

NWA Executive Board
Meeting Minutes
July 22, 2019 | 10:00-11:00 am
Conference Call

Present: Max Johnson (*President*), Anne Jenner (*VP*), Ashlyn Velte (*Idaho Rep*), Andrew Needham (*Oregon Rep*), Steve Bingo (*Washington Rep*), and Alex Bisio (*Secretary*) Sara Piasecki (*Alaska Rep*), Kellyn Younggren (*Montana Rep*)

Ex Officio Present: Elizabeth Russell (*Membership Coordinator*) and Laura Cray

Absent: Brian Jonson (*Treasurer*), Bryce Henry (*Past President*)

1. Roll Call and Past Minutes Approval

- 1.1. No changes to the meeting minutes.
- 1.2. The minutes are approved as written.

2. Wild Apricot – Payments, increases, future

- 2.1. Wild Apricot is changing the terms of its services to incentivize use of its payment system, Wild Apricot Payments. Instead of letting users choose a third-party payment system, like Paypal, free of charge, they would tack on a 20% fee for choosing an outside payment system. While originally Wild Apricot indicated that NWA would not be changed for continuing to use Paypal to manage membership payments, Wild Apricot unexpectedly turned off Paypal and NWA received a bill for \$194.00.
- 2.2. Max indicates that the board is looking at continuing to pay 194.00 per year or switching to another web platform like Wordpress.
 - 2.2.1. Anne asks how much different Wild Apricot Payments is from Paypal? Max indicates that it is not that different and may be user friendly, however, Paypal is an international standard, and some member organizations may have restrictions on which online payment systems they are allowed use.
 - 2.2.2. Alex suggests asking Rachel if she would be comfortable using Wordpress or another product.
 - 2.2.3. Unidentified member asks if Wordpress has the same membership functions that Wild Apricot does. Max answers that he believes that they do, and that other regional organizations use Wordpress. He suggests we may want to ask other organizations. Anne says she has worked with CEMA and they did not have the conference or membership management tools that NWA currently has with Wild Apricot.
 - 2.2.4. Steve asks how long we have to make the decision. Max answers July 2020 or 2021.
 - 2.2.5. Anne thinks that the price is worth it not to make a new site. Elizabeth agrees that Wild Apricot does a great job of managing membership renewal, and she is concerned about migrating to a new platform.
- 2.3. Max is going to take this conversation to Rachael for her input.

3. Proposal: NWA Internship Program

- 3.1. Laura Cray presents an overview of the internship committee's proposal: This proposal was initiated by Rachael Woody who is concerned about fair labor practices in Archives. The main thrust of the proposal is that the committee would like to create an NWA Archivist-in-Residence program that would ask for a joint application between an archive and a graduate student (or recent grad within 2 years of graduating) with a project proposal to fund. The program would give the recipients three stipend installments throughout the summer.
- 3.2. Sara says that the committee still has a lot of open questions, and are looking for feedback from the board, particularly the Treasurer. Laura adds that the biggest issue is making the stipend scalable to provide a living wage for a recipient in any area (Seattle vs. rural Alaska).
 - 3.2.1. Alex asks what kind of projects they have in mind for this program. Laura says that they would like to make the type of projects accepted very broad not to limit creativity.
 - 3.2.2. Kellyn asks if the mention of barring "routine tasks" from the application process means processing projects. Laura says that it doesn't exclude processing, but they would like to make sure that the intern comes away with a definite learning outcome.
 - 3.2.3. Anne believes that a rationale is needed in the proposal and suggest that it should include a description of the issue of uncompensated work in archives.
 - 3.2.4. Kellyn says it doesn't explicitly say how many hours the person will work. Is this assumed to be a fulltime position? Laura says that that will mostly depend on fund raising, but the hope would be fulltime for 3 months. Sara says that they will need to do some living wage calculations to determine half-time/fulltime compensation rates.
 - 3.2.5. Anne suggest that this is structure not unlike the SAA Mosaic program. Suggests to the committee that they may want to look to that program as a structural model.
 - 3.2.6. Steve has concerns about making the applicant pool as diverse as possible and not excluding people in other fields (anthropology, etc.) who may want to do an internship in archives.
 - 3.2.7. Max wants to know if the name of this program brings up any legal ramifications about NWA's status as a non-profit. Laura says that, as long as we administrate it as a scholarship, NWA shouldn't have a problem, but we are skirting the issue.
 - 3.2.8. Max asks what the committee would like from the board at this point. Laura says they would like to have the go-head to start finding sponsors, approval from the treasurer to cut three monthly checks, and they would like to know if we have any

outstanding questions that they could address before submitting a formal proposal.

3.2.9. Anne asks how the committee was selected. Laura reports that the current pilot committee is made up of interested volunteers, but they would plan on having elections if the program is sustainable.

3.2.10. Max asks how much of a time commitment Laura see the committee as being? Laura says that she does not see this as a light time commitment committee, especially in the first few years.

3.3. Max asks if the board can rest this for the next ten days to get input from the treasurer, and then put the proposal to a vote. Laura says yes.

4. Western Archivists Meeting (WAM)

4.1. The programing committee for WAM would like NWA to appoint a 2nd PC Chair.

While none of the board seems interested, Max asks that we look for someone who might be.

4.2. WAM would like to have more involvement from our committees and interest groups with regard to programing, so Max let them know about NACR, and asks Steve to find out if anyone on his roundtable would like to be involved. Steve says he will get back to Max next month.

4.3. WAM is looking at revising the Code of Conduct for the meeting. Max says that, though the codes are very detailed in what is allowed and not allowed, there are no enforcement mechanisms for any of the codes. Max is going to bring a revised code of conduct to the NWA Board after review by WAM.

5. Open Questions

5.1. Steve asks about the attachments to the last meeting minutes about the blog. There was a schedule that indicated board members should be submitting new articles, but no one has been paying attention to it. Max agrees that the schedule is outdated, but he's going to try to get people to start contributing.

5.2. Kellyn asks Sara to summarize the budget situation to for the state of Alaska.
