

2018-19 NWA Executive Board
Meeting Agenda
December 07, 2018 | 2-3:00 pm PST
(712) 451-0265, access code: 326360

1. Roll Call & Past Minutes Approval
2. Procedural & bylaw updates (MAX)
 - 2.1. Permanent Archives Month fund (text in reports)
 - 2.2. By-laws draft updates and timeline for member voting (See link in Reports)
 - 2.3. New Award (from J. Zimmerman) + Procedural text to review (See text in reports)
 - 2.4. Add Continued Ed fund to manual
3. Membership (ELIZABETH)
 - 3.1. Automated renewals
 - 3.2. Member spotlight & know-your-board blog post interviews
 - 3.3. New member alerts to state reps?
4. 2014-2017 Survey Results (MARIECRIS)
5. 2019 Elections (MARY)
6. Reincorporation (MAX/ANDREW)
7. [Google G-Suite for NonProfits](#) (MARIECRIS)
8. Tax deductible donations drive (BRIAN)
9. Annual Meeting updates (KELLYN)
 - 9.1. Honorarium standards for tribal participation at annual conference (color guard, prayer, etc.) (BRYCE)
10. Communications (COLLEEN)
 - 10.1. Webmaster thank you tasks (BRYCE)
 - 10.2. Blog updates
 - 10.3. Social Media updates
 - 10.4. Website updates
11. State Representatives news, updates, & plans
 - 11.1. Washington (MEG)
 - 11.2. Montana (KELLYN)
 - 11.3. Oregon (ANDREW)
 - 11.4. Idaho (ASHLYN)
 - 11.5. Alaska (BRYCE)
 - 11.5.1. Earthquake report from Sara follows
12. Committee Reports discussion [see reports below]
13. Other organizations' updates
 - 13.1. CIMA (ASHLYN)
 - 13.2. SRMA (KELLYN)
 - 13.3. RAAC (MARY)

REPORTS

By-Laws Committee

Draft revisions/comments on the existing By-Laws:

<https://drive.google.com/file/d/1o3omHhNyPXrbaK-avEickBnCraJvxZ95/view?usp=sharing>

New Award Report from Josh Zimmerman: NWA Outstanding Service Recognition

Policy

The NWA Outstanding Service Recognition seeks to highlight and recognize individuals (or groups) who have gone above and beyond simple participation in order to help NWA significantly improve the organization and the services it provides to its members. This could take the form of building infrastructure, outreach, logistical planning, project implementation, mentoring, or some other service to NWA. Service could constitute a short project, task, or a longer program. Nominations can be for previous service projects.

For recognition of a *lifetime* of service or a longterm continued service effort, please see Merle W. Wells/John F. Guido Lifetime Service Award above.

Guidelines for Selecting Recipients - Nominees must:

- Be NWA members in good standing,
- Demonstrate their contribution to NWA, and
- Have been formally nominated (see the website for nomination form)

Selection and Announcement Process:

- Nominations can occur at any time by any NWA member (even current NWA Board or Award Committee).
- Recognition will occur primarily and in-person (if possible) at the Annual Meeting.
- The Award Committee and current NWA board will deliberate and vote on all nominations.

Recipients of this recognition will be:

- Provided with a certificate
 - Formally recognized at the annual meeting, and
 - Recognized on NWA's website with brief description of project.
 - Feature on blog with more info on project, etc
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Procedures Manual Update
Archives Month Fund
Archives Month Fund

Policy

The Archives Month Fund is intended to promote and support archival outreach during the month of October (“Archives Month”). Outreach is broadly defined in this context and includes but is not limited to speaker fees, printing costs, receptions, materials, and supplies. Applications for this funding are sought and evaluated by the appointed director of the Archives Month Fund.

The Executive Board will fund a minimum of \$1000 (\$200 per state) to be spent on costs related to said outreach so long as such funding can be supported by the annual budget. An executive vote can alter the overall distribution amount beyond the \$1000 minimum. Funding is made in the form of a reimbursement. A maximum of four applicants per state (twenty total) can receive funds. If there are more than four applicants per state, the first eligible four will qualify. If there are fewer than four applicants per state, funds will be divided equally among all applicants.

Procedures for fund administration:

1. The Archives Month Funds’ director confirms with the Executive Board any increases to funding and reminds the Board of the past year’s winners. This typically occurs in early September.
2. The director incorporates any increases into the Standard Funding Application and coordinates with the Board to distribute the call for funding applications.
3. Membership wide announcements are distributed at least one week prior to October 1.
4. The director has discretion over application selection, but may, as needed, solicit the Executive Board for feedback and information as well as utilize the review services of the general NWA committee responsible for awards.
5. The director reports funding decisions to the Secretary who will update the Executive Board and record the decision in the official minutes.
6. Reimbursements will be made upon the presentation of receipts to the Treasurer for expenses directly related to an Archives Month activity.

Application Requirements – Applications must include:

1. Submission prior to the deadline stated in the application
2. Contact information including name, address, telephone number, and email address
3. A brief statement on how the funding would be used for an Archives Month activity

Guidelines for Selecting Recipients - Applicants must:

1. Be members of NWA in good standing;
2. Agree to submit a report to the NWA newsletter describing their Archives Month activity

Membership Coordinator Report from Elizabeth Russell

In the last month, one new member signed up. Carlos Pelly is an archivist tech at Central Washington University’s Brook Library. We have 186 active members.

2019 Annual Meeting Local Arrangements Committee Report from Heather Hultman

- Links on the blog were transitioned to page on NWA’s site and is live. Thanks to Rachel Woody for her help and Bryce for connecting me with her.
- Venue information and prices for rooms have been added to the NWA’s site.

- Had a conference call with Bryce and Rachel for instruction on updating the conference registration page.
 - I will begin working on the conference registration page on NWA's site and would like to see it ready to go asap, preferably by the end of December or mid-January
 - On Kellyn's behalf I issued an invitation for a plenary discussion on the Doig project, which was accepted.
 - I have heard back from the Gallatin History Museum and we are good to go.
 - The tour survey link was distributed. It closes tomorrow; however, the responses haven't shifted for several days. Results indicate that the brewery tour and madams tour are most interesting. I have attached the most current survey summary data to this email. After some discussion with Kellyn, we thought that offering a tour at the beginning of the conference and the end of the conference would be a good idea. After checking with my contact for the tours, it sounds like this would be a feasible option.
 - Bids for hors d'oeuvres and a cash bar got away from me this month. My contact at the Gallatin History Museum provided me with suggestions on bid options, I am hopeful at throwing numbers together before the weekend is out and will forward them along.
 - My contact made two suggestions pertaining to the cash bar. She mentioned the whoever we select to cover a cash bar, their insurance would cover the serving of alcohol. We could also consider purchasing a specified amount and take donations and the museum's insurance would cover the serving of alcohol.
 - My contact at the Gallatin History Museum suggested that we consider running the registration table at the reception to allow an additional avenue for those who can't make the workshops, but might want to make the reception.
 - I forwarded Kellyn and Donna a sketch of the vendor layout and information on in-house equipment as well as shipping and receiving. I believe that Kellyn will be sharing or has shared this information with the board. I have attached that email as well as the vendor layout for easy reference.
 - Had a conference call with Donna and another member of the LAC committee to discuss logistics for vendors and important information. We will have a follow-up conference call on December 7th.
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Native American Collections Roundtable from Steve Bingo

A subgroup of the NACR roundtable met on 11/7 to discuss outreach to Montana tribes and speakers to increase local Native American participation in the conference. Considering the fact that Bozeman is a crossroads to which several tribes claim a connection, we're making our general outreach broad in terms of invitations for an opening blessing and a discussion of the Native history of the region. We also reached out to the Program Committee and Local Arrangements Committee to begin coordinating about potential speakers for the conference and to convey the Roundtable's plan to have its speed networking event prior to the reception. The Roundtable will convene in early January to firm up recommendations to the Program Committee for speakers and start planning for the silent auction.

Alaska Report from Sara Piasecki

The magnitude 7.0 Southcentral earthquake that occurred the morning of November 30 impacted most of the libraries, museums, archives and cultural heritage repositories in the area, to varying degrees. The Anchorage Museum archives sustained damage, but only to paper records housed in a fourth floor storage space. Cleanup is ongoing here. The UAA archives had boxes come off shelves, and a water break affected a very small number of items. There were also some affected items at the Alaska Moving Image Permanence Institute, housed at UAA. All of those items are being dried in a secure area. The Ted Stevens Papers archive had only minor breakage of framed items. Other small museums in Anchorage report minimal damage. I have yet to hear from some of the repositories in the Matanuska-Susitna Valley; many of those buildings are still being assessed for safety, and it's probable that full assessments of building contents will be some time in coming. Luckily, no one was injured.

Reviewed the process for votes on the bylaws – and teased out the following “reverse timeline”:

- o Voting open approx. Feb 15th to March 20th (needs to be 30 days)
- o All proposed changes to the Secretary by Jan 15th (30 days in advance of voting)

Would it be appropriate for us to “informally” solicit changes from the Board during the next few weeks, so that we could have all the proposed changes to the Secretary by Jan 15th? I am assuming that the Secretary (or someone on the board) would actually conduct the election.