2018-19 NWA Executive Board

Meeting Agenda

June 11, 2018 | 2-3:30 pm PST

(712) 451-0265, access code: 326360

**In attendance:** Andy Needham, Ashylyn Velte Bryce Henry, Kellyn Younggren, Mariecris Gatlabayan, Mary McRobinson, Max Johnson, and Sara Piasecki.

**Absent**: Brian Johnson, Colleen Needham, Meg Tuomala

Called to order: 2:00pm

1. Introductions & Ground Rules
   1. Bryce outlined meeting protocol.
2. Reports from Warm Springs
   1. Meeting minutes:
      1. Bryce requested that people read the minutes respond to his email with any amendments, and whether they have approved them or not. For future voting, motion will ask if there is a unanimous vote to approve the minutes.
   2. Earnings report
      1. Max gave Brian’s report. The conference took in about $7,000. All bills and vendors have been paid and they are expecting more checks.
   3. Local Arrangements and Programming
      1. Andrew gave both the Local Arrangements and Programming report. 128 people registered for the 2018 conference in Warm Springs. Collected $18,280 in registration fees. Paid out $9284 for Kah-Nee-Ta expenses. $500 was spent on the printing the program and $50 on name tag supplies and miscellaneous. Collected $1700 from sponsors. Steve sent out a survey to gain feedback about the conference and all feedback was good.
   4. NACR Silent Auction Results & General NACR Updates.
      1. Bryce summarized Steve Bingo’s report. The silent auction brought in a grand total of $925. $100 of the funds was given to Dana Smith for his fundraising for the salmon feed. $500 will be used for a third scholarship. For future activities, they will fund scholarships, hold a speed networking event during the 2019 NWA conference, conduct a survey of Tribal archivists, hold a forum in the summer or fall, and hold a second silent auction.
3. Bozeman 2019 Updates & Appointments
   1. Bryce announced that he signed the Hilton Garden contract. The annual meeting will be May 14th-17th, 2019. Announced that Kellyn Younggren is the Program Committee Chair and Heather Hultman is the Local Arrangements chair.
4. Communications Committee-
   1. Bryce reported on his appointments. Colleen is the Communications Chair. Devin Busby is the social media coordinator. Rachael Woody replaced Crystal Rodgers as the webmaster. She is working on a website refresh. Steve Duckworth will be the blog/newsletter editor, while Maija Anderson will be their representative for the Journal of Western Archives. Maija is looking for content. She has offered to help review and edit drafts.
5. Appointments-
   1. Bryce announced new committee appointments.
      1. Bylaws Committee - Elizabeth Nielsen (Chair) & Max Johnson. The updates will address items that our out-of-date and not in line with current practices. Once the bylaws have been updated, it will go out to the membership to vote on the changes. There will also be a more thorough refresh to the bylaws at a later date.
      2. Vendor Coordinator - The vendor coordinator works with the vendors and exhibitors early in the fiscal year to get support for the year. They will also form a long term relationship with them so that vendors don’t have to work with a new person every year. Donna McCrea is considering being the Vendor Coordinator. Bryce, Max, Brian will meet with her on June 20th.
      3. Professional Development, Continuing Education, & Awards Committee co-chair: Josh Zimmerman is now the co-chair. He will be a solicitor for the professional development fund. He is interested in creating an award for mid-career archivists. Conor Casey was asked to step down from the committee to give Josh and Annalese Warhank the opportunity to appoint any help that they need.
      4. Membership Coordinator: Elizabeth Russell has been appointed membership coordinator. From about 2015 to present, the secretary was also the membership coordinator, but now the role returned to being it’s own position. The position will entail approving new members through wildapricot, sending reminder invoices, cleaning out lapsed members from wildapricot, working with the treasurer on conference refunds and payment issues, sending a list of new members to the state reps, submitting an annual report, soliciting membership spotlights for the blog, consulting with or sitting on the nominations committee. Bryce would like to ensure that state reps get lists of new members to welcome new members to NWA and inform them of awards opportunities.
      5. Tribal Coordinator: Bryce has been in contact with Dana Smith who expressed interest in the position.
6. Current Business
   1. Refund policy
      1. Ashlyn described the process of creating a NWA annual meeting refund policy. They modeled the refund procedure after SAA and ALA’s procedures. Ashlyn and Sara originally wanted to do a percentage fees and registration. They talked with Brian and he preferred a fixed cost. The fixed cost language.
         1. “Registration requests must be sent to the local arrangements chair. To receive a full refund, requests must be received no later than two weeks before the first day of the annual meeting. For refunds requested fourteen to four days prior to the annual meeting a $25 cancellation fee will be charged. No refunds will be issued for the period three days prior or after the annual meeting has begun.”
      2. There was some discussion on whether we should provide some sort of refund for extreme emergencies.
      3. Bryce made the motion to adopt refund policy. Motion seconded. Conducted roll call vote. The motion was adopted.
   2. Continuing Education Funds awarded
      1. Max gave Continuing the Education Funds Report.
         1. Received four applications: two from Oregon, one from Washington, and one from Alaska.
         2. Oregon: Terry Baxter proposal to bring in someone to do training on oral history software and presentation. Funding was denied as voted via email.
         3. Oregon: Katrina O’Brien proposal would use the fund for travel, lodging, materials, and set up for 6 different courses around Oregon to help performance arts archives. Funded at the full requested amount, as voted via email.
         4. Washington: David Brownell applied for funding to do a Jamestown tribal networking event. Funded at $200, as voted via email. Washington decided to not take the funding.
         5. Alaska: Arlene Schmuland would like to create an online networking committee space to do archives advocacy work. Funded at the full requested amount, as voted via email.
      2. Per conversations with David Brownell, Bryce and Max think it would be a good idea to post successful grant applications and allocated amounts on the website.
   3. Elections run-off & audit
      1. Bryce reported that Mariecris won secretary and Andy won for Oregon representative. Method of conducting the second round of elections were as follows:
         1. Bryce imported emails into survey monkey.
         2. Generated two surveys, one for voting for secretary and Oregon rep, and another for just secretary.
         3. Emily Dominick agreed to help Bryce and Max audit the vote. He recommended that we use the same method for future elections.
   4. Website refresh
      1. Bryce reported that Rachael Woody is working on website. She put together a proposal website. It is based on the NWA blog design. Currently there is no timeline for completion. If we have any questions, send email to Bryce.
   5. Alternatives to email for Board communication
      1. Mariecris provided her report on alternative methods of communications. Slack has some nice features, but the conversation can only be documented in a machine readable file that does not document who said what. Facebook was another option. Conversations could be imported and archived. For Googlechat, the conversation can be managed and copy and pasted from a gmail account.
      2. After discussion, it was decided that the issue of an alternative form of communication would be tabled till next year when Heather Hultman of the 2019 Local Arrangements Committee can share their experience with using Slack.
   6. How often should the Board meet?
      1. Mary motioned for monthly standing meeting. Motion seconded. Conducted roll call vote. Motion adopted.
7. New Business
   1. Change fiscal year end to December 31
      1. Bryce shared that Brian would like to move from a fiscal year to a calendar year.
      2. There were some questions as to what the transition will look like and how it will affect professional development awards and membership renewals.
      3. The issue was tabled till the next meeting.
   2. Board Member Projects & Initiatives-
      1. Future goals discussed: Recruiting new members and increasing participation.
      2. Mariecris volunteered to analyze and summarize past surveys’ results for the blog.
   3. Defining criteria for conference registration waivers in the Policy and Procedures-Tabled till next meeting.

Meeting adjourned at roughly 3:30pm.