

2019-04 NWA Executive Board  
Meeting Agenda  
April 18, 2019 | 10-11 am PST  
(712) 451-0265, access code: 326360

1. Roll Call & Past Minutes Approval
2. Annual Meeting updates (KELLYN)
3. Membership (ELIZABETH)
4. Elections & Openings
  - 4.1. Secretary proposals (STATE REPs & MARIECRIS)
  - 4.2. Editor proposals (STATE REPs)
  - 4.3. Elections updates (MARY)
5. Communications (COLLEEN)
  - 5.1. Journal of Western Archives - \$500/year renewal (COLLEEN)
  - 5.2. A/V archives directory addition to website (BRYCE)
  - 5.3. Jobs on website policy proposal [see policy language below]
6. Treasurer updates (BRIAN)
  - 6.1. Budget surplus investment updates
7. MARAC proposal to join NCH (BRYCE) [see proposal below]
8. State Representatives news, updates, & plans
  - 8.1. Alaska (SARA)
  - 8.2. Idaho (ASHLYN)
  - 8.3. Montana (KELLYN)
  - 8.4. Oregon (ANDREW)
  - 8.5. Washington (MEG)
9. Procedural & bylaw updates (MAX)
10. Committee Reports discussion [see reports below]
11. Other organizations' updates
  - 11.1. Western Roundup 2020 (MAX)
  - 11.2. CIMA (ASHLYN)
  - 11.3. SRMA (KELLYN)
  - 11.4. RAAC (MARY)

## REPORTS

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### Jobs on website policy proposal

Northwest Archivists (NWA): Policy for Acceptable Job Postings

The following three rules must be adhered to for job postings to be shared on the NWA website and through NWA social media channels:

1. NWA will only post jobs, internships, and volunteer positions in Alaska, Idaho, Montana, Oregon, and Washington.
2. Positions must have a salary or salary range listed.

3. Unpaid positions are discouraged. If an internship is unpaid then it must adhere to the United States Department of Labor's [Internship Programs Under the Fair Labor Standards Act](#) and follow the Society of American Archivists' [Best Practices for Internships](#) as a Component of Graduate Archival Education. Volunteer positions must follow the Society of American Archivists' [Best Practices for Volunteers in Archives](#).

If the job post is found to be in violation of the US Labor laws, or is otherwise in violation of professional best practices, the organization will be notified and the job post will be rejected.

Duration: Jobs will be posted until the application deadline or for a three-month period.

The Following are Required Elements for a Successful Job Announcement:

- Job Title
- Organization Name
- Location (where work is to take place)
- Level of FTE
- Temporary, Term, or Permanent
  - If Temporary or Term, List Date of Anticipated Project Completion
- Salary Range
- Job Description
- Job Requirements
- Level of Education
- Level of Experience
- Point of Contact for Application and Name of Supervisor (if different)

To learn how to craft a successful archivist job posting, please read [NWA's Guidelines for Job Posting](#). If the job post is missing one or more areas required for a successful post, the organization will be notified and publishing of the job on NWA's website will be delayed until a corrected version is received.

Please send official link to the job announcement and closing date (if known) to Communications Coordinator [e.g. Colleen Needham].

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### MARAC Looking to Join National Coalition for History (NCH) Policy Board

I am the current Chair of the Mid-Atlantic Regional Archives Conference (MARAC) and our Steering Committee is exploring the idea of having a seat on the National Coalition for History (NCH) which requires a membership at the sustaining level of \$4,000. At this time, MARAC is willing to increase our donation to NCH from \$1,500 to \$2,000 but would like to partner with any or all of you to meet that \$4,000 level. Currently, the only archival organization on the board is SAA.

The benefits of a membership at the sustaining level are:

- (1) Part of the NCH Policy Board listserv (up-to-date information on issues and a vote in how to respond to those)
- (2) Allows group to promote two events/year on the NCH website (perhaps workshops)
- (3) Allows group to send a representative to the Congressional History Caucus every year
- (4) NCH defends funding for major granting programs that many members of our organizations apply for and use

If your organization is interested in a possible partnership with MARAC, please let me know as soon as you can.

Thank you in advance for your cooperation and consideration!

Rebecca Collier

MARAC Chair

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#### **Bylaws Committee, from Elizabeth Nielson**

- I have conferred with Nancy Beaumont at SAA about the disbursement of property and assets to SAA if NWA should cease to exist. Max, Bryce and I have discussed this by e-mail and will bring a proposal forward for a by-laws vote in 2020 to address it.
  - Our work on updating the processing manual is on hold until after the annual meeting because of other commitments (on my part primarily).
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#### **Professional Development, Education, and Awards Committee, from Anneliese Warhank**

The Professional Development, Education, and Awards Committee is happy to announce it received eight student scholarship applications and two professional development scholarship applications prior to the March 15<sup>th</sup> deadline. The committee reviewed each application and in the end awarded three Student At-Large Scholarships and one Professional Development Scholarship.

Josh is looking at ways to improve interest in the Continuing Education fund and welcomes any suggestions the Board may have on ways to boost applications.

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#### **Membership Coordinator Report, from Elizabeth Russell**

Total active members: 216

New in last 30 days: 4

All member spotlights that we solicited have been received. Any suggestions are welcome for members to profile in future spotlights, or maybe for a different topic/theme to focus on our membership. Two ideas that I have: people who work with film/video collections and people who are doing innovative work with digital collections.