NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING MINUTES

August 15, 2017 | 3:00 – 4:00 p.m. PDT | Teleconference

Call (712) 451-0265, access code: 326360

Present: Steve Bingo, Shannon Kravitz, Bryce Henry, Max Johnson, Erin Stoddart, Brian Johnson, Gwen Amsbury, Crystal Rogers, Meg Tuomala, Kellyn Younggren, Sara Piasecki

Absent: Zach Wnek, Jennifer Greenwood

1. Call to Order: 3:05
2. Approval of Minutes (July): Approved unanimously (no abstentions)
3. Agenda items
	1. NACR (Steve Bingo and Shannon Kravitz)
		1. Pending NACR request via Steve Bingo:
			1. Seek approval for an option to include a checkbox to support the Roundtable upon registration or renewal. The proceeds would go to the NACR scholarship fund. (Wraps into larger question of soliciting funding for NWA and scholarships): Recommendation from Steve is for NWA to support two and silent auction will go to funding a third that will start in 2019. Brian asked if there is any more talk of bringing in an outside funder to offer a third award. Steve said there was discussion to get a grant for a third award through Potlatch fund, but would have to see if they are approved and then when the money from the grant would kick in. Checked on funding from Warm Springs, but that is not currently an option. Brain thinks funding two is safe at this point.
				1. **Motion** (Bryce; seconded by Max): continuing to fund the two scholarships at $500 each

**Approved unanimously**

* + - * 1. Possible Second Motion: approval to seek outside funding for a third scholarship at $500 – Brian is not sure we need to vote on this, since it will be earmarked for NACR; Max pointed out that since it will be earmarked then there is really not any need for oversite; so any donations would come through NWA and then go to the scholarship, Brian thinks there is no special process, just marking it on payment what it is for. **Vote not needed.**
		1. Adding a donate button to the NWA website. Max – Paypal offers a widget that can be placed on the website for donations. Erin and Meg – if we add a button should have a little campaign to make people aware of option. Meg and Eric will work on the advertising for that.

**Action Item:** Meg will put together an outline of the campaign and email it out to the board for voting.

* + 1. Interest from Veronica and Sibyl (Grand Ronde) in having a tribal focused NWA meeting with specific invites to tribal cultural resources experts from our region as a collaborative event. – Related to b.3: Tied to discussion of holding next meeting at Warm Springs. Last Roundtable meeting there was discussion of getting Anne Jenner in touch with Dana Smith at Warm Springs (Grand Ronde is not looking to host, but just to have a tribal focused annual meeting)
	1. Committee reports
		1. Conference related:
			1. Local Arrangements – Awaiting reports
			2. Program Committee – Awaiting reports
			3. NWA Annual Meeting 2018 – Location: OSU is no longer an option; Montana is also thinking they don’t have the infrastructure in place to host; both these make it look like Warm Springs is the best option with Anne Jenner as main contact. Brian had discussed with Shannon possibly Nisqually being a meeting location, but not for 2018. Bryce suggested that Anne look into a couple sites, just to have a backup incase Warm Springs does not work out.

**Amendment**: b.3. Montana does have the infrastructure but not the people; Linda Long is looking into Eugene not Anne

**Action Item:** Mary will follow up with Anne (cc’ing Steve and Dana) to get going on discussing Warm Springs as next meeting location**.**

Future Meetings: **should we be trying to plan meetings two years out? Something to start thinking about.**

**Motion (Bryce; seconded by Max):** to create a conference location committee for 2019 (consider to have it a sustained committee, which will be worked out as the procedures and description of the committee is worked up)

**Approved Unanimously**

* + 1. Mentoring: Committee is floundering right now and at some point board may need to try to revitalize the committee and how to do that. Max – since looking at revising committee structures later in the year this can be addressed then.
		2. Communications/Publications
			1. NWA Social Media and Webmaster job description (Crystal): Description complete and sent out to board and will help to direct where policies, procedures need to be worked out.
			2. Survey re: communication
				1. Final Edits: Why do we want to know what state they would rather work in? Or why would we not? Crystal – thinks it is useful to see who’s being reached and responding; Max – good demographics data collection. Crystal – who are we sending it out to? Just the membership? Or anyone who is using our social media and site to get information? Meg supported the idea of getting it out to as many people as possible and Crystal will add a question to see if people are NWA members or not. Draft will be sent to board and after review it can be sent out.
				2. Date for release: draft by 8/25/2017; final to go out the first or second week of September with the survey being left open until next board meeting
			3. NWA Easy Access Editor job description (Jennifer Greenwood – pending)
		3. Task Force
			1. Visionary
	1. Bylaws and Procedures manual (update Mary, Max, & Bryce): assembled a google been to evaluate which parts of the bylaws and procedures really need to be looked at. Based on a short analysis the areas that have been identified so far are: article 4 of sections 1, 4, 7, and 8 in the bylaws (dealing with committees and the structures of those committees); in policies and procedures specifically those having to do with the annual meeting site and updating the site selection committee; creating a vendor coordinator role; changes to 4.0 (nominating committee); changes to procedures for mail-in voting; awards and scholarships; professionally advocacy appendices; adding the webmaster role, the social media coordinator, the easy access role; and changes to the continuing education and professional development committee. That will all include language cleanup and clarification of roles, including looking at splitting up the webmaster and social media roles. To keep communication open between communication/publication committee and the social media role, which brings up the suggestion again to have at least one board member on each committee to help with accountability and make sure the committee is moving forward. Add in a schedule for looking at and updating the procedures and bylaws manual. Crystal: should non-board positions also have term limits on them? Bryce: maybe every year the president touches base with people in non-board positions to see how they feel in the position. Discussion of term limits will continue.

**Motion** **(Bryce; seconded by Max):** add a board member to each committee

**Mary**: concern if there are too many responsibilities for board members will it be even harder to get people to fill out the board. Vote after cleanup of the bylaws and procedures.

**Motion Withdrawn**

* 1. Other new business (open)

Meeting adjourned at 4:03.