NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING AGENDA

September 19, 2017 | 10:02 – 11:00 a.m. PDT | Teleconference

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

Present: Meg Tumalo, Mary McRobinson, Erin Stoddart, Max Johnson, Bryce Henry, Zach Wneck, Gwen Amsbury, Jennifer Greenwood, Brian Johnson

Absent: Sara Piasecki, Kellyn Younggren

1. Call to Order at 10:02am
2. Approval of Minutes (August):

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

**Motion to Approve**: Max (seconded by Bryce)

**Approved Unanimously**

1. Agenda items
   1. Proposal re: fundraising/donation from Meg Tumalo for discussion: [Proposal](https://docs.google.com/document/d/1PleJubohYvZCOwOvK_EpD5ASb_zVEFCv7Nh-HR2y2Eg/edit?usp=sharing) Max likes the overall design, but it looks like the various link take them to the separate scholarship pages but will those have the donate button as well? Crystal has said that pretty much how we want to design it will be possible. General agreement on it being a good design, will want to talk more about specifics when creating what will go live; Zach asked for clarification that these will be in addition to registration fee, Meg confirmed that they are for separate donations when it comes to people who will talk with Crystal for how it will be done, but wants help with describing what the operating fund is. Just using MARAC’s language already on the site should be enough to explain, especially considering there were no questions for clarification on the budget when Brian asked membership at the annual meeting. Do we need to say it’s a tax-deductible donation? Just have to say that NWA is a 501c(3). Should an email come out from the president’s office to thank donors? Probably a good idea.

**Motion to approve the proposal and get the donation information on the website**: Bryce (seconded by Max)

**Approved Unanimously**

* 1. NWA 2018 Conference update (Mary / Bryce)
     1. FYI: Committee reports – [LAC & PC joint report](https://drive.google.com/open?id=0BxdOB4Ry1K2LNjJTazlzMV9YSEE) LA has not been formed yet as still deciding on site. Bryce: have been looking into ways to get people to the conference if it is held in Warm Springs; have not heard much from Linda Long, she is working with the city’s chamber of commerce(?), has looked into rental rate for UofO space which seems reasonable, but will mean the library will have to jump through some hoops. Concern about Warm Springs is that it is remote and once people are there they are there. Two points of shuttling people are Portland and Redmond. Eugene also has access issues as the airport is expensive to fly into. Because there has been no solid venue information from Eugene, the board should give Linda a deadline to get information together. Max: do not have a sense from the membership if getting to Warm Springs is prohibitive due to cost or distance?

**Action Item:** Let Linda know that there is a deadline of the end of the month to get solid information (with a few days wiggle room if needed).

* + 1. Program Committee & Site selection updates: 8 people stepped forward to volunteer for the program committee with Steve Bingo chairing. Committee members include: Ashland (from Idaho), Elisabeth Russell (from Providence); Anne Prahl (from Portland, museum community); Devin Busby (city government/records management and has had experience being on the committee).
  1. NACR Request from Steve Bingo:

*“Also, this year, we are going to solicit panel ideas to endorse for inclusion in 2018. As part of our pitch, we would like to offer a waiver on conference fees. I can see this working in a number of different ways. Perhaps the most practical is to allow those proposing a panel session an opportunity to request a waiver. Hopefully this would encourage people to self-select based on need. Basically what I’m asking the Board is if they would be OK granting a conference fee waiver in select instances or the opportunity to request a waiver.”* Max: are these wavers just for NWA members or for non-members as well? In the past non-NWA members have been comped a one-day pass, but members have just paid. Erin and Meg: should not comp as it does not seem to increase proposal numbers; Bryce: fine if they are just presenting to give them a waiver for the day, but not if they are wanting to attend other parts of the conference. Brain: need to make it clear if we are letting people in just to present what that means and what they will and will not get. Mary: reminder this was requested on behalf of NACR, but it seems there are already a lot of financial incentives in place for NACR already. Erin: a difference from inviting in people outside the profession to get other perspectives, rather than non-members within the profession who should pay.

**Action Item**: Mary will put together a summary of discussion and then send an email to the board for a final decision.

* 1. David Lewis’s resignation as NWA representative: Mary will put a call out to the general membership to see who is willing to serve and then the board will make a decision on who the new representative is. What does the board want from the new representative? An annual report, reaching out to the state reps to encourage people to submit. Brian: first the board needs to discuss if we want to continue giving funding JWA.

**Action Item**: Mary will add this to the email discussion when emailing about the NACR.

* 1. Proposal (Brain Johnson): No longer adding to the Complementary – Retired category, with the exception of the Wells/Guido recipient. Still have a few grandfathered in members who are retired-complimentary (people who were nominated for the retirement recognition and on some years were given a for-life retiree member status). Now that we have the other retiree category keep the grandfathered members, but don’t have it as an option for the future.

**Motion to discontinue the category of Complementary – Retired (only keeping it for those who have always been awarded it; but will also add language to the Wells/Guido that it comes with complementary membership):** Brian (seconded by Bryce)

**Question**: Is it in the bylaws? No

**Approved Unanimously**

* 1. Proposal: update the language on NACR and Student awards to be more clear about needing to sign up for membership via the website.
     1. (Can we task the Pro Dev and Cont Ed Comm to update this language and pass it along to the Webmaster to make the change?)

**Motion to remove membership benefit from award**: Max (seconded by Brian):

Yeas: 6

Opposed: 1

Abstentions: 0

**Motion Passed**

**Action Item:** reach out to Pro Dev and Continuing Ed committees to update language

* 1. NWA Communication Survey update: September 22nd is the deadline for the board to have comments to Crystal and then the final survey will be ready the 29th.
  2. Committees – ongoing placeholder

1. Other new business (open)

Meeting adjourned 11:00am