

2018-19 NWA Executive Board
Meeting Minutes
November 05, 2018 | 2-3:00 pm PST
(712) 451-0265, access code: 326360

Present: Brian Johnson, Max Johnson, Andy Needham, Sara Piasecki, Elizabeth Russell, Ashlyn Velte, Kellyn Younggren

Absent: Mariecris Gatlabayan, Mary McRobinson, Colleen Needham, Meg Tuomala

1. Roll Call & Past Minutes Approval
 - 1.1. Minutes approved unanimously.
2. Procedural updates (MAX)
 - 2.1. Member renewal policy
 - 2.1.1. Max and Elizabeth Nielson made the following changes: the Membership Coordinator's duties in the procedures manual reflect current practices; removed duties that WildApricot does now, like creating a membership directory; and clarified when members will be notified, at what point membership will be lapsed and what a lapsed membership means. Changes have been made to the draft procedures but have yet to upload documents online. Updates will be uploaded as completed. The last update was done August 3rd, 2018. October 29th still needs to be uploaded.
 - 2.2. Permanent Archives Month fund
 - 2.2.1. Bryce sent Max the language for the Procedures Manual that makes the Archives Month Fund permanent. As soon as Max hears back from Brian Brown and runs it by the two person group he will update the procedures and upload it.
3. By-Law revision update to start in November (BRYCE)
 - 3.1. Elizabeth Nielson will update the bylaws. Updates will be reviewed by the board and then sent to the membership for approval before the annual meeting. Membership needs 60 days to review the bylaws. Most of the changes were already reviewed last year and Max says changes will be done by January.
4. Native American Collections Roundtable meeting (BRYCE/MAX)
 - 4.1. Tribal Coordinator will most likely be Creston "Dana" Smith.
 - 4.2. Honorarium standards for tribal participation at annual conference (color guard, prayer, etc.)
 - 4.2.1. Bryce brings up the topic of giving honorariums for prayers and color guide. Typically tribes give \$200-\$300. The honorarium would go to the group or individual speaker. Max asks if this is for this year's conference or an ongoing allocation for each year? Bryce would like it to be an ongoing allocation. Bryce motions for a tribal honorarium of \$300 for each tribal participant/group in the NWA annual conference. Motion seconded. Brian brings up the idea of an honorarium of \$300 for an individual and \$500 for a group. After discussion, it is decided that Bryce will reach out to the tribes and ask what the tribes do for honorariums. The topic will be discussed at the next meeting.
5. Membership (ELIZABETH)
 - 5.1. There are now 184 active members. Within the last 30 days, there were 6 new members. One student from Alaska, two unaffiliated (general interest in archives), two

professionals from the Seattle area, and 1 digital projects librarian from the University of Oregon.

5.2. Automated renewals revisited

5.2.1. There is an option to have auto renewal available for members, however switching it on might change things. Elizabeth says that she will do more research into the process. Brian will help.

5.3. Directory opt out issue revisited

5.3.1. Elizabeth fixed the feature to opt out of the public membership directory. Now the directory is pulling from a saved search of people who opted into the directory.

6. 2014-2017 Survey Results (MARIECRIS)

6.1. Tabled. Mariecris is not present.

7. Annual Meeting updates (KELLYN)

7.1. She met with Heather Hultman on October 26th and set a schedule of things that need to be done. She talked to Steve Bingo about the NWA speed networking event. The reception will be held at the Gallatin Museum. She sent out a survey about the workshops and a poll for the SAA course. Before the final decision has been made, she will run it by the board. The link to the spreadsheet for people to look for people to present with has been posted on the NWA website. Heather has been working with the Bozeman Chamber of Commerce to come up with the amenities listed on her website.

7.2. Vendor questions from Donna McCrea (BRYCE)

7.2.1. Do we want to set target monetary goals?

7.2.1.1. In 2018 we raised \$1700, while in 2017 we raised \$3400. Brian says that we don't need to set a target. We don't know which vendors are willing to go to a specific place. Instead we should focus on getting whatever vendors people can get. He is reticent to include vendor fees in budget. He would like to rely on registration revenue for the budget since registration is more stable.

7.2.2. Charges to send materials to put on a table, but not actually send a person to staff a booth?

7.2.2.1. During discussion, one question was brought to the group: Is NWA being charged per exhibit table? Kellyn will ask Heather about the cost per table and the maximum capacity for exhibitors. There was some discussion about feeling comfortable with allowing SAA, a organization from which NWA members benefit, a booth that wasn't staffed. However, there is some concern about businesses, like Hollinger-Metal Edge, getting free advertising.

8. NWA Records Planning (BRYCE)

8.1. NWA is incorporated in Idaho. There have been past discussions about reincorporating in a state with a higher member count. Doing so would make it easier to find a home to manage the NWA archives. Currently, the majority of NWA's records are at the University of Idaho. The Treasurer's records are with Brian. It goes as far back as the 1980s and has been processed as a collection. Erin Passehl Stoddart and Eva Guggemos were looking into reincorporation, but no action has been taken. Bryce says its been difficult to find reports attached to minutes and he would like to have a better system. Elizabeth wonders if there should be a digital repository. Bryce has started

collecting documents from past conferences together. Max recommends two phases: move physical collection to Portland and investigating re-incorporation in a different state. Concurrently, someone could be looking into creating a digital repository. Andy and Max volunteer to research what it would take to do re-incorporation.

9. Communications
 - 9.1. Webmaster thank you (ANDREW)
 - 9.1.1. Andy is still figuring out what to do for a thank you for Rachael's work on the website.
 - 9.2. Blog updates from Archives Month?
 - 9.2.1. Bryce asks if anybody did any blog posts for Archives Month. Ashlyn says that the University of Idaho will do one.
 - 9.3. Colleen Report (ANDY):
 - 9.3.1. Steve Duckworth had a submission from Alaska, the City of Portland, and Meg. Colleen and Devin Busby are still working on the what to do for the Instagram proposal and are still gathering information. Bryce tasks Max with asking Brian Brown how often Archives Month fund winners awardees follow up with a report for the newsletter.
10. State Representatives news, updates, & plans
 - 10.1. Washington (MEG): Meg not present
 - 10.2. Montana (KELLYN): Not much to report. Did not receive any Archives Month updates from anyone. The Home Movie Day went well. Things are quiet as she and Heather work on the conference.
 - 10.3. Oregon (ANDREW): The State Archives had their open house and they did the Archives Crawl. He is working on convincing a few people to join NWA. He will reach out to the University of Oregon. Max is SAA's key contact and will refer SAA members who have questions about NWA to Andy.
 - 10.4. Idaho (ASHLYN): She has not heard much from any members. Idaho membership went from ten archivists to five. The University of Idaho had a speaker come in and talk about the Red Cross during World War I. NWA sponsored their food and it was a successful event. Since the event, the campus repeatedly referenced the WWI exhibit in their newsletter.
 - 10.5. Alaska (SARA): UAA was the only group to celebrate Archives Month and they have already sent in their report. The State Archives was busy with Alaska Day. The Alaska archivists group had their first meeting over the phone with 20 individual phone calls, some with multiple people on the line. One of the questions they had was what NWA could do for them. She will get a few minutes at the next meeting to answer that question. She sees potential for getting more members. Even though Alaska has only eight registered NWA members, there are 24 recognized archival repositories in Alaska. In total, there are 105 groups that have archival materials. Just one year after the UAF flood in the Archives and they have demolished the damaged space and are preparing for repairs.
11. Committee Reports discussion [see reports below]
12. Other organizations' updates
 - 12.1. CIMA (ASHLYN): Have not heard anything from CIMA.
 - 12.2. SRMA (KELLYN): Had difficulty signing up online but will try again.
 - 12.3. RAAC (BRYCE):

- 12.3.1. Mary has moved from the Membership Subcommittee to the Grants and Development Subcommittee.
13. Number of Archives Month Events requests (BRIAN)
 - 13.1. There were ten requests. This was the largest that he had to oversee. Montana was the only state that didn't apply for funding.
14. Max says he just uploaded the October 29th updates of the procedures to the website.

REPORTS

Professional Development, Education, and Awards Committee, Anneliese Warhank, 2018-10-30
Nothing new to report.

Local Arrangements Committee Report, Heather Hultman, 2018-10-31

Here are the updates for LAC:

- I've reached out to the Gallatin History Museum to utilize their facility for the reception and am waiting on confirmation for holding it on May 15, 2019. As I mentioned in a previous email, they have indicated they were willing to host without charging a fee.
- I will be recruiting bids for heavy hors d'oeuvres and a cash bar for the reception this next month and should have that information available for the next meeting.
- I have put together a survey for tour options to be distributed to the members so that we can determine which might be of interest. I have been working with Kellyn to see about getting the link to this survey distributed. I've attached a pdf of the survey to this email.
- I have designed a blog page with local amenities and interesting things to see that I will be forwarding to Colleen Needham for addition to the Annual Meeting webpage in the next week or so. If you want to look at the page and have suggestions on things I might have missed, the link is <https://hultman-hc.home.blog/2019-northwest-archivists-conference-bozeman-montana/>
- I will also be sending Colleen the prices on the room block and the Hotel contact information when I forward her the information about the blog.