

NWA Executive Board
Meeting Minutes
October 14th, 2019 | 9:00-10:00 am
Conference call

Present: Max Johnson (*President*), Anne Jenner (*VP*), Steve Bingo (*Washington Rep*), and Alex Bisio (*Secretary*) Sara Piasecki (*Alaska Rep*), Brian Jonson (*Treasurer*), Bryce Henry (*Past President*)

Absences: Ashlyn Velte (*Idaho Rep*), Andrew Needham (*Oregon Rep*), and Kellyn Younggren (*Montana Rep*)

Ex Officio Present: Elizabeth Russell (*Membership Coordinator*)

1. Roll Call and Past Minutes Approval

1.1. No minutes to approve. Minutes to be sent to the board following the meeting.

2. State Representative Reports

2.1. Oregon: Max reports in Andrew's absence on staff additions and departures from the State Archives, as well as Archives Month events. Reports that he has had success reconnecting with people south of Salem.

2.2. Washington: Steve reports on Archives Month events mostly involving members of the state archives, particularly the Archives Bazar. He reports additions to Washington NWA membership.

2.3. Idaho: No report

2.4. Montana: No report

2.5. Alaska: Sara reports on new staff at the University of Alaska Fairbanks, as well as the reopening of the Research Room for Alaska and Polar Regions and their open house. Sara also reports on Archives Month events. Sara reports that member Veronica Denisson has left for Kansas, and Sara is moving positions to the archivist for the Alaska region for the National Park Service. Sara is excited about the prospect of having the NWA annual meeting in Alaska.

3. WAM Updates and Discussion

3.1. Max has been meeting weekly with the programming committee for the last month and half regarding the cost, food, and agenda. They are pushing to keep costs low, but it is proving challenging. Had discussed subsidizing for business meeting, subsidizing \$2,000 worth of food for 50 members. Anne suggests we put out the message to let people know we are subsidizing. California is taking care of registration. SCA is heavily subsidizing this meeting as all costs are extremely high. Alex asks about the how the decision was made to hold the meeting in San Francisco. Max answers that many Bay Area Archivists are attending, and outweighed other membership. SCA does have bylaws that requires we contract with organizations with fair labor practices, which also increases costs.

3.2. Food choices will accommodate many different dietary needs.

3.3. The call for presentation proposals went out last week.

3.4. LAC and vendors: The program committee is still trying to attract and sign vendors.

4. By-Laws and Procedures Revisions

- 4.1. Anne sent out the link to the bylaws to all board members. Elizabeth and Anne started doing minor edits to the bylaws, and realized the document needed total reorganization. Particularly, a new table of contents reflects that reorganization. They want to bring policies into line with the current by-laws, as well as separate an appendix that contained the bylaws and made it necessary to update bylaws in two areas. They ask how they should get feedback from the board on this issue.
- 4.2. Anne and Elizabeth need a timeline for a draft. They wish to know when will the board approve the reorganization?
 - 4.2.1. Max says he doesn't really have a deadline. In the past they have had the board approve as needed, but we can create a timeline in February. Anne would like to have this done by the end of this calendar year.
- 4.3. How does the board feel about the reorg? Will this effect our communications on the website – do we reference sections?
 - 4.3.1. Max says no, it should not affect the website or communications.
- 4.4. Trying to make the policies a little bit more general. Do we need to document our policies and procedures regarding the website?
 - 4.4.1. Bryce suggests asking the current webmaster for clarity.
- 4.5. We need to update each board member's current roles and responsibilities. Need each person to give feedback on the current document. Send a focused email to the current and previous person for feedback and add into the policies and procedures document.
 - 4.5.1. Bryce suggests pulling out the section and create an editable Google doc and adding it back in when the document is finalized.
- 4.6. Will there be any board meetings between now and when the bylaws might be due?
 - 4.6.1. Max states: No. Want to keep the number of meetings down because of WAM. Anne: Board will need to vote whether in person or as part of a meeting. Max: May set a board meeting for December or January.
- 4.7. Max does want Anne and Elizabeth to revise the grants and awards section to provide clarity on whether or not NWA provides funding for membership for student award recipients.
 - 4.7.1. Brian would like to bring in committee members to look at that section. The committee's practice has varied – the website does not actually say that membership for award recipients is provided
- 4.8. Elizabeth bowed out of the meeting at this time
- 4.9. Bryce would like Alex to create a google sheet to record vote outcomes. Max suggests creating a column to track whether the bylaws/procedures need to be updated and whether or not that has been done.

5. Open discussion:

Bryce is putting together the nominating committee for next March with Elizabeth. Needs a member from Idaho, Alaska or Montana. He has a nomination survey drafted.

Anne asks when we start deciding where the site of the next conference is, a member at the Washington State Archives is drafting a proposal for a site around Olympia. Anne will get in touch with that member as the decision will need to be made by December.

Max moves to adjourn meeting early with a plan to send out a poll for a November/December meeting.
