

NWA Board Meeting

Meeting Minutes
September 24, 2021
Zoom Conference Call

Invited (present unless otherwise noted):

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

Agenda:

- Call Roll and Approve Agenda - any additions?
- Approval of the July Meeting Minutes
- Website Admin Privileges
- Website Increase in Membership Numbers
- Membership Coordinator Updates
- Treasurer Updates
- October Archives Month \$
- NWA 2022 Planning

Non-Verbal

- Announcements
- Committees for 2021-2022
- Monthly Meetings for 2021-2022
- State Rep Updates
- Future Agenda Items
- Projects for the Year

Minutes:

- Call Roll and Approve Agenda - any additions?
 - Done and no additions.
- Approval of the July meeting minutes
 - Motion to approve: Mathew
 - Seconded: Amy
 - All in favor: yes, all in favor
 - Note: to post on the website, remove the google drive links

- Website Admin Privileges
 - NF reviewed the admin list to remove and add folks
 - Currently, all board members have admin privileges, plus the webmaster
 - Should anyone be removed or added at this time?
 - Discussion: add whoever will be working on the conference, the virtual and program committees
 - Action Item: add the virtual and program committees members, as applicable
- Website Increase in Membership Numbers
 - Currently we pay \$99 per month, \$1188 total per year for a 500 contact list limit. The next level up is for a 2,000 person contact list for \$171 per month for a \$2,052 total which would be an increase of \$864.
 - Option 1: cull the list (i.e. archive inactive accounts as had been done in the past) when we get close to the 500 limit or Option 2: pay for the increase?
 - Discussion: option 1 to cull the list - Anne noted that worked well last year; from Erin "I say we cull, there are a lot of Montana members listed that I know are not active (some have moved out of state, some have retired, etc.)"
 - Decision: do not increase the contact list amount (for now); continue the practice of culling the list. We can evaluate at a future date.; actual membership is under 300.
- Membership Coordinator Updates
 - Contact list was shared with SAA for census mailing; only a few individuals asked to be excluded
 - Still seeing a large number of overdue renewals (183) but these seem to trickle in over several months. Should we send another reminder?
 - Discussion: yes, however, also check with Anneliese since we have checks but are unable to cash them
 - 6 new members in the last 30 days: OR =1, Hawaii = 1, WA = 3, AK = 1
 - We've had a request for a membership dues waiver this year due to ongoing pandemic hardship. The Board approved this last year but I can't find evidence that we published this. If approved again this year, can we add a sentence about this on our membership page? I would submit wording to the Executive for approval based on the previous parameters.
 - Discussion: Anne notes that we never made a statement or published a statement. Mathew recalls voting. Sara recalls sending an email to AK members. Erin notes she thought it was earlier, just a checkbox on the renewal page, and shares that we need to be transparent and make it an option for all, if we are going to do it. Anne sent an email to all members on June 9 last year: "The Board has agreed to delay membership registration until August 1 and will accommodate members who are experiencing financial hardship. Stay tuned for an email with further information." Some note it seems too late in the renewal timeframe now, many already renewed this summer. Both solutions don't feel great, for those who have opted to pay but for those who can't pay. Idea: Maybe we just don't cull this year and do this ahead of time next year? Note that if

folks don't renew now, they can always join later - and they don't really lose benefits.

- Decision: if someone is making the effort to remain a member but cannot pay, yes, let's make an exception when they ask for one, but it's not an open option for this year.
- Action Item: NF let Susanne know of the decision and in spring 2022 discuss for FY23
- I'm in the process of archiving contacts to bring our list to an acceptable number, will complete by end of month
- Treasurer Updates
 - The website billing contact was updated to be the current treasurer
 - Transition paperwork in process (Wells Fargo requires formal documentation for the removal of previous NWA board members and the addition of new board members)
 - Last person to have the letter was Eva and she said she mailed it to Salem folks (Kelsey and Mary); AW will be in touch re: the timeline expectations of the letter
 - Will call Wells Fargo to make sure that once the document is in hand, it will be a smooth transition
 - Checks to be issued
 - Need to cut a check for the archivist in residence; deadline Sept 30th
 - Sara has let Racheal know that we're having difficulties
 - Back up option: maybe have Brian J cut the check
 - 2021 conference panel honorariums (Anne will write a letter along with the checks)
 - Checks to be cashed
 - Some members have submitted checks (we have 6 months)
- October Archives Month \$
 - Funding again offered for October 2021 activities
 - Backstory from Brian Brown, Archives & Records Management, City of Portland: "My role with regards to the program has been independent of the Treasurer. I do direct folks to send their receipts for Archives Month expenses to the Treasurer, and to work with them for reimbursement. I let the Treasurer know who they should expect to be hearing from and the maximum amount of the reimbursement. These few past years the Treasurer has also been my work colleague (Brian Johnson) so the coordination has been fairly easy. At various points the Archives Month Funding Program has been placed under Outreach, Membership, and Education committees, but has been stand-alone for the last 4-5 years."
 - Question: should the contact person and process be changed for this funding opportunity? If so, who and what should it be? Brian could continue in the role but perhaps add another person to the review process and make the review more official i.e. add this to the Committees page info.

- Discussion: perhaps add to Professional Development, Education, and Awards Committee; AW notes the labor involved in that committee was fairly light so they could take it on in terms of the workload. AW has reviewed an application already and it was a fairly easy process. AJ notes that we don't always hear from that committee throughout the year, and this would be another reason for that. AW notes the committee work tended to be more winter and spring so adding something to the fall would be fine.
- Decision: after 2021 process is done, ask Brian Brown to join the PD committee
- NWA 2022 Planning
 - Update
 - We have committee chairs and another call for members was issued
 - There is a meeting set between the committee chairs, president, and treasurer for 10/04
 - Board to do
 - determine a budget i.e. Whova \$1600 and honorariums [2021 budget]
 - We paid the speakers (keynote and pre-conference) and honorariums. Do we want to set a precedent for \$1500 (just online); note that an onsite conference would mean we'd need to pay more. Is this sustainable? What's the reason for a big name? It can be a draw for more registrations and match the theme well. AJ noted that not all prof orgs pay speakers, but it's good practice.
 - charge a registration fee or waive with membership?
 - AW: Last year, Brian J. indicated that it would be hard to sustain another year without registration fees.
 - What can we charge and how much can we make?
 - Erin "I think we would need to have actual fees this year. Especially because we are not abruptly switching from in person to virtual. Everyone knows it will be virtual so it isn't a "special circumstance" this time."
 - Perhaps we bump up our offerings
 - set the conference dates: May 2022 and conference theme
 - Committee recommendations and board approval
 - Decisions: committee meeting Oct 4th, Exec Team Oct 11, and Oct 22 Board meeting

Non-Verbal

- Announcements
 - Anne presented at the COVID-19 Response Panel Session at RAAC Annual Meeting
 - Society of American Archivists Conference NW meet up in August 2021; there were about a dozen attendees
- [Committees for 2021-2022](#)
 - Nominating Committee

- Anne Jenner (Chair, WA), Past-President
 - Members are TBD
 - Note: 2020-2021 committee members shared recommendations for the new committee to implement
 - Professional Development, Education, and Awards Committee
 - Josh Zimmerman, Conor Casey, Elizabeth Russell
 - Communications Committee
 - Journal of Western Archives Representative ~ Maija Anderson (Oregon)
 - Blog Editor ~ Courtney Berge (Idaho)
 - Social Media Coordinator / webmaster ~ Isabelle Schlegel (WA)
- Monthly Meetings for 2021-2022
 - Full board monthly 1 hour meeting = the fourth Friday of the month, 9-10am Pacific time
 - Exec team working meetings (Pres, Vice-Pres, Past-Pres, Secretary, and Treasurer) = the second Monday of each month at 11am pacific time
- State Reps Updates
 - Washington: In Washington, we are reopening schools including higher-education starting this month. At the University of Washington we just opened the libraries' doors to the public on September 22 (the first time since the shutdown in March 2020). Gov. Inslee has mandated the COVID vaccination for state workers; employees must show proof of vaccination or receive an approved exemption (medical or religious) by October 18. Archival repositories are gearing up for Archives Month with a Resource Fair on October 9 (11-3) at MOHAI (Museum of History and Industry in Seattle) other events include Educator Day (October 19) and a Haunted Archives Tour (October 29) both at the Washington State Archives in Olympia. More information is available on the [Washington State Archives Month website](#).
 - Oregon: Not much to report. Few new job opportunities, one with Linfield and the other with the City of Portland Archives and Records Center. The Oregon Historical Society is moving back into their recently renovated library downtown.
 - Alaska: Alaska is in about the same shape vis-a-vis the virus as Idaho (see below). Last week and again this week, Museums Alaska is conducting its annual conference as a fully virtual event. Several jobs have been posted, including an upcoming short-term archives project at Wrangell-St Elias National Park and Preserve (set to run January-March 2022). The job will be posted through the Great Basin Institute soon. The Special Libraries and Archives Roundtable of the Alaska Library Association (into which AkArchivists has largely folded itself) recently met to discuss advocacy priorities and session proposals for the spring conference. The Alaska Historical Society annual conference in October will be fully virtual again this year, and will feature several sessions of potential interests to archivists, including one featuring NWA member Angie Schmidt describing her recent hike over the Chilkoot Trail. University of Alaska Anchorage is recording several new podcasts with archivists around the state for Archives Month.

- Idaho: Idaho continues to lag behind in its response to ending COVID. As of 20 September 2021 51% of people 12 and over have been fully vaccinated, 53.6% of people 18+, and 77% aged 65+. The entire state is now under “Crisis Standards of Care.” All major universities and many school districts have reimplemented mask requirements while also encouraging vaccines, but state law forbids making vaccines mandatory. Classes and businesses are in person and open as usual (for the most part). Despite the continued hiring freeze, the University of Idaho has been able to rehire or is about to reopen vacant positions. For some fun archives news we’re currently putting together an outreach event for our Homecoming next month, involving the search for a lovable but really quite hideous potato shaped trophy named King Spud.
- Montana: The delta variant has hit Montana hard but State Laws have restricted what mitigation actions can be taken by Public Health Departments. The University of Montana has reinstated a mask mandate but still believes it cannot legally require a vaccine mandate. The Montana University System has been open and operating with an attitude of “business as usual” but with an emphasis on masking and personal responsibility (i.e. social distancing, quarantining when experiencing symptoms, etc.) Individual county/city school boards have also instituted mask mandates. We have national guard troops deployed to most major hospitals in the state due to lack of personnel and over capacity ICUs. With all this, most businesses are operating as usual, as if there is no virus and we are under vaccinated. The University of Montana will hopefully be hiring an entry level position in the archives. We are waiting on approval for hiring from the University Vice President for Operations and Finance.
- Future Agenda Items
 - Journal of Western Archives - sponsorship contribution
 - 2023 Site Selection (Alaska’s interest and capacity)
 - Archivist In Residence: Elevate to a standing committee? Should there be a line item re: the money?
 - NAC Roundtable: Chair or member on the board?
- Projects for the Year
 - 2022 Conference planning and hosting
 - 2023 Conference site selection
 - Nominating committee process updates
 - Procedures Manual updates
 - NWA org documentation - submitting content to the official archive (Anne)