

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

Present: Bryce Henry, Sara Pisaseki, Max Johnson, Brian Johnson, Mary McRobinson, Andy Needham, Coleen Needham, Kellyn Younggren, Rachael Woody,

Absent: Ashlyn Velte, Meg

1. Roll Call & Past Minutes Approval
 - 1.1. Bryce makes motion to approve meeting minutes. Minutes approved unanimously.
2. Annual Meeting updates (KELLYN)
 - 2.1. Sponsorship trade with Rachael Cristine Consulting
 - 2.1.1. Rachael proposes that instead of NWA paying her \$500 fee for providing her workshop and charging \$20 registration fee for conference attendees, she proposes she is given free advertising and conference attendees are charged \$5 to attend the workshop. There is some concern that other workshop providers are not aware of this option and whether we should have a procedure. Max asks Rachael to write up a proposal. By the end of the conference call, Rachael had written up her proposal and sent it via email [proposal attached below]. Bryce makes the motion to accept Rachael's proposal. A roll call vote is taken and the motion carries.
 - 2.2. Registration updates (LAC Report below)
 - 2.3. Exhibitors & sponsors progress (Vendor Coordinator report below)
 - 2.4. Kellyn reports that there are three more posters after extending the poster deadline. Titles of the sessions are on the website. They are working on getting door prizes. She brings up the topic of registration waivers. Max checks into waiver policy. Kellyn asks the question of who can register as a student? After some discussion, the motion to have the definition of a student as an active student is one in a degree conferring program. Motion Carries.
3. Membership (ELIZABETH- Not present)
4. State Representatives news, updates, & plans
 - 4.1. Idaho (ASHLYN): Ashlyn has accepted a job in Boulder, Colorado, but has offered to serve out her term. After some discussion, the board decides that she can serve out the rest of her term.
 - 4.2. Alaska (SARA): Sara says that Alaska is actively putting their Continuing Education Grant to work with their Alaska Archivists meeting. One result of their meeting is the change of focus of the Alaska Library Association's Special Libraries Roundtable to Special Collections and Archives Roundtable.
 - 4.3. Montana (KELLYN): Kellyn is reaching out to smaller museums to attend NWA's conference.
 - 4.4. Oregon (ANDREW): Oregon's Secretary of State has passed away and they are waiting on who will be the next secretary. A new secretary may impact their program.
 - 4.5. Washington (MEG not present)
5. Procedural & bylaw updates (MAX)

- 5.1. By-laws membership vote results (see below) (MAX)
 - 5.1.1. Bylaws and procedures are updated and on the website.
- 5.2. By-laws disincorporation & SAA proposal from Elizabeth Nielsen (MAX/BRYCE)
 - 5.2.1. Max says that SAA has no record of an agreement with SAA to take in NWA's records in the event of dissolution and they don't want the records. Members of the board believe that records should stay in the region. The question of where these records will go will be brought to the membership and take ideas of where they should go.
 - 5.2.2. Bryce says that it is a good idea for Max to pass on the responsibility of updating the bylaws and procedures to the next VP/President elect. Max agrees as he has learned a lot about the bylaws and procedures.
6. Communications (COLLEEN)
 - 6.1. New *Easy Access* (Blog) editor needed (BRYCE)
 - 6.1.1. Steve Duckworth has resigned as blog editor and they are looking for a new blog editor.
 - 6.2. Journal of Western Archives Renewal (COLLEEN): Bryce asks Colleen to talk to Maija about whether NWA still needs to pay \$500 annually when their expenses have stayed relatively low and their surplus has grown.
 - 6.3. A/V archives directory addition to website (BRYCE): Bryce describes project of putting together a list of A/V archives in the northwest. Kellyn says that this project was brought up by Kelly Burton, film archivist at the Montana Historical Society.
7. Google G-Suite for NonProfits status update (MARIECRIS)
 - 7.1. Mariecris called the IRS and says that she had to fill out a form to get the IRS determination letter that Google needs to give NWA a G Suite. It will take 60 days to get that letter.
8. Reincorporation lawyer consultation (MARIECRIS)
 - 8.1. Mariecris says that she contacted the people who manage her lawyer consultation benefit. Unfortunately, they don't have a nonprofit lawyer benefit.
9. 2019 Elections updates (MARY)
 - 9.1. Mary says that she has put out a call for nominations and has reached out to a few people and asked them to consider running. By March 27th the nominations will be finalized. By March 28th the nominees will be share with the board and by March 29th, ballots will be sent out. The issue of the inconsistency between the procedures and bylaws occur when Mary says that Meg, outgoing Washington State Rep, is on her nominating committee. After some discussion, the following motion is made to allow the WA Rep to sit on the nominating committee and to clarify the procedures to say that no state rep can be a member of the nominating committee. Motion second. Roll call voted conducted. Motion carries.
10. Treasurer updates (BRIAN)
 - 10.1. Budget surplus investment updates
 - 10.1.1. Brian says that the rate for CDs with credit unions are 3%. He recommends putting \$10,000 in the CD for 2-3 years. He says there will still be enough cushion in the budget with this option.
11. Committee Reports discussion [see reports below]
 - 11.1. Rachael Woody to chair ad hoc committee on an NWA sponsored internship

11.1.1. Rachael has been given the go ahead to start a NWA sponsorship committee in which a grant will be given to pay for an intern's time to work on a project. There was some discussion about awarding the grant to the institution hiring the intern.

12. Other organizations' updates

- 12.1. Western Roundup 2020 (MAX) - No updates till May/June at earliest.
- 12.2. CIMA (ASHLYN-Not present)
- 12.3. SRMA (KELLYN)-No updates
- 12.4. RAAC (MARY)-They are working on putting together a list of grant resources by state.

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.