

2019-02 NWA Executive Board  
Meeting Agenda  
February 01, 2019 | 2:30-3:30 pm PST  
(712) 451-0265, access code: 326360

Present: Andy Needham, Brian Johnson, Bryce Henry, Elizabeth Russell, Kellyn Younggren, Mariecris Gatlabayan, Mary McRobinson, Max Johnson, and Meg Tuomala

Absent: Ashlyn, Colleen, Sara

1. Roll Call & Past Minutes Approval
  - 1.1. Minutes approved unanimously.
2. Membership (ELIZABETH)
  - 2.1. Elizabeth updates the board on the increase of members. The numbers are in her report below.
  - 2.2. Member Spotlight & Know-Your-Board blog post interviews (ELIZABETH)
    - 2.2.1. Elizabeth says that Kelly Burton's member spotlight has been published. She has another that will be published on February 11th. She has other people who have committed to doing a post. Elizabeth observes that in order to follow the blog a person has to create an account on WordPress. She brings up the idea to give people the option to follow the blog without having to create a WordPress account.
    - 2.2.2. Kellyn says that some members have been contacting her about losing the "Easy Access" title of newsletter. Bryce says that we should bring up the topic of the blog title during the all members meeting in Montana.
  - 2.3. Renewals - Prorates & auto-renewals (BRYCE)
    - 2.3.1. Bryce has received two questions from students who would like to have automatic renewals.
    - 2.3.2. Bryce brings up the topic of prorated memberships. The website lists prorated for the members and works only for new members. Bryce brings up the question of whether we should have a prorated rate. Elizabeth has received a question from a prospective member about having to pay the full price for membership if she has to pay another full price membership in June.
3. Annual Meeting updates (KELLYN)
  - 3.1. Kellyn says that they have 18 sessions for the conference. Once the registration page goes live, she will inform the presenters. There are four workshops and two tours that are scheduled. Kellyn would like to extend the deadline for poster submissions since they only have four posters. The board supports extending the deadline.
  - 3.2. Kellyn asks if the board meeting on Wednesday night should be two hours. Bryce says to make the meeting two hours. Kellyn will look for a venue to hold the board meeting.
  - 3.3. Kellyn asks about how long should the business meeting. The board decides to go with an hour and a half.
  - 3.4. Kellyn says that the Montana Historical Society, the University of Montana, and Montana State have committed money to the reception or one of the breaks. Butte Silver Break Archives has offered to commit some money as well. An emergency mitigation company also offered to fund some things and committed to being an exhibitor.
  - 3.5. Honorarium(s) for speakers (KELLYN)

- 3.5.1. Bryce makes the motion that a \$250 honorarium be given to Dr. Walter Fleming. Motion seconded. Motion passes. Dr. Walter Fleming will do the welcome and the plenary speech.
- 3.6. Registration rates and projected costs (HEATHER/KELLYN)
  - 3.6.1. Mariecris reads out the attachment report and adds link to the document.
  - 3.6.2. Kellyn brings Heather's question to the board. Should the price of registration be increased from last year's registration fee of \$140 to \$150? Mary asks why the cost of registration needs to be increased. Brian said we should look at the numbers. Mariecris says it looks like the budget is based on 120 conference attendees. Brian thinks 120 is optimistic and would like to see the budget in order to help determine the final registration fees. Bryce asks Mariecris to set up a meeting with the executive board, Heather, and Kellyn.
  - 3.6.3. Bryce brings up Heather's question about using Fork and Spoon? The board agrees that Fork and Spoon is the best choice.
  - 3.6.4. Brian mentions a survey that was sent out asking members if they plan to attend the conference. He recommends doing the same for this conference. Mariecris offers to help put the survey together. Possible questions the board thought would be helpful is whether people were going to the conference, may be going to the conference, or not going to the conference; if the conference attendee was going to use the conference hotel; and which days people would be attending. Brian would like to know how many rooms were blocked so that they can add that detail to the budget.
  - 3.6.5. Max notices that the cost per person is \$114 and wonders if we should set registration to \$118 or \$120. Kellyn says that Heather and Kellyn have talked about having enough padding in the registration fee just in case they don't meet the room block and have to pay a fee. Brian would like to see the full budget and the room block specifications. Bryce would like to factor in a 10% contingency in the registration fee. It is decided that a meeting with the board and the local arrangements and program committee is the best determine the registration fees.
  - 3.6.6. Exhibitors & sponsors progress (BRYCE/DONNA)
    - 3.6.6.1. Bryce motions that the following statement be deleted "Note vendors/" and to remove vendors from the language. Motion seconded. Motion carries.
    - 3.6.6.2. Bryce says that Donna would like to change the amount to sponsor a break from \$150 to \$250. Bryce makes the motion that the cost to sponsor a break be changed from \$150 to \$250. Motion seconded. Motion carries.
4. Procedural & bylaw updates (MAX)
  - 4.1. Max: Mariecris sent out the survey for people to vote on the bylaws.
  - 4.2. Continued Ed fund Procedures Manual progress update
    - 4.2.1. Max says that he has no information on the progress of the update.
  - 4.3. By-laws membership vote survey (MARIECRIS)
    - 4.3.1. Mariecris reports that there are 34 responses. Mariecris says that quorum will be 48 people. Bryce says that there should be one reminder a week. Bryce will add new members to the survey.

- 4.4. By-laws disincorporation & SAA proposal from Elizabeth Nielsen (MAX/BRYCE)
  - 4.4.1. Max says that Elizabeth Nielson has contacted him about other changes. She wants to contact SAA to learn more about the SAA dissolution agreement. Max says that if the dissolution agreement is to be struck from the bylaws, there still should be a list of possible repositories in the region if the event of dissolution.
5. Communications
  - 5.1. Andy said that Colleen's report is below. Andy says that the CafePress.com site is up and asks Brian if they have been charged for it. After some discussion, it is decided that the cafe press is shut down.
  - 5.2. Journal of Western Archives Renewal (BRYCE/MAIJA) [see report below]
    - 5.2.1. Bryce says that JWA has invoiced NWA for \$500. After some discussion, Bryce asks Andy to ask Colleen to contact Maija about questions that the board had about the JWA budget. Brian brings up the idea of asking the membership if we should still be funding JWA. Bryce says that members can discuss it during the business meeting.
  - 5.3. A/V archives directory addition to website (BRYCE)
    - 5.3.1. Tabled.
6. Google G-Suite for NonProfits status update (MARIECRIS)
  - 6.1. Google needs a copy of NWA's IRS determination letter as a nonprofit. Mariecris will call the IRS to get the determination letter.
7. 2019 Elections updates (MARY)
  - 7.1. Mary says that this year members will be voting for Vice-President/President-Elect, Treasurer, Washington Rep, and Alaska Rep. She will wait to do recruiting until after she sends out the general call. Mary is still working on getting people on the committee.
8. Treasurer updates (BRIAN)
  - 8.1. Brian says that meeting and expenses was a bit down last year and JWA and the National Coalition for History Day didn't bill NWA. Membership dues were a bit higher than normal. However, the price of website has gone up. But finances are in good shape. The Kah-Ne-Ta conference saved money on meals and attendees have all paid. Brian recommends spending money to help people to get to the annual meeting. Another recommendation he makes is to look into investing. Bryce mentions that some people brought up subsidizing an Alaska conference. If we invest now, NWA would be in a better position to subsidize an Alaska conference. Alaska would be in consideration at least three years away. The board is supportive of the idea. Options to subsidize the costs include offering travel vouchers and reducing registration costs. Brian will investigate CD rates and will report back at the next meeting.
9. State Representatives news, updates, & plans
  - 9.1. Washington: Meg says that she has been sending emails out to members about the annual meeting. The Seattle Area Archivists have just sent out their newsletter. The Gates Archives will be moving to a new facility in March.
  - 9.2. Montana: Kellyn says that the legislature is in session and Montana Historical Society is trying to get a new building. Natalie Bond at the University of Montana has gotten an extension and moving to Montana State University position for two years. She is on the conference program committee. They are looking at the budget to see if they'll have enough money to hire more people.

- 9.3. Oregon: Andy said that legislature is in session. Andy has been sharing his conference experience with Heather. Oregon has three new members.
- 9.4. Idaho (ASHLYN): Report below
- 9.5. Alaska (SARA): Not present.
10. Committee Reports discussion [see reports below]
11. Other organizations' updates- Tabled
  - 11.1. Western Roundup 2020 (MAX)
    - 11.1.1. SF, April 22-25, 2020 @InterContinental. They need Program Committee and Local Arrangement Committee liaisons. There won't be any movement till May or June when they elect their new Vice President, who will then chair one of the committees.
  - 11.2. CIMA (ASHLYN): Not present.
  - 11.3. SRMA: Kellyn says there's nothing to report.
  - 11.4. RAAC: Mary says that the subcommittee is compiling a master list of national and state level grants that are available on SAA's website.
12. Reincorporation lawyer consultation
  - 12.1. Mariecris says that she does have a thirty minute consultation at her work and will see if they can connect her with a lawyer that works with 501 (c)3 organizations.
13. Bryce brings up the question of whether NWA needed to pay Idaho sales tax for everything that has been sold on NWA's webstore. Brian isn't concerned since we didn't earn much money.

## REPORTS

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### *Journal of Western Archives Renewal*

*Journal of Western Archives* [invoiced NWA for \\$500](#) of support for 2019. According to their [Annual Report](#), operating costs are quite low and their finances are respectively robust. In 2018 expenditures were much lower than previous years at \$375, they brought in \$1000, and ended the year with an account balance of \$9,700. They expect "significantly higher expenses in 2019 with the publication of both a regular issue and a special issue." In 2017 their costs were \$1,600 and in 2016 \$600. Account balance in 2017 was \$9,100, and in 2016 \$8,900.

Annual Report 2017:

[https://drive.google.com/file/d/1yNU8\\_LNVbSTluBQrS8GcFq1wpv8k681g/view?usp=sharing](https://drive.google.com/file/d/1yNU8_LNVbSTluBQrS8GcFq1wpv8k681g/view?usp=sharing)

Annual Report 2016:

[https://drive.google.com/file/d/1zxeXiJIHsDgpcY1op\\_malFt2VebVGd2/view?usp=sharing](https://drive.google.com/file/d/1zxeXiJIHsDgpcY1op_malFt2VebVGd2/view?usp=sharing)

In February 2018, Maija Anderson reported on JWA's 2017 Annual Report budgeting:

- "The statement that JWA is challenged to receive adequate funding from regional associations is not current; the journal is well-funded to handle the number of submissions it receives.
- "The balance of \$9,092.25 includes a \$6,000 contingency fund. The intention of this fund is to allow the journal to continue interim operations if it loses current funding sources, and new funding has to be sought out

- “The cost to regional associations was reduced several years ago to \$500 (down from \$1000), reflecting the costs of operation”

The Executive Board should review the annual report and make a decision regarding funding for 2019.

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Bylaws Committee, from Elizabeth Nielsen

The By-Laws committee submitted the proposed by-laws changes to the Secretary on Jan 11 – with the expectation that a ballot for the election will be distributed to the membership about Feb 11<sup>th</sup>.

Our next task is to update the procedures manual. Nothing to report on that at this time.

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Local Arrangements Committee, From Heather Hultman

Updates for this month:

- I have completed a rough estimate for conference expenses. I am **attaching** it for perusal. If desired I can also drop the attachment into the thread from the 24<sup>th</sup> pertaining to the conference speaker honoraria. If the estimate appears to be inclusive of expenses, the standing registrations fees will likely cover all costs.
  - In conversations with Kellyn, we did note that it's been a few years since prices were increased and wondered if it might be advisable to increase each by \$10 to add a little cushion in case there were surprises along the way. **Would there be any objections to raising the rates on the event page by \$10 for NWA Members, NWA Non-Members, One day Registration, and Students?**
- After reviewing different options for the reception **catering (see attached)**, I would like to recommend that the Fork and Spoon cater the reception. They provided the best prices and had a great variety in options. The selections should be able to accommodate a variety of dietary requirements. The conference rough estimate is based on this option. **Would there be any objections to using this company?**
- In terms of cash bar options, I have only received information from one company The Office Lounge and Liquor Store out of Livingston, MT. I have one additional estimate that I'm awaiting, based on a phone conversation it will likely be similar in nature to The Office Lounge and Liquor Store; however, for the rough estimate purposes I used what was at hand. I am hopeful to have a firm recommendation in February.
- Tour registration and payment will be hosted through the tour company through a link in Everbrite they established just for the conference. This information will be available on both the event page and webpage.
- The conference estimate lists a suggestion for the conference menu under meals. All meal selections should be able to accommodate a variety of dietary requirements. A request for any dietary restrictions has been added to each registration event; if there are issues they can be

compared against the menu and coordinated with the hotel on a case by case basis. **At this time are there any objections to the selection?**

- The information on the conference registration pages and other site pages are nearly ready to be flipped to active. They should be ready to go in the near future.

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### **Program Committee, From Kellyn Younggren**

Just a few things. Planning for our Annual Meeting in Bozeman is moving swiftly, we are continuing to update the Annual Meeting page so keep checking back and the registration page should go live in the next week. Prepare to be bombarded with updates as we get closer to the conference (May 15-17). Proposal submissions are closed and a preliminary schedule will also be available soon. If you submitted a proposal, expect to hear from the Program Committee early next week. We have a Society of American Archivists course, Managing Digital Records in Archives and Special Collections, scheduled for our pre-conference day (May 15), please see the SAA website for additional information and to register for the course. If you have any questions about the conference, please feel free to email me directly at [kellyn.younggren@mt.gov](mailto:kellyn.younggren@mt.gov)

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### **Exhibitors & Sponsors, from Donna McCrea**

Rate alteration: Given that each break is likely to cost closer to \$300, would you be okay with changing the amount to sponsor a break from \$150 to \$250? I would still want to maintain the co-sponsor level at \$300.

Sponsorship, Exhibitor & Advertising Opportunities document:

<https://drive.google.com/file/d/1phVp5m60ZqNCyWTMTMSRIObl7YQbhlad/view?usp=sharing>

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### **Membership Coordinator report, From Elizabeth Russell**

Active members as of 1/31/2019: 196

New members within last 30 days: 8

Demographic breakdown for new members:

3 students

WA: 3

AK: 1

OR: 3

Member spotlights:

Published Jan. 14:	Kelly Burton, Montana Historical Society, Montana
Sent to Steve, Jan. 31:	Mathew Brock, Mazama Library & Historical Collections, Oregon
Promised for Feb. 15:	Ellen Ryan, Idaho State University, Idaho
Promised for March 11:	Veronica Denison, University of Alaska Anchorage, Alaska

Promised for March 11: Rosemary Austin, Alaska  
Promised for March 31: Gergana Abernathy, Gates Archives, Washington

Have an idea for a member to spotlight? Reach out to Elizabeth.

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### **Professional Development, Education, and Awards Committee, From Anneliese Warhank.**

PDEA is currently accepting applications for the Professional Development Scholarship, At-large Student Scholarship, and the Annual Meeting Workshop Scholarship. The Professional Development and At-large Student Scholarship application deadline is March 15th. The Annual Meeting Workshop Scholarship application deadline is February 15th. State reps have been asked to distribute information about the scholarship to their members and information was posted on our social media platforms.

In the coming weeks the committee will discuss ways to do a PR push to get more information about committee activities to our members.

Finally, we support the idea of the creation of a CD fund to assist in the funding of additional scholarships such as travel vouchers to annual meetings.

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### **Communications Chair Report, From Colleen Needham**

We've been getting a few updates to pass on from the membership and the Reps have been great about putting those out.

Steve and Devin have been fantastic about keeping the blog and social media updated.

Speaking of the blog, it has been busy! As you (hopefully) seen, the blog has had some terrific posts. Thanks to Steve and the membership for getting that going.

What's next? More spotlights? More articles from our own institutions that we can link there to get more readership? Introducing any new collections or projects in the works?

Conference update to website. Any updates we can add to the NWA website?

We've dropped the Instagram question for now, it was felt from some members and COMM COMM that we may not have an "instagram-viewing" audience that supports the extra work.

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### **Nominating Committee Report, From Mary McRobinson**

Nominating Committee:

Mary McRobinson, Past NWA President, Committee Chair

Meg Tuomala, State Rep member

Jodi Allison Bunnell, pending

Timeline:

March 13: Call for nominations

Interim: Personal calls to potential candidates made if necessary

March 27: Call for nominations deadline

March 28: Candidates determined

March 29: Ballots sent (If I create the ballot, you, as president will send out, yes?)

April 10: Email reminder

April 16: Ballots due (11:59 p.m.)

April 19: Ballots counted



# 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	per person
	Asian Style Meatball	\$0.85	
	Caprese Skewer	\$1.20	
	Roasted Local Tomato Bruschetta	\$0.70	
	Smoked Squash Crostini	\$1.70	

18% gratuity.

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
	Caprese Mini Skiewer	\$60.00	\$2.40
	Fruit Tray	\$50.00	\$2.00

20% service charge.

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

Appetizers			
	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
	Swedish Meatballs	\$12.00 per dozen	\$1.00