Northwest Archivists Board Meeting Minutes

August 25th, 2016 │ 2:00 PST│ Teleconference

Present: Gwen Amsbury, Seth Dalby, Brian Johnson, Max Johnson, Mary McRobinson, Jennifer O’Neal, Erin Passehl-Stoddart, Conor Casey (CIMA), Zack Wnek

Absent: Kellyn Younggren, Jennifer Greenwood

Meeting called to order: 2:10 pm

Welcome

Agenda Items

1. Alaska Representative appointed: Charles Hilton

* Charles will serve as the Alaska rep until next election cycle

**ACTION ITEM:**

* Crystal will update website to reflect appointment

2. Archives Month Funding – Do we want to fund?

* Yes in the amount of $1,000 by unanimous agreement
* Application deadline will be set for two weeks after the application goes out; since Brian will not be back until the 31st of August this will place the deadline around mid-September

**ACTION ITEMS:**

* Let Brian Brown know he can put out the application when he returns from vacation

3. Native American Collections Roundtable proposal

* Seth wanted more information on which repositories are going to be involved and wanted to know if there will be a professional archivist to oversee/guide the internships
* proposal is a little vague – need more information on who is involved
* Zack and Mary suggested the need for an application process for groups wanting to apply for scholarship funds; suggestion seconded by Seth
* Brian – board should think more about how to balance giving out money and generating revenue
* Board was in general agreement that NWA is not ready to take on new scholarships to fund right now

**ACTION ITEM:**

* Let Steve know the board’s decision and ask for more details for considering the proposal at a later date

4. 2016 Annual Meeting – final numbers/budget discussion

* It is possible that the end of 2017 will also mark the end of the budget surplus if new revenue is not found
* Possible solutions
	+ Raising memberships (Bryce has looked into this in the past and suggested raising membership to $35)
	+ Ceasing funding the continuing education fund – it is not always utilized in all states and currently has unused money in it from the previous FY)
	+ Use a portion of the contingency fund
	+ Charge a larger registration fee for annual meeting – should the reg fee be more in the range of $150 to $200? Can we stop giving the student discount? Last conference it cost about $1000 in uncollected reg fees to give the student discount so it might be a good idea to at least look at reducing the amount of discount offered; Seth suggested cutting back on the amount of catering provided
* Also need to keep in mind that we will also need to be raising money for 40th anniversary and SAA

5. 2017 NWA/CIMA Joint Meeting in Boise

* Conor is co-chairing the Local Arrangements Committee (there are two locals on the committee); Anne is co-chairing Programming Committee
* Still need to resolve days of the week the conference will be on (Wednesday thru Friday or Thursday thru Saturday)
* Erin expressed concerns about budget to CIMA and one thing that came out of that was finding a hotel with no attrition fees
* There needs to be a discussion about holding joint and separate CIMA/NWA gatherings during the conference (when and where); it was suggested to use separate venues for the gatherings and Zack asked why they would be held elsewhere when we’re already renting Jump for the rest of the conference
* One of the other big questions is still how much the registration rate will be

6. NWA 40th Anniversary Special Task Force

* Initial welcome was sent out
* 1st meeting will take place by mid-September
* Mary will welcome any agenda items from board members

7. NWA role with SAA 2017 Portland

* Erin has been speaking with several people at SAA and they are willing to offer regional association members an SAA member price for registering for the conference, as well as a spot for an organization table for advertising the Boise meeting and possibly a membership drive
* Will keep NWA in the loop as planning progresses

8. Review committees for website

* Need to make sure we have up-to-date information on the NWA website in terms of representatives and committees, as well as communications about conferences
* Information for updating the website should should be sent to Crystal

9. New Member Welcomes

* New members will be complied each quarter and sent to state reps

**ACTION ITEM:**

* Send out email to state reps

10. RAAC Representative for NWA – we were not represented at RAAC

11. Vendor­submitted articles for Easy Access – update - Jennifer G. not present to give update

Other Topic

Additional membership renewal reminder

**ACTION ITEM:**

* Set up a last renewal reminder to send out to members with past due renewals

Meeting Adjourned