

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

Attendance: Mariecris Gatlabayan, Bryce Henry, Max Johnson, Brian Johnson, Elizabeth Russell, Meg Tuomala, Ashlyn Velte,

Not Present: Mary McRobinson, Andy Needham, Colleen Needham, Sara Piasecki, Kellyn Younggren

1. Roll Call & Past Minutes Approval
 - 1.1. Minutes approved by unanimous consent.
2. Procedural & bylaw updates (MAX)
 - 2.1. Permanent Archives Month fund (text in reports)
 - 2.1.1. The language has been reviewed by Bryce and Brian Brown (director of the fund). All that's left to do is determine where in the Procedures manual it will be placed. Mariecris asks if the information will be posted on the website. Bryce says that the language will be in the procedures and will eventually have a place on the website.
 - 2.1.2. The group reviews comments made on the draft of the language.
 - 2.1.2.1. Meg's recommended language is integrated into the procedures.
 - 2.1.2.2. Meg brings up the topic of how the funds are distributed. The first four applicants receive funds. Max says that if there are more than four applicants, Brian Brown may decide to further subdivide the funds to include the additional applications.
 - 2.1.2.3. Bryce answers Mariecris' questions about who decides who becomes the director of the fund. Bryce says the president does.
 - 2.1.3. Motion to approve the Permanent Archives Month Fund language were approved via voice vote.
 - 2.2. By-laws draft updates and timeline for member voting (See link in Reports)
 - 2.2.1. Elizabeth Nielson provided draft with proposed changes. Proposed changes need to be posted by Mariecris by January 15th and voting should be open from February 15th to March 20th. Max says that most of the changes are committee names. After some discussion, it is decided that committees not named in the bylaws are identified by function, while committees that are referenced in the bylaws (ex. LAC, PC, and Nominating) retain their name in the procedures. **Max would like comments before January 1st.**
 - 2.3. New Award (from J. Zimmerman) + Procedural text to review (See text in reports)
 - 2.3.1. The new award is to give recognition to members' significant contributions to NWA. The topic of whether a person could self-nominate is discussed. It was decided that self-nominations will not be accepted.
 - 2.3.2. After some discussion about recognizing past contributions, it is decided that nominations should be re-submitted annually for past nominees who did not receive the award. Nominations will not be limited to a certain time period, but are open to any substantial service from previous years.
 - 2.3.3. Elizabeth asks the question of whether there will be a limit to the number of awards per year. Max says that there will be no limit to nominations per year.

- 2.3.4. After some discussion, recognition will be listed on the website with a brief description of why awardees are being recognized and a blog post in the format of an interview in which nominees can highlight the work that they did.
- 2.3.5. Motion to approve the NWA Outstanding Service Recognition Award and its language is approved via voice vote.
- 2.4. Add Continued Ed fund to manual
 - 2.4.1. Max noticed that there was no information about the Continuing Education Fund in the procedures manual. Since they are doing an overhaul of the procedures manual he recommends that time be taken to add the information to the procedures manual. He will ask Josh to come up with language. He will then bring that language to the Board for review.
- 3. Membership (ELIZABETH)
 - 3.1. Automated renewals - Tabled
 - 3.2. Member spotlight & know-your-board blog post interviews
 - 3.2.1. Elizabeth is working on getting people for the Member Spotlight. She's selected Kelly Burton, the Moving Image Archivist in Montana. Board members should complete their blog post and email them to Steve Duckworth. All blog posts will be posted at one time.
 - 3.3. New member alerts to state reps
 - 3.3.1. Andy would like to receive an email when there is a new member. After some discussion, the Membership Coordinator will notify state reps every time there is a new member.
- 4. 2014-2017 Survey Results (MARIECRIS)
 - 4.1. After some discussion, Mariecris will send out the survey results again to get feedback on what has been done and what will be done to address recommendations in the survey. She will create a Google doc in which people can add what previous boards had done.
- 5. 2019 Elections (BRYCE):
 - 5.1. Mary is not present to talk about the nominating committee in detail. Bryce says that next year NWA will need a new Vice-President, Treasurer, Washington State Rep, and Alaska State Rep.
- 6. Reincorporation (MAX/ANDREW): Tabled
- 7. [Google G-Suite for NonProfits](#) (MARIECRIS)
 - 7.1. Mariecris will get the G-Suite for NonProfits.
- 8. Tax deductible donations drive (BRIAN)
 - 8.1. Brian sent out a call for donations.
- 9. Annual Meeting updates (KELLYN)
 - 9.1. Honorarium standards for tribal participation at annual conference (color guard, prayer, etc.) (BRYCE)
 - 9.1.1. Steve Bingo will look into how much tribes provide for honorariums.
 - 9.2. Heather's Local Arrangements Report is below.
- 10. Communications
 - 10.1. Webmaster thank you tasks (BRYCE)
 - 10.1.1. Rachel Woody will be acknowledged at the annual meeting. Meg will get a card to be signed at the meeting. Mariecris will do the interview with Rachael before she's been officially awarded the recognition award.

- 10.2. Blog updates: Steve Duckworth has been adding updates to the blog.
- 10.3. Social Media updates-Tabled
- 10.4. Website updates-Tabled
11. State Representatives news, updates, & plans
 - 11.1. Washington (MEG): Lots of job openings in Washington. The Seattle Area Archivists has been active. They had a meeting at the Woodinville Historical Society and a happy hour with about 20 people in attendance.
 - 11.2. Montana (KELLYN): Not present
 - 11.3. Oregon (ANDREW): Not present
 - 11.4. Idaho (ASHLYN): Not much activity in Idaho.
 - 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): Ashlyn hasn't heard from CIMA.
 - 13.2. SRMA (KELLYN): Tabled
 - 13.3. RAAC (MARY): Tabled

REPORTS

By-Laws Committee

Draft revisions/comments on the existing By-Laws:

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

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.

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

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.
