

# NWA Board Meeting

Agenda and Meeting Minutes  
December 10, 2021  
Zoom Conference Call

## Invited:

- President ~ Natalia Fernández - present
- Vice President/President-Elect ~ Robert Perret - present
- Secretary ~ Kelsey Quinn - present
- Treasurer ~ Anneliese Warhank - present
- Past-President ~ Anne Jenner - present
- Alaska Representative ~ Sara Piasecki - present
- Idaho Representative ~ Amy Thompson - present
- Montana Representative ~ Erin Baucom - present
- Oregon Representative ~ Mathew Brock - present
- Washington Representative ~ Emily Hughes Dominick - present
- Membership Coordinator ~ Susanne Annand - present
- (Guest) NWA Conference Virtual Committee Chair ~ Lourdes Johnson - present

## Agenda:

- Call Roll and Approve Agenda - any additions?
- Approval of the October Meeting Minutes
- Treasurer Updates
- Nominating Committee for 2022-2023 Board
- NWA 2022 Planning
- Future Agenda Items

## *Non-Verbal*

- Announcements
- Membership Coordinator Updates
- State Rep Updates
- Projects for the Year

## Minutes:

- Call Roll and Approve Agenda - any additions?
  - N/A
- Approval of the October Meeting Minutes
  - Motion to approve: Mathew
  - Seconded: Sara
  - All in favor: All in favor
- Treasurer Updates
  - Transition paperwork status: all done!
  - Checks Issued
    - 2021 archivist in residence

- 2021 conference panel (3) honorariums; Anne wrote letters along with the checks
    - Checks Cashed
      - Members who submitted checks to cover membership renewals
    - Working with Rachael Woody re: the Archivist and Residence Program
      - Working on the money was tracked to see where we are with the funds - we're in a good position with the program
    - Issue with PayPal that has now be resolved - all contact information was updated
  - Nominating Committee for 2022-2023 Board
    - Needs two members to be part of the committee - not from WA, can make individual asks, or call to members. What positions need to be filled? Recommendations of what to do differently from last year's committee. Timeline to be created for Jan board meeting
      - Board Secretary
      - Oregon
      - Vice Pres/Pres Elect
      - Idaho
      - Montana
    - Committee Membership
    - Elections Process
  - NWA 2022 Planning
    - Updates
      - Conference Website  
<https://northwestarchivistsinc.wildapricot.org/Annual-Meeting>
      - 12/09 Program Committee Meeting, with the NACR chair
        - Theme = Sustainability and Resiliency
        - Call for Proposals announcement mid-Dec, with end of January/early February deadline
        - Keynote Speaker
          - NACR offered to contact a potential speaker
      - Virtual Arrangements
        - ACTION ITEM: Purchase Whova (Lourdes and Anneliese)
        - Natalia asked if we should use the Whova registration module? Few hundred dollars extra, but worth it, if it helps with ease of attendance
        - Local arrangements to handle fundraising?
  - Future Agenda Items (next meeting January 21st)
    - Journal of Western Archives: sponsorship contribution \$500 (more information - the invoice and 2021 report - is forthcoming)
      - Review and vote to come - Jan or Feb meeting
    - Archivist In Residence: Elevate to a standing committee? Should there be a line item re: the money? Incorporate with another standing committee?
    - NAC Roundtable: Chair or member on the board? Vote on the bylaws for that in the future.

- Conference Planning Check In
- Nominating Committee for 2022-2023 Board
- 2023 Annual Meeting Funds in Alaska - best ways to use, brainstorming what we have capacity for (numbers and criteria)
- NWA Official Archive - clean up, retrieval of items, best practices for record keeping (Feb Meeting)

### *Non-Verbal*

- Announcements
  - POWRR Peer Assessment Program: 5 NWA members applied and were accepted into the program - add to call for proposals to submit presentation of their experience
- Membership Coordinator Updates
  - The contacts list recently passed 500 again and the list will be reviewed for contacts that can be “archived”
  - Currently have 190 “Active” members
  - New members in last month from GA, WA, and OR, including one student
- State Reps Updates
  - Washington: No updates since our last board meeting.
  - Oregon: Numerous institutions across the state are hiring (museums, archives, and libraries). Katherine O’Brian, former archivist at World of Speed, was recently hired as the Director of Programs & Services at the new Oregon Military Museum. She will be setting up the research center, visitor services, community outreach, education programs, and volunteer team in preparation for opening in 2023.
  - Alaska: Current archival part-time or term job openings at University of Alaska Fairbanks, Wells Fargo (Anchorage) and Anchorage Museum. The UAA Archives and Special Collections has posted eight episodes of its second season podcast on Alaskan archives. UAF Film Archives posted 3.5 hours of 1930s-era films from the Pribilof Islands to its YouTube Channel, the results of a two-year long project (Pribilof Islands films, circa 1930s - YouTube). Anchorage Museum’s new photo archive search engine is about to go live: <http://archives.anchoragemuseum.org/>
  - Idaho: No new updates.
  - Montana: No new updates.
- Projects for the Year
  - 2022 Conference planning and hosting
  - 2023 Conference planning
  - Nominating committee process updates
  - Procedures Manual updates (note: not a requirement; changes do not have to be voted on, but changes are documented)
    - Update procedures for local arrangements, note about virtual
  - NWA org documentation - submitting content to the official archive (Anne)
  - Presentations (zoom meetings) throughout the year? Experiment with hybrid ideas.