

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

1. Roll Call & Past Minutes Approval
2. Membership (ELIZABETH)
 - 2.1. Member Spotlight & Know-Your-Board blog post interviews (ELIZABETH/MARIECRIS)
 - 2.2. New member alerts to State Reps implementation update
3. Annual Meeting updates (KELLYN)
 - 3.1. LAC Q&A (HEATHER HULTMAN)
 - 3.2. Vendor fees proposal (BRYCE)
4. Procedural & bylaw updates (MAX)
 - 4.1. Continued Ed fund Procedures Manual progress update
 - 4.2. By-laws revision update
5. Honorarium standards for tribal participation at annual conference still waiting on NACR feedback (BRYCE)
6. Reincorporation time/cost/hassle? (MAX/ANDREW)
7. 2019 Elections updates (MARY)
8. Google G-Suite for NonProfits status update (MARIECRIS)
9. Tax deductible donations drive updates (BRIAN)
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.
11. Communications (COLLEEN)
12. State Representatives news, updates, & plans
 - 12.1. Washington (MEG)
 - 12.2. Montana (KELLYN)
 - 12.3. Oregon (ANDREW): Report below.
 - 12.4. Idaho (ASHLYN): Report below
 - 12.5. Alaska (SARA)
13. Committee Reports discussion [see reports below]
14. Other organizations' updates
 - 14.1. CIMA (ASHLYN)
 - 14.2. SRMA (KELLYN)
 - 14.3. RAAC (BRYCE)

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.
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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 spotlightees.

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

Tours:

- 2 tours have been arranged. Conference registrants will be directed to an external site to register for these. Does not need incorporated into the registration fee.
 - Fee for tour is \$10. Minimum of 5 registrants is necessary for tour to happen.
- Transportation
 - Arranging a shuttle is not reasonable with max capacity each tour @ 24 occupants. Would likely be more reasonable to arrange for Uber transportation
 - Uber XL – per tour ± \$18-\$70 one way, ± \$36-140 round trip (XL = 6 passengers per vehicle; 1 = \$17.31, 4 = \$69.20)

Workshops:

- SAA, conference registrants will be directed to an external site to register for this. Does not need incorporated into the registration fee.
- 2 free workshops. Does not need incorporated into registration fee.

Plenary Speakers:

- Walter Flemming - \$250 honorarium. Needs accounted for with registration fee.
- Jan Zauha & Hannah McKelvey – \$50-\$100 thank you gift (price dependent on number of registrants)

Reception:

- Transportation - ± \$578 (24 passenger mini bus, less than 4 hours rental, can make multiple trips)
 - 2 trips = 48 passengers, 3 trips = 72 passengers, 4 trips = 96 passengers
- Catering - ± \$366-\$610 (4 appetizers and 2 desserts, range estimate 60-100 attendees)
 - Recommend using [Fork and Spoon](#) estimate is cheapest and variety is great.
 - Asian style meatball @ \$.70 per person
 - Roasted local tomato bruschetta @ \$.70 per person
 - Caprese skewer @ \$ 1.20 per person
 - Smoked squash crostini @ \$1.70 per person
 - Brownie bite @ \$1.00
 - Cranberry pecan oatmeal cookie @ \$1.75
 - Not inclusive of 18% gratuity assessed)
 - With gratuity ± \$432-\$720
- Beer and wine cash bar - ± \$526 (\$500 set up fee: insurance, event set-up, 4 hours bar service, tear down. \$26 mileage @ \$.50 per mile roundtrip from Livingston)
 - Not inclusive of a 20% gratuity assessed at the end of the function
 - With gratuity ± \$630
 - [The Office Lounge and Liquor Store](#), only estimate available thus far

Meals:

- ± \$7692 per 120 attendees (1 pre-conference workshop beverage package; 1 all-day meeting package including 2 buffets and 2 breaks; 1 Bridger peaks buffet for business meeting and 1 break of assorted muffins, hot beverage station, and fruit.)
 - Pre-conference workshop beverage package @ \$5.95 per person ±714
 - All day meeting package (continental breakfast buffet; morning and afternoon break; and soup, salad, and sandwich buffet) @ \$34 per person ± \$4080
 - Bridger peaks buffet @ \$17 per person ± \$2040
 - Break with assorted muffins, hot beverage station, and fruit ± \$858
 - Assorted muffins @ \$18 per dozen
 - Whole fruit basket @ \$35 per 25
 - Hot beverage station @ \$4.25 per person

Venue:

- Venue rental - \$500 per day, total of \$1500
- A/V package - \$250 per day, total of \$750
- HGI's contract minimum to be met in food, beverage, and meeting room rental \$7,000
- To avoid room attrition, room block rental must be at least 60% to avoid fee assessment

Event supplies:

- Name tags and holders - ± \$41 (Avery Name badges with Lanyards print or write 3" x 4" badge holders and lanyards 1 [pack 100](#) @ \$25 and 1 [pack of 50](#) @ \$16)
- Pocket folders – ± \$50 (3 packs of 50 [assorted colors: red, light blue, orange, yellow green](#) @ \$16 each)
- Program printing ± \$480 (2018 print fee per 100 copies)
- Popcorn for movie night - ± \$20

Rough estimate per person without vendor sponsorship ± \$114

- \$2.80 Tour transportation
- \$2.50 Honoraria and thank you
- \$5.78 Reception transportation
- \$7.20 Reception catering
- \$6.26 Reception cash beer and wine bar
- \$64.10 Meals
- \$18.75 Venue rental, A/V package
- \$.35 Nametags and holders
- \$.42 Pocket folders
- \$4.80 Programs
- \$.19 Popcorn for movie night

Reception Options

Fork & Spoon Appetizer

	Options	Prices	
	Asian Style Meatball	\$0.85	per person
	Caprese Skewer	\$1.20	
18% gratuity.	Roasted Local Tomato Bruschetta	\$0.70	
	Smoked Squash Crostini	\$1.70	

Desserts			per person
	Brownie Bite	\$1.00	
	Cranberry Pecan Oatmeal Cookie	\$1.75	

HGI Bozeman Appetizers

	Domestic Cheese Display	\$75.00 per 25 people	\$3.00 per person
	Chips and Salsa	\$25.00	\$1.00
20% service charge.	Caprese Mini Skiewer	\$60.00	\$2.40
	Fruit Tray	\$50.00	\$2.00

Desserts	Classic Desert station	\$3.50 per person	
	choose 2: assorted cookies, assorted brownies, seasonal cobbler, mix of mini brownies and cookies		

The Office Lounge & Liquor Store Apetizers

	Cheese & Cracker Platter	\$65.00 per 30-35 people	\$2.17 per person
	Vegetable Platter	\$90.00 per 30-35 people	\$3.00
	Chicken Wings	\$90.00 per 30-35 people	\$3.00
	Sweedish Meatballs	\$12.00 per dozen	\$1.00