

- I. Update from 2024 Local Arrangements Committee Chair Nancy Bunker
- II. New Media Group
- III. Update re: transition and transition documents
- IV. Call for webmaster
- V. New business

In Attendance:

Emily C.
Heather M.
Mariecris G.
Dulce Kersting-Lark
Nancy B.
Gena P.
Sara P.
Kim G.
River F.
Heather M.
Susanne
Nancy B.

- I. Quick update on the status of the conference and hotel for the 2024 conference.
Introductions from Nancy, Co-Chair of the 2024 NWA conference. Information posted on the NWA website, and includes the names of the local arrangement committee. Chose the Historic Davenport Hotel because of the best rates. Reception on Wednesday night, there is an exhibition opening the previous night for Expo '74.
Thursday night, MiPops is doing another film screening with popcorn and a cashbar.
Friday night, Banquet. Potentially business meeting before the lunch, as it was poorly attended this year. Affinity dinners and call for subjects ahead of time, so people can sign up and go to dinner or lunch with another group; Tuesday night and Thursday night, maybe a Wednesday night.
Potentially a swag/vender table from Universities or Vender. This is not in the handbook and we should have a system for renting a table or half a table.
Could potentially get additional sponsors for people who can't attend. Helpful for keeping fees low.
Conference fees are \$150 for this year, and haven't gone up too much in the last ten years.
River: Could affinity dinners also be by gender identify and not just subject related?
Nancy: Good idea, want people to feel like they are part of something.
Gena: NACR dinner as well? What is the agenda / timeline look like for involving the indigenous community and the Spokane Tribe?
Nancy: On the agenda for next meeting. Suggestions for Keynote speakers. Will reach out to Gena and River to include them in the next meeting.
River: Can we let people know that the hotel has accessible rooms and specify what information is needed for them to request?

Nancy: Will try to get information out so people can book early. May is typically a very busy month in Spokane. Will talk to the hotel coordinator.

River: Important to put information out there up front so that people don't feel like there are any barriers or roadblocks to attending.

Nancy: Working different angles to make sure that there isn't any confusion about any aspects of attending.

Emily C: accessibility information should be put on the conference website, so people know what is the quickest and easiest way to get an accessible room.

Nancy: Basic information is up so people can apply for funding.

Mariecris: Can we add a map so people can know how close hotel rooms are close to the actual space, so there are elevators and ramps? And also add note of transcriptions at presentations, or any additional details. Information helps people feel more at ease, so that there isn't any risk or hardship of getting around. Should also includes elevators and distance between elevators and rooms.

Nancy: Will put up all of that information so that there isn't any issues.

Emily: If there are any additional questions, we will be in touch. Thanks to Nancy.

There is a haunted elevator in the Davenport Hotel as well as ghosts that have different stories. Not angry ghosts but friendly ones. Also a ghost tour. Make a note to add on the website.

- II. New Media Group. Idea was presented at the NWA 2023 conference about having a roundtable affinity group for New Media. Provide the Board with a list of members as well as what they are up to. Emily wanted to check in before they confirm.
Do we want add to the NWA membership application? Should be an easier way to keep track of who belongs to the group? Should webpage be up before added to the membership application? Emily will check in with them and ask.
When prior members renew, they would have to change that in their profile. Good opportunity to see how things work and then potentially finetune.
Emily and Gena will meet with them to discuss. River signed up to be a member.
- III. Transition and transition document. Already covered at the beginning of the meeting. If anyone finds themselves blocked. Send an email and Emily C. will assist.
One more note about the transition, figured out the best workflow.
Emily and Marissa met last week to discuss minutes and how they are best posted online.
Executive Minutes will continue to be a rolling document but Board meeting will be posted.
There was a background to why things were established in this way and how things were done pre google drive. Worth looking at previous history, or maybe reach out to Anne Jenner to ask about the reasoning behind it.
Previous process, new President creates a new google drive.

Mariecris had previously set up a google drive for non-profits when she was on the board, there was a northwest google account so we didn't have to set up a new accounts, but the only things we had to do was change the permissions.

There is a NWA associated gmail account and a password; we could even have mail in their potentially. If we have one account that is associated with NWA and just manage permissions. We would have to assign ownership and that is something that we would still have to sort out.

- IV. Call for webmaster. Emily C. will send out a email that says "we need a webmaster." Any suggestions or people to recommend? It's a pretty lowkey volunteer role. Emily C. is currently the webmaster along with other people. Emily will send out the email for review. River does have someone in mind.

Susanne was doing a bit of cleanup and there are a number of people who should be removed from the permissions who are no longer associated with the organization. Susanne will make a list and then Emily will review before they are removed.

- V. *Strange outstanding issue regarding the Policies and Procedures. Renewal date was pushed to the beginning of August, should be flipped back. July 1st is the renewal date as listed in the Policies and Procedures Manual. How can we communicate to membership that we need a July renewal vs. an August one? Nothing else has really changed, membership is currently prorated based on length of time. How much lead time would it take to change the date back? Can we do this in 2024? It's too late for this year, however would be good to communicate in the coming year and let people know, so it's fresh in people's minds. Communication could go out in early fall of 2023.

Why is the membership prorated? NWA conference is the biggest value; and people do things the last minute. Certain groups if you join late in the year, you get an additional months of membership, rather than just a prorated membership.

All systems are worth reviewing and is there a happy medium for people who renew part of the way through the year.

*Make note to put topic on the next meeting Agenda.