

2019-05 NWA Executive Board
Meeting Minutes
May 16, 2019 | 5-7 pm MDT
Garden Grille, Bozeman, MT

Present: Alex Bsio Andy Needha, Anne Jenner, Bryce Henry, Mary McRobinson, Max Johnson
Meg Tuomala, and Sara Piaseki

1. Past Minutes Approval
 1. Bryce motions to approve the minutes. Motion carries.
 2. Introductions
2. Annual Meeting updates and reporting (KELLYN)
 1. Kellyn says that there are more than 110 people registered for the conference. A few registered on site. They were short on breakfast and upped the amount of food for lunch.
 2. Bryce reminds Kellyn about doing a survey after the conference.
3. Membership annual report (ELIZABETH)
 1. Bryce reports that as of tonight there are 221 members. Elizabeth's membership report is below. Bryce wonders if there should be a member-at-large position since there are 7 members that do not live in NWA states.
4. Elections summary (MARY)
 1. Mary reports 129 voted in the election. There were some instances of people voting for states they shouldn't have. Most of them were from Oregon. She will provide a detailed report at the annual meeting.
 2. There is discussion about the makeup of the nominating committee. Bryce makes the motion that a member of the nominating committee stays on for two years and if that member is from the same state as the nominating chair another member from a different state should be added to the committee. Motion seconded. Motion carries. Bryce asks that this change be added to the procedures.
5. Communications (COLLEEN)
 1. Journal of Western Archives funded (BRYCE)
 1. The motion to give \$500 to the Journal of Western archivists was put to the question via email. The motion was seconded and carried.
 2. Bryce says that Maija says that 5 NWA members have published articles with the Journal of Western Archives.
 2. A/V archives directory addition to website (BRYCE)
 1. Bryce says that Kelly Burton would like to add the AV directory spreadsheet to the website. An AMIA member should be responsible for updating the directory.
6. Treasurer updates (MAX)
 1. Budget surplus investment
 1. Max says that Brian put \$15,000 in a CD. The money could be used to help subsidize a conference in Alaska.
 2. Annual budget report [see attached link]
 1. Max provides a summary of Brian's report.
7. Policy: Jobs on website policy proposal [see policy language below]
 1. After some discussion, Bryce motions that the board accept Rachael Woody's job posting website policy. Motion seconded. Motion carries.
8. NWA sponsored internship (RACHAEL WOODY)
 1. Not discussed.
9. External Proposal: MARAC proposal to join NCH [see proposal below]

1. After some discussion, it is decided that more information is needed, such as how do they guarantee representation and how do you participate as a member.
10. Transition/Handover & Planning for Next Year
1. Nominating Committee structural alteration proposal (BRYCE)
 1. Refer to point 4.2.
 2. Western Roundup updates: Max says that the next meeting will be April 22-25th, 2020 in San Francisco. The planning committee is looking for a program committee liaison. They are also in the process of renaming the conference. People think that the Western Roundup is not representative of what archivists do. Some options are the Western Archives Regional Meeting (WARM) and Western Archives Conference (WAC).
 3. The topic of the continuing education award came up. Max says that Josh Zimmerman is considering renaming the award "microgrants." Max says that unconferences would be good funding opportunities. Kellyn says that states like Montana, Alaska, and Idaho may be so overwhelmed with other activities that they haven't had time to do events. Max says that members should feel free to approach the board for requests to fund projects outside of funding opportunities.
 4. Kellyn reports that the Montana legislature has approved a new building for the Montana Archives.
 5. Bryce brings up the topic of having the Vice-President/President Elect serve on the bylaws committee. After some discussion, he makes the motion that the VP/President elect serve on the Bylaws and Procedures Committee. Motion seconded. Motion carries.

REPORTS

Membership Annual Report

Membership Coordinator Report 2018-2019

As of May 3, 2018, NWA has **219 active members**. One additional member's status is pending conditional on payment. It is possible that the number of active members will increase moderately by the date of the annual meeting.

Active members by state

Alaska	12
Idaho	4
Montana	20
Oregon	73
Washington	103

Active members in states beyond NWA boundaries

California	2
Colorado	1
Massachusetts	2
North Carolina	1
Virginia	1

Active members by membership level

Individual (\$35)	182
Student (\$25)	14

Individual Sponsor (\$60)	6
Individual Associate (\$85)	6
Institutional (\$35)	3
Retiree (\$25)	5
Retired complimentary	3

New members

Between May 1, 2018 and May 2, 2019, 34 new members joined. This number does not include several members who rejoined after lapsing their membership, some for a number of years.

New members by state

Alaska	2
Montana	3
Oregon	12
Washington	13

New members in states beyond NWA boundaries

California	1
Colorado	1
Massachusetts	1
North Carolina	1

Lapsed members in 2018-2019

61 members whose membership was due for renewal on July 1, 2018 have not renewed as of May 3, 2019. Of these, 31 had become members of NWA during between 2017 and 2018. For the remainder of the lapsed members, one had been a member since 1979 (and left due to retirement); two joined in the 1990s; 27 joined between 2008 and 2016. The number of short-term members who lapsed is roughly commensurate to the number of new members for this year. However, the board might consider conducting an analysis of non-renewals for the longer term members to judge if any meaningful conclusions can be drawn.

--Report respectfully submitted by Elizabeth Russell, Membership Coordinator, May 3, 2019

Annual Budget Report

https://drive.google.com/file/d/1qwdvDehaw_0skd5hKuY_mK3i_1p0b319/view?usp=sharing

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].

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
