

Attachments

Reception Options

Fork & Spoon

	Options	Prices	Prices	Prices	Prices	Prices
		per person	per 25 persons	per 50 persons	per 75 persons	per 100 persons
Appetizer	Asian Style Meatball	\$0.70	\$17.50	\$35.00	\$52.50	\$70.00
	Watermelon, Mint, & Feta Bite	\$1.00	\$25.00	\$50.00	\$75.00	\$100.00
	Caprese Skewer	\$1.20	\$30.00	\$60.00	\$90.00	\$120.00
	Smoked Squash Crostini	\$1.70	\$42.50	\$85.00	\$127.50	\$170.00
Desserts		per person	per 25 persons	per 50 persons	per 75 persons	per 100 persons
	Chocolate Chip Cookie	\$1.00	\$25.00	\$50.00	\$75.00	\$100.00
	Cranberry Pecan Oatmeal Cookie	\$1.00	\$25.00	\$50.00	\$75.00	\$100.00
	Mini Chocolate Mousse	\$1.60	\$40.00	\$80.00	\$120.00	\$160.00
	Mini Tiramisu Cup	\$1.40	\$35.00	\$70.00	\$105.00	\$140.00

18% gratuity.

HGI Bozeman

Appetizers	Domestic Cheese Display	\$60.00	per 25 people	\$60.00	per 25 persons	\$120.00	per 50 persons	\$180.00	per 75 persons	\$240.00	per 100 persons
	Chips and Salsa	\$25.00		\$25.00		\$50.00		\$75.00		\$100.00	
	Crudite Platter	\$40.00		\$40.00		\$80.00		\$120.00		\$160.00	
	Fruit Tray	\$50.00		\$50.00		\$100.00		\$150.00		\$200.00	
Desserts	Montana Shortcake	\$3.00	per person	\$75.00	per 25 persons	\$150.00	per 50 persons	\$225.00	per 75 persons	\$300.00	per 100 persons
	Mixed Berry Crisp	\$3.00		\$75.00		\$150.00		\$225.00		\$300.00	
	Chocolate Mousse	\$4.00		\$100.00		\$200.00		\$300.00		\$400.00	
	Local Hungerbuster Cookies	\$25.00	per dozen	\$50.00	per 2 dozen (1 per person=24)	\$100.00	per 4 dozen (1 per person=48)	\$150.00	per 6 dozen (1 per person=72)	\$200.00	per 8 dozen (1 per person=96)

20% service charge.