

2019-03 NWA Executive Board
Meeting Agenda
March 11, 2018 | 2:30-3:30 pm PST
(712) 451-0265, access code: 326360

1. Roll Call & Past Minutes Approval
2. Annual Meeting updates (KELLYN)
 - 2.1. Sponsorship trade with Rachael Cristine Consulting
 - 2.2. Registration updates (LAC Report below)
 - 2.3. Exhibitors & sponsors progress (Vendor Coordinator report below)
3. Membership (ELIZABETH)
4. State Representatives news, updates, & plans
 - 4.1. Idaho (ASHLYN)
 - 4.2. Alaska (SARA)
 - 4.3. Montana (KELLYN)
 - 4.4. Oregon (ANDREW)
 - 4.5. Washington (MEG)
5. Procedural & bylaw updates (MAX)
 - 5.1. By-laws membership vote results (see below) (MAX)
 - 5.2. By-laws disincorporation & SAA proposal from Elizabeth Nielsen (MAX/BRYCE)
6. Communications (COLLEEN)
 - 6.1. New *Easy Access* (Blog) editor needed (BRYCE)
 - 6.2. Journal of Western Archives Renewal (COLLEEN)
 - 6.3. A/V archives directory addition to website (BRYCE)
7. Google G-Suite for NonProfits status update (MARIECRIS)
8. Reincorporation lawyer consultation (MARIECRIS)
9. 2019 Elections updates (MARY)
10. Treasurer updates (BRIAN)
 - 10.1. Budget surplus investment updates
11. Committee Reports discussion [see reports below]
 - 11.1. Rachael Woody to chair ad hoc committee on an NWA sponsored internship
12. Other organizations' updates
 - 12.1. Western Roundup 2020 (MAX) - No updates till May/June at earliest.
 - 12.2. CIMA (ASHLYN)
 - 12.3. SRMA (KELLYN)
 - 12.4. RAAC (MARY)

REPORTS

5.1 - Data provided courtesy of Mariecris, Secretary:

Amendment	Approve	Do Not Approve
1: Article II. Section 5	102	4

2: Article III. Section 1,2, 3	104	2
3: Article III. Section 4	103	3
4. Article IV. Section 1, 7, and 8	99	7
5. Article V. Section 3	105	1

Local Arrangements Committee Report, from Heather Hultman

- Reception arrangements:
 - Karst Stage will provide transportation
 - The Fork and Spoon will provide catering
 - The Office Lounge and Liquor Store will host the cash bar
- Registration rates were finalized and the event is now publicly accessible
 - Once information for the grant writing workshop has been decided on by the board, I will add it to the event. At the moment it is listed as TBD.
- Website pages for tours, workshops, vendor information, and conference program have been made publicly available
 - The description for the grant writing workshop has been added to the workshop page. The registration fee is currently listed as TBD, once arrangements has been finalized on this workshop I will edit this information.
- Waiting on the go ahead from Donna to add the vendor/sponsor logos to the Annual Meeting page, hoping to have these up in the next week or so
- Picked up single sheet copies of Bozeman city maps to include with folders or have at registration table
- Working on arranging door prizes that can be given away at the business brunch. Sounds like at the moment we have 4-5 different institutions/people willing to contribute

Vendor Coordinator Report, from Donna McCrea

As Vendor Coordinator I have solicited exhibitors, sponsors and advertisers for the NWA meeting in Bozeman. To date we have sponsors at the \$250 level for 3 of 4 breaks. We have 2 co-sponsors at the \$300 level. With Bryce's permission I created a new category of sponsor – major co-sponsor – and have two of these at the \$550 level. To thank them I have assigned each one a meal/event that they are sponsoring. We also have one all attendee reception sponsor at the \$750 level. We currently have 4 exhibitors, each at \$300. There are two exhibit tables still available. We also have commitments from two paid advertisers, each at \$150. We also have three 'in-kind' sponsors, two of whom will be considered co-sponsors because of the discounts they are giving our group. There are a number of businesses I have not heard back from and will reach out again in the next week or so. The deadline for running an ad in the print program is March 26.

Membership Coordinator Report, from Elizabeth Russell

Total active members: 207

6 new members in last 30 days.

2 member spotlights published so far this year. Ashlyn, if you could put a bug in Ellen Ryan's ear, she hasn't submitted her profile yet. Just to reiterate a suggestion from a previous meeting: it would be great to announce publication of the blog posts in some way.

Kudos to Andrew for getting so many student workers to join recently! Nice work.

Some random, unscientific analysis of our recent new members: we're getting some new folks lately from non-traditional archives settings or allied professions (RM, digital, museums, etc.). I think it is a great thing and maybe we should do a more rigorous analysis of our membership at some point, perhaps after the annual meeting when everyone's renewed and back in the system. It might help with annual meeting planning.

Professional Development, Education, and Awards Committee, From Anneliese Warhank and Josh Zimmerman.

The PDE & A Committee awarded the Annual Meeting Workshop Scholarship to Rachel Thomas of George Fox University. The deadline for the Professional Development Scholarship and the Student At-Large Scholarship are next Friday (March 15th). We have received four applications so far. The PDE & A Committee plans on notifying all applicants of the selection by April 1st. State Reps, be on the lookout for one last email seeking out applicants.

Josh is actively working at drumming up applicants for the Continuing Education Fund. He contacted the State Reps and sent out an email to all members. He also asked reps for suggestions for individuals who might be good contacts for individual emails. He emailed a few in WA including: WWU, Eastern WA, Seattle Area Archivists, and David (a previous applicant who wasn't funded) and contacted Jodie Foley in MT and Arlene in AK. He welcomes any suggestions for people who might have their ears to the ground for happenings or potential happenings.

Rachael Woody, Proposal for Workshop fee reduction for Advertising.

Rachael Cristine Consulting LLC proposes to offer a grant writing workshop at NWA's 2019 conference for a reduced rate (\$5 per person instead of \$25) in exchange for conference advertising (co-sponsor rate?) in the form of a program advertisement, podium mention, etc. Rachael Woody will still pay conference registration rate.