NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING AGENDA

November 6, 2017 | 10:00 – 11:00 a.m. PDT | Teleconference

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

Present: Mary McRobinson, Max Johnson, Bryce Henry, Brian Johnson, Kellyn Younggren, Zach Wneck, Meg Tumalo, Crystal Rodgers

Absent: Erin Stoddart, Gwen Amsbury, Sara Piasecki

1. Call to Order
2. Approval of Minutes (September)

Motion to approve: Max

Second: Kellyn

**Approved unanimously**

1. Agenda items
	1. Local Arrangements Committee update (Bryce/Mary/Max)
		1. Current committee (Mary): Thanks to Max and Bryce coordinating on arrangements for hotel and food (especially Max). Currently on the committee are Max, Rachael Woody, with Mary serving as ex officio. A lot of the initial work has been done by Anne Jenner (initially) and Max, so there is a not a ton of work that needs to be done but a chair is needed.
		2. Rates (Max): In addition to rates Max has also been talking to the resort about whether they provide shuttles to the casino or museum. For room fees per night for April $141.35 includes tribal government and resort fees, in May the rate goes up $152.85. Those are both without having to guarantee filling a certain amount of rooms, but those rates might go down if NWA agrees to a room guarantee. There has been discussion about whether or not to do that and it can be discussed further. Have a deal on meeting rooms for the three days and a deal on the audio visual for the rooms. Once dates for the conference are decided those rates can be either reduced or add to them depending on what is needed. Currently have resort rates for one morning break, one afternoon break, and one business lunch/breakfast. The rates for those are between $1,500 and $2,100 for a hundred attendees, so the board will have to look at how many breaks are wanted and how much attendees will be on their own for meals. For the reception there is have a rate yet for the museum at Warm Springs or an answer if they can host or not. Rates for KRS catering currently around $10,674.20, but that will go up or depending on how much is purchased. Still need to figure out how much space rental for the reception will be and what the transportation options will be since it is 14 miles between the museum and the resort. These rates do not include Wednesday activities like tours and preconference workshops.

**Dates**: Between members wanting a M-F conference and taking into consideration holidays, the possible dates for the conference are April 25-27th, May 2-4th, May 9-11th. Wait to vote on date once until Max hears back if the conference rooms will be available. A proposal will be emailed out for board voting.

* 1. Question regarding conference waivers (September 19, 2017, agenda item 3.c) (Mary):
		1. Proposed: All requests for conference waivers will be considered In accordance with NWA Policies and Procedures Manual Section 2.0 Annual Meeting Local Arrangements, Subsection Registration 5. 0 “Complimentary registration may be offered to speakers, workshop leaders, or session moderators who are not employed as archivists or are not from the NWA five state region. This decision is at the discretion of the Executive Board. It depends largely on whether NWA is meeting jointly and the composition of that organization.” Please submit request, outlining criteria for request to NWA President for consideration by Executive Board.

Action Item: Mary will follow up with Steve to let him know.

* 1. Program Committee Update (Mary)
		1. [Proposed Theme](https://drive.google.com/open?id=0B3Su7y67gW0RMkE3UENXVENoTTQ2TWZRZksxeDB5UWhwVUEw): Meg – good theme, but the specific title the word “sound” may confuse as to what the conference is focusing on. Other than reworking the title, the proposal theme

Motion to accept theme contingent on the title being reworded: Zach

Second: Max

Approved with one abstention (Brian Johnson)

* + 1. [Call for Proposals](https://drive.google.com/file/d/0B3Su7y67gW0RcFdxUWQ0R000Y3FDSzlyR3ItWWdiVXZpYlpr/view?usp=sharing):

Motion to approve: Bryce

Second: Kellyn

Approved with one abstention (Zach Wneck)

* + 1. Survey to membership re: Conference workshop offerings?
	1. Communications Survey Results (Crystal): 52 respondents as of this morning, majority of respondents were from Washington and Oregon. Mostly new members and then long-standing members, with two non-members responding. Email got the most votes as people’s preferred method of hearing from NWA, with the website coming in second, and social media being third. Frequency was either whenever there is information and other said once a month. There was a suggestion that Easy Access be moved into a blog format. For social media Facebook is the most preferred platform for engaging with the profession and NWA. For content people seem more interested in regional events and conference information, while being less interested in membership and scholarship information. 82% said they were satisfied with the content being posted. Suggestions for content was more from members and member institutions. The website is used mostly for jobs, events, and news and announcement pages. Most people found the website easy to access and navigate, with just a few people saying there are too many levels to click down through. Also a few suggestions to update the aesthetics/design of the website. After the survey closes, Crystal can export the results of the survey and email it to the board.

Action Item: State reps to send out a reminder to members that the survey is closing.

* 1. Email addresses associated with NWA:
		1. Roundtables (e.g., NACR) and Committees (e.g., LAC / Fundraising)
			1. NACR request for email to solicit funds: cannot offer multiple email accounts through WildApricot, but can integrate an external service. Gmail is used for other NWA email accounts, or could use the northwestarchivists.org domain to set up emails. Max - creating other accounts will be another administrative management point but the question is if it will improve the work or just be more to manage. Meg - will it help with work flow? SAA does not assign specific email to committees and volunteers. Seems like it might be useful in a few instances, but would need to set up a policy around it that might be more of a management headache than it’s worth. Mary – if this is something that would be successful long-term, is it something that needs to have a policy written up for it? Max – recommend it until after the annual meeting. Agreed that the board with come back to this, but Mary will let Steve know to continue using his personal email until the board has had a chance to further look into this.
			2. Question of Fundraising / Sponsors / Vendors: no discussion
	2. RAAC-NCH (Regional Archival Associations Consortium-National Coalition for History) – Update (Mary): The board will need to consider this and discus during a future meeting agenda.
	3. Appoint NWA member to fill seat vacated by David Lewis’s departure from Journal of Western Archives Board (through 2018): Board agrees to send out to an email for volunteers for this position and other positions.

Action Item: Mary will send out a list of the volunteer positions that need to be filled to the board so it can be sent out all at once.

Question for future discussion: Does NWA want to continue to be a supporter of the Western Archives? Since the board committed for three years, the role should be filled and the monetary contribution can be reevaluated at the end of the commitment period.

* 1. Future agenda item: consider future NWA support for JWA. [2016 Report](https://drive.google.com/file/d/0B3Su7y67gW0RcTZKWGRya1BobDFuTHdVVFhpZFpMb3I5Rl9V/view?usp=sharing) for reference.

Meeting adjourned at 11:07am