

July 22<sup>nd</sup>, 2019 NWA Executive Board

Meeting Agenda

10 am – 11 am

1. Roll Call and Past Minutes Approval – 2 minutes
2. Wild Apricot – Payments, increases, future (Max) – 10 minutes
3. Proposal: NWA Internship Program (Rachael Woody/Laura Cray) – 10 minutes
  - a. See text below
4. Western Archivists Meeting (WAM) – Updates (Max) – 10 minutes
  - a. 2nd PC Chair
  - b. NACR involvement
  - c. Code of Conduct

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Proposal: NWA Archivist in Residence

What Do We Need from NWA's Board?: Approval of the Archivist in Residence program in current form so that we may move forward in seeking funding.

Proposal from NWA Paid Internship Committee

- Program Name: NWA Archivist in Residence
- Award Type: Stipend to Person (intern)
- Application: Joint application between organization and intern; intern proposes project or experience specific to the site
- Application Review: Conducted by NWA Paid Internship committee
- Supervision: Site supervision, intern monthly report, and NWA committee member periodic check-in
- Money Management: Award to be paid monthly (for 3 months) as a stipend from NWA to the intern

Proposed for 1-year pilot project; to reassess at end of Summer 2020.

Who Can Apply?: Students currently in any graduate program or completion of a graduate program within 2 years of application date.

Where Can it Be?: Any organization in the Northwest region as covered by NWA.

What is the Internship Experience and Site Criteria?: This committee is currently constructing criteria for the experience and site requirements. *See our working draft for [residence criteria](#).*

What's the Award Range?: This committee is conducting a salary comparison per region in order to provide an accurate award specific to the location of the residence site. *See our working draft for [calculating location-based wages](#).* Current estimates provide a range of \$10-\$16/hour across potential NWA locations which would necessitate an award range of \$4,800 to \$7,680. Of course, this will also depend on funds.

What's the Timeline?: Fall 2019 announcement; late-Winter 2019/2020 application deadline; Spring 2020 application review and award announcement; Summer 2020 Archivist in Residence experience takes place

How Do We Pay for It?

- Rachael Cristine Consulting LLC - \$2500 donation
- Private donors (another \$1000-\$1500 verbally offered)
- Other NWA award funds that haven't been utilized
- Corporate sponsorship
- Grants (something to explore)