

NWA Executive Board  
Meeting Minutes  
October 28, 2020 | 1:30 pm  
Zoom Conference Call

**Present:** Anne Jenner, Natalia Fernandez, Brian Johnson, Max Johnson, Amy Thompson, Erin Baucom, Mathew Brock, Steve Bingo, Charles Hilton, Alex Bisio, Susanne Annand, Alisha Babbstein, Megan Bruggeman, Guest: Bryce Henry

**Absent:** Kelsey Quinn, Sara Piasecki

**Minutes:** Anne Jenner and Mathew Brock

1. Roll was called
2. Minutes from September 29, 2020 were approved.
3. Membership officer Suanne Annand reported that membership was up to 169 from 162 as reported in September. The newest members were a mix of students from Oregon State, Simmons, and San Jose State and individuals from Oregon, Alaska, and Washington. Susanne will send membership renewal reminders to 96 lapsed members.
4. Treasure Brian Johnson had nothing to report.
5. Nominating Committee Chair Max Johnson announced 2021 Nominating Committee members: Steve Bingo, Courtney Berge. The election timeline includes posting a request for nominations by email explaining the process. Nomination process will end in February and candidates will get their questions to build their profile. They plan to send out the ballot on March 1, leaving a 30 day window to vote. The positions to be filled are Vice-President/President Elect, Treasurer, Washington Rep., and Alaska Rep.
6. Guest Bryce Henry joined the meeting to discuss a proposed change to managing SAA Key Contacts, which is more or less an SAA welcome wagon described here <https://www2.archivists.org/groups/key-contact-subcommittee>. He proposed that the NWA state rep serve as the SAA key contact, receive a new SAA member list every month or two and reach out to the new members. The two year key contact position, corresponds to NWA rep tenure. The benefits include doing simultaneous outreach for NWA. There is limited oversight from SAA as to how we manage this work. After some discussion, Natalia and Mathew agreed to work up language for the Policies and Procedures Manual and bring it to the board for a vote at the next meeting. It was suggested that we call it a pilot program with a one-year deadline for review.
7. Anne reported that the NWA homepage was updated with the approved NWA Statement on Anti-Racism. The 2021 Conference theme was announced and will be followed up with a blog post. We hope to change out archival photos on the NWA website which is very white centered. Can we send a “call to action” to the membership? We’d need to be clear about our criteria - what are we looking for? We’d need to figure out the rotation of the images. It can also be potentially problematic to use token images, so again, the rotation is important to have new content and various institutions represented. It’s been a

while since we've rotated new images, so this would be a good way to engage the membership, and it's about time we rotated out those images anyway. Would also like to see a disclaimer re: accepting photos that have no issues being put online on the NWA website i.e. cultural sensitivity and appropriateness and copyright. Part of the call to action is asking for contribution and engagement, but be very mindful and respectful of the content being shared.

8. A 2021 conference update was offered by Committee Chairs Alex Bisio and Charles Hillton along with Anne Jenner. The Conference web page was launched with a survey and over 40 responses were already received. A discussion followed about how to use scholarship monies. Ideas included: supporting the expense of an online conference platform expenses; pay the conference fee and/or annual memberships; query the conference committees about their needs?

Scholarship monies are generally \$2000 and awarded to four people. Brian added that we can put additional savings from not hosting an in-person conference to support the online conference. It was suggested that we charge non-members \$50 to register and offer it for free to NWA members.

It was further clarified that we have student scholarships and professional development scholarships which come from the same pot and they are not conference specific. The scholarships can be used for anything. It was suggested that the Continuing Education fund often goes unused and would be easy to reallocate. The Continuing Ed funds are \$1500. It was suggested that state reps should promote these available funds and suggest uses such as DAS courses via SAA. There have been other creative uses, such as bringing in speakers and working with the community. This year may not be the best time to propose more online programs, since there is a significant computer time fatigue, even for opportunities that are free. It was argued, on the other hand, that some people are looking for more professional development opportunities and the costs are adding up.

9. Anne Jenner encouraged all board members to review and suggest changes to the Policies and Procedures Manual so that it is ready to go online by the end of the year. Max suggested that we check for discrepancies between the bylaws and the policies/procedures, as he found a discrepancy in the nominating committee responsibilities. The backstory is that we updated and voted on the bylaws a couple of years ago, but it was specific sections, not a review in the entire bylaws. It was suggested that we make a note of when a practice is contradictory to the bylaws, and then gather all that info to then propose changes to the bylaws, to in turn, be voted on by the membership. Even though there is precedent for altering the bylaws to match current practice represented in the policies and procedures manual, this was not proposed at this time.
10. Some State Reps presented reports or/updates. Amy Thompson (Idaho) shared that the Idaho Library Association online meeting this month was a success. Schools are still in session and there was already four inches of snow. There was no news from Mathew Brock (Oregon.) Erin Baucom reported no news from Montana but added that there was eleven inches of snow. Steve Bingo (Washington) alerted the board to the article in the most recent issue of Western Archives Will the last archivist in Seattle turn out the

lights? regarding the threatened closure of NARA Seattle. No news reported from Alaska.

11. In other news, the Washington Historical Society conference took place this month. They offered an all-attendee evening program every night. A particularly fun session was an interactive program about whiskey! <https://www.raisingthebarnw.com/about/> Anne suggested asking the presenter to do the program for the NWA conference.
12. There will be no November Meeting
13. Meeting adjourned.