

NWA Executive Board Meeting

Meeting Minutes
July 1, 2021 | 1pm
Zoom Conference Call

Invited:

New Members/New Roles

President ~ Natalia Fernandez - present
Vice President/President-Elect ~ Robert Perret - present
Secretary ~ Kelsey Quinn ~ unable to attend
Treasurer ~ Anneliese Warhank - present
Past-President ~ Anne Jenner ~ unable to attend
Alaska Representative ~ Sara Piasecki - present
Idaho Representative ~ Amy Thompson - present
Montana Representative ~ Erin Baucom - present
Oregon Representative ~ Mathew Brock ~ unable to attend
Washington Representative ~ Emily Hughes-Dominick - present
Membership Coordinator ~ Susanne Annand - present

Previous Members (cycling off the board)

Treasurer ~ Brian Johnson - present
Past President ~ Max Johnson - present
Washington Representative ~ Steve Bingo - present

Agenda:

- Call Roll and welcome!
- Approve Agenda - any additions?
- Approval of the April Meeting Minutes
- Announcements
- Membership Renewals
- Board Members Elected to the 2021-2022 NWA Board
- Committees (and vacancies) for 2021-2022
- NWA 2022 (and 2023) Planning
- Monthly Meetings for 2021-2022
- State Rep Updates
- Board Member Orientation Information
- Future Agenda Items and Projects

Minutes:

- Call Roll - welcome!!!
- Approve Agenda - any additions?
- Approval of the April Meeting Minutes

- Motion to approve: Steve Bingo
- Seconded: Amy Thompson
- All in favor: approved
- Announcements
 - 2021-2022 G-Drive (please bookmark the link!)
 - NF updated the website for 2021-2022
 - anything missing or incorrect? Please contact her!
 - Invite to regional archival organizations' COVID-19 Response Panel Session at RAAC Annual Meeting
 - Anne J will present.
 - Invite for NWA Organization (Virtual) Table for 2021 SAA Virtual Annual Meeting
 - Natalia F submitted NWA info.
 - [Ask An Archivist Day](#) collaboration with SAA
 - 06/07 ~ “SAA Committee on Public Awareness (COPA) are trying to see what they can do to engage more with the public and other archivists for Ask An Archivist Day, Oct. 13. This year we are reaching out early to potential collaborators. Is Northwest Archivists interested in collaborating? This mainly entails signal boosting content that day with COPA and other institutions that are participating. They are hoping to enlist other non-archives related organizations in our efforts.”
 - In need of a social media / website coordinator, so participation is TBD but likely to occur
 - Final task of the 2020 WAM Program Committee
 - From Max Johnson “I mentioned a while back that WAM (formerly the Western Roundup) team was looking at what future WAM Conferences would look like. I initially shared with Tanya my thoughts about hotel blocks, conference fees, food, etc. and it sounds like the regionals are looking to what the next WAM might look like. I wanted to keep you both in the loop on these developments/conversations. I indicated that NWA (previous Presidents, Treasurers, and Board members) had been looking hard at how those costs are managed and what our annual meeting/conference might include in the future (maybe less pre-purchased food, maybe not a hotel block, etc.).”
 - Max: working through the future of WAM and how we are holding the conference and where. Typically led by the CA archivists. Usually, the process begins 2-3 years in advance - next date would potentially be 2025.
 - Planned message from the Pres (and new board) for July
 - NF will send a message to the membership with updates and information for 2021-2022
 - Treasurer Transition Meeting (06/25)
 - Brian, Anneliese, Anne, and Natalia met to discuss the transition process
- Membership Renewals

- Susanne: no renewal notices went out as per usual for a July 1 renewal. Renewals will be required Aug 1, usually 2 renewal notices go out as reminders.
- Brian: There are no budget implications so we could just leave the date as is and then move it back to July 1 for 2022.
- 276 active members (bump from the conference)
- Decision: leave the renewal deadline as Aug 1 (NF send as part of Pres message)
- Board Members Elected to the 2021-2022 NWA Board
 - Total of 102 votes were cast in the 2021 election.
 - The following positions have been filled:
 - Vice-President/President-Elect: Robert Perret
 - Treasurer: Anneliese Warhank
 - Washington State Representative: Emily Hughes Dominick
 - Alaska State Representative: Sara Piasecki
 - Action Item: NF will send email to Anneliese re: the treasure position to facilitate the bank account transfer process
- Committees (and vacancies) for 2021-2022
 - Nominating Committee
 - Anne Jenner (Chair, WA), Past-President
 - TBD
 - TBD
 - Note: 2020-2021 committee members shared recommendations for the new committee to implement
 - Professional Development, Education, and Awards Committee
 - Josh Zimmerman - agreed to continue
 - Conor Casey - agreed to continue
 - Elizabeth Russell - new member
 - Anneliese Warhank - plans to step down due to Treasurer role
 - Perhaps plan for new members for 2022-2023
 - Communications Committee
 - Colleen Needham (Chair, Oregon)
 - NF reached out to Colleen; no response yet.
 - Max notes the contact info has changed a few times. Colleen resigned from the position in March 2020.
 - Vacant
 - Maija Anderson (Journal of Western Archives Representative, Oregon)
 - Blog Editor ~ vacant
 - Social Media Coordinator ~ vacant
 - Webmaster ~ vacant
 - Max: if there is nothing about the requirements for the positions, we can combine positions. Robert: are the social media coordinator and website separate skills? Erin: seems like the 2 positions go together. Max: these positions are all fairly new, in the past few years, and position duties have been in flux.
 - Susanne: do they coordinate the archives month grants?

- Action Item: Max ~ Brian Brown check in.
 - Action Item: NF will update the website.
 - Decision: just seek to fill the webmaster/social media coordinator position and the blog editor position; no need for a communications chair this year. We'll try this out for this year and see how it goes.
- Archivist In Residence
 - Sara: Elevate to a standing committee?
 - Brian: There is \$ in the budget; they raise money a year ahead of time. Sara: should there be a line item? Money from membership dues or elsewhere?
 - Action Item: NF will add this as a future agenda item
- NWA 2022 (and 2023) Planning
 - 2021 Debrief (2021-06-08 NWA 2021 Conference Reflections Meeting)
 - Budget wrap up occurring with Brian and Anne
 - 2022 Committees
 - Conference will be virtual; need to select the dates, probably May 2022
 - Virtual Arrangements Committee
 - Site specific or a special year with reps from all the states?
 - Discussion: Brian - opening up the committee could increase participation; thumbs up from a few folks.
 - Action: NF call for volunteers
 - Program Committee
 - Amy Thompson (served on the 2021 committee) - yes to being a member, maybe can serve as the chair
 - Action: NF call for volunteers
 - Treasurer support for the committee
 - 2023 Site Selection
 - Alaska's interest and capacity
 - Sara polled AK members, and got substantive responses from 10 members representing nearly every major city and repository. 1 hard nay, three qualified nays, seven ayes. Very strong indications that Anchorage is the only feasible site. Consensus is that organizing efforts will need to pull from statewide resources, whichever physical location is chosen. Also strong interest in partnering (whether formally or informally) with Museums Alaska, ARMA-Alaska, and Alaska Historical Society. Finally, it was noted that 15 years is a sweet spot for a return to the north.
 - Decision needs to be made at least 18 months in advance
 - Does the May time frame work for Alaska? Yes, that should work; potentially use the university campus for housing.
 - NWA Budget - there is \$ to help support this conference
 - AK members were curious about how this money would be used. Brian - idea shared included chartering a plane from SEA or PDX; money to subsidize the conference. Perhaps for the hosts to help

with costs of meals and housing? Last time Alaska Airlines subsidized the tickets. Last time the average costs was about \$700-800 due to being on campus and with the flights subsidized.

- Sara: \$ for Alaskans to travel as that can be very expensive. Other needs for \$ is catering and lodging.
- Need committee members
 - Virtual conferences have shown that a lot of the arrangements work can be done remotely, so support from the Lower 48 would be appreciated!
- Membership survey?
 - Sara: Only useful to have a survey if we needed a certain number of people to break even, but with \$ NWA has, it seems like we'd be fine. Brian: last time, about 80 folks attended - which was a good #.
- Perhaps partner with another org?
- Monthly Meetings for 2021-2022
 - Set a monthly day/time for full board meeting for 1.5 hours
 - Plan for monthly 1 hour exec team working meetings - Pres, Vice-Pres, Past-Pres, Secretary, and Treasurer
- State Reps
 - Workflow for sharing info received by board members who are not reps
 - Forward to state reps to share; note whether or not the info is time sensitive (example - 2022 Conversations on Collecting Yellowstone call for proposals)
 - Note: we do not have an NWA listserv
 - Updates
 - Washington - Businesses in Washington may operate according to pre-pandemic guidelines with certain exceptions. What this means for specific archives will vary from institution to institution.
 - Oregon - Is close to reaching the 70% vaccination threshold statewide, once that threshold is reached most, if not all, areas of the state will reopen and we'll return to our pre-pandemic lifestyles. Many organizations will begin reopening and looking to welcome visitors, researchers, and staff back to their institutions. I continue to track progress, share job/internship opportunities, and other state news with our members.
 - Alaska - Areas of the state range between 30%-70% vaccination rates, but most emergency orders and mandates have expired or been repealed. Alaska is offering free vaccinations to all incoming visitors. The new archivist at the National Park Service Alaska Regional Office will be Zach Jones, returning to Alaska after a stint in Idaho. The AKArchivists group, which began with a professional development grant from NWA, is exploring a merger with the Special Libraries Roundtable of the Alaska Library Association, which recently expanded into the Special Libraries

and Archives Roundtable. The recent NARA report from the Archivist's Task Force on Racism included "uphold our commitment to the Alaska Digitization Project" as an item recommended for immediate action. AK Senator Dan Sullivan cosponsored a "Dear Colleague" letter in the Senate, advocating for increased funding for NARA and NHPRC.

- Idaho - The vaccination rate statewide is currently at 50%. Most mandates were lifted in May, and those holding out will be reopening July 1st. All public education is expected to return to in-person in the fall.
 - Montana - The COVID-19 State of Emergency Declaration for Montana was terminated by the Governor this week. The only COVID-19 related governmental restrictions are those that are imposed by the Federal Government. It appears that all parts of the state, including education, will be required to return to "business as normal" starting basically today, because our fiscal year started today. Private businesses/institutions can of course impose stricter rules as they wish.
- Board Member Orientation Information
 - Action Item for All = Review the [Procedures Manual](#)
 - What questions do new folks have? Do past year members need any refreshers? Please contact Natalia and/or bring your questions to the next meeting.
 - Future Agenda Items and Projects
 - Review the Procedures Manual re: updates
 - Past-President Project = additions to the NWA archival collection
 - Exec Board To Do = consolidation of documents
 - Archivist In Residence as standing committee discussion