

NWA Executive Board Meeting

Meeting Minutes
April 28, 2021 | 3:00 pm - 4:30 pm
Zoom Conference Call

Join Zoom Meeting

<https://washington.zoom.us/j/96218398786>

Invited:

Anne Jenner - President - present
Natalia Fernandez - VP - present
Kesley Quinn - Secretary (excused)
Brian Johnson - Treasurer - Present
Johnson, Max - Past President (Virtually present and smarta** as ever)
Sara Piasecki - Alaska Representative - present
Amy Thompson - Idaho Representative - present
Erin Baucom - Montana Representative - present
Mathew Brock - Oregon Representative (excused)
Steve Bingo - Washington Representative - Present

Susanne Annand - Membership Coordinator (ex-officio) - present
Alisha Babbstein - Webmaster (ex-officio)
Devin Busby - Social Media editor (ex-officio) present
Megan Bruggeman - Blog editor (ex-officio) present
Charles Hilton - Chair, Local Arrangements Committee present
Alex Bisio - Chair, Program Committee

Guest - Rachael Woody - present

1. Call roll and approve agenda - (Anne)
2. [Minutes of March meeting](#) (Anne or Natalia)
 - a. Max moved to approve the March minutes, Steve seconded.
 - i. Minutes approved.
3. Archivist-in-Residence update (Sara and Raechel Woody)
 - a. The NWA Paid Internship Exploratory Committee unanimously selected a nominee for the second Archivist-in-Residence. They request the Board's approval for the following: [Nominee applicant: Valeria Dávila Gronros, and Nominee host: Libby Hopfauf, Moving Image Preservation of Puget Sound \(MIPoPS\)](#).
 - i. 12 applications.
 - ii. Asked to amend the wage to be in-line with applicants' experience. Scaled down hours to keep in budget.
 - iii. Rachael will send Anne amended proposal.
 - b. Board actions
 - i. Board needs to approve pending comments about applicant and process.
 - ii. This is supposed to be end of pilot, but due to COVID, no decision has been made regarding permanence of program.

1. Should there be a permanent committee, rules, etc?
- c. Unanimous approval by Board
 - i. May be initially announced at meeting. Will discuss and let Rachael know.
 - ii. If not, will be co-announced with MiPoPS.
4. Annual Meeting Update (Charles and Alex)
 - a. [Community Values](#)
 - i. LAC and PC need feedback on values statement
 - ii. Reviewed statements by other organizations
 1. Could not find NWA code of conduct due to broken link
 2. Is in [Policies and Procedures](#), Appendix G
 - a. President, LAC chair, and PC chair has responsibility according to current code.
 - iii. How will these be enforced?
 1. Enforcement should not be on organizers.
 2. Mechanism for making sure claims are being evaluated fairly and appropriate action taken.
 - iv. Anne and Charles will meet to review and reconcile new document with policies
 - b. Board [Volunteers](#) to be Back-Up Zoom Host and Moderator for NWA Business Meeting
 - i. Need someone to be moderator and backup for business meeting
 1. [Volunteer instructions](#)
 2. Practice session on Monday led by Adrianna and Dana
 - ii. Need some moderators for other sessions
 - iii. Approx. 120 registrants, to date \$2600 from sponsors
 - iv. No cut off for registration
 - c. Questions can be asked at business meeting, but still need to decide whether some questions may be recorded, then answered after the fact.
5. 2022 Annual Meeting (Natalia)
 - a. Potential language to use and share at the membership meeting: “Due to continued uncertainty about post pandemic circumstances for NWA members and NWA member institutions next year – in terms of potential state level restrictions, financial considerations, and membership capacity – the NWA Board has opted to plan for another virtual conference in the spring of 2022, with plans for an in-person conference in 2023. We look forward to conference attendee feedback about their experiences with this conference, as well as your thoughts on how we might be able to incorporate smaller local gatherings and activities into the 2022 conference.”
 - b. Board’s Commitment to NWA 2022 being a virtual conference - 12 months out, is it even possible to plan for an in-person conference? If not, then we need to be clear to the membership about that decision.
 - i. It isn’t impossible, but Board is committed to online conference due to short timeline and pandemic uncertainty.
 - ii. Currently no PC or LAC.

1. Anne made call for chairs, but these have yet to be selected.
 2. Will ask for engagement from this year's organizers to draw on their experiences from 2021.
6. Nom Com update - Max
 - a. Sent email on SurveyMonkey
 - b. 102 responses
 - c. Will check IP addresses
 - d. Audit on 5/5, then will reach out candidates, finally will reach out to Board and announce at meeting
 - e. Has some recommendations to pass over to Natalia for 2022 elections
 - i. Max's big lesson: MAKE SURE TO SETUP EMAIL AGGREGATOR IN SURVEYMONKEY
 - f. Any research on new voting tools?
 - i. Wild Apricot has tool, which has advantage of minimizing tools.
 1. Only way to login to SurveyMonkey, must use NWA account linked to NWA gmail.
 2. W.A. has not really been evaluated.
 - ii. MARAC uses email tool through their website platform.
7. Alisha and Devin stepping down
 - a. Social Media job really easy. Maybe should be same position to streamline?
 - b. Devin and Alisha will step down by end of May
8. Scholarship award - [request to change](#)
 - a. Recipient wants to use award for online SAA course instead of WAI, which she was not accepted for.
9. State Reps
 - a. Idaho - Got some interest in NWA from outreach.
 - b. Oregon - No updates.
 - c. Montana - No updates
 - d. Washington - [SAM term position posted](#)
 - e. Alaska - Two new members, will probably join NACR. Permanent Parks archivist Zachary Jones, most recently from Idaho State Archives.
10. Membership report
 - a. 232 active members up from last report
 - b. No adjustment to pro-rating dues.
 - i. May want to revisit, especially if there is no registration fee next year
 - c. Members from out of state probably due to virtual conference
 - d. Gmail cleanup
 - i. Wants to delete or triage messages. Will folder/delete SurveyMonkey autogenerated messages for user access.
11. Publications update
 - a. A few posts lined up about annual meeting.
 - b. Should plug in emails to allow members to receive alerts to receive blog updates.
 - i. Anne will work with Megan to upload.
12. Land acknowledgment video bill will be paid immediately.