NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING MINUTES

February 2, 2018 | 2:00 – 3:00 p.m. PDT | Teleconference

Call (712) 451-0265, access code: 326360

Present: Mary Robinson; Steve Bingo; Bryce Henry; Max Johnson: Erin Passehl Stoddart, Steve Duckworth, Sara Piasecki, Kellyn Younggren

Absent: Meg Tumalo: Gwen Amsbury; Zach Wnek; Brian Johnson, Andrew Needham, Crystal Rodgers

1. *Call to Order*

2. *Approval of December 4, 2017Minutes*: Approved

3. *Agenda items*

a. NWA Annual Conference updates:

i. Local Arrangements Committee update (Mary McRobinson reporting for Andrew Needham, Chair): Contract came back and is signed. Rachael Woody is working with catering and reception on details. Currently it’s proposed that there is a catered business meeting and then two catered breaks (one on Thursday and one on Friday, one AM and one PM), but no catered lunch. There are some lunch and learn options. There have been difficulties in offering a catered lunch in the past due to dietary restrictions and getting an accurate count. There is a list of the options available for getting lunch/food.

* How does the board want to handle the complimentary rooms or other comped items NWA is given for the conference? For example, the complimentary SAA registration, is there time to offer it as a scholarship? There should be time and Bryce volunteers the education committee to go through the applications. Scholarships will be publicized with applications submitted to the education committee. SAA wants to know my March 28th.

ii. Program Committee update (Steve Bingo, Chair): Natalia Fernández is going to run a session explaining the role Special Collections and Archives Research Center played in OSU's recent building and place names evaluation process; one or two brown bag discussions will take place during the conference.

Questions (Erin):

* (Erin) When will the board meeting take place during the annual meeting? Thursday 5:30-7pm, right before the reception
* (Erin) Has anyone been in contact with Jodi Allison-Bunnell about the Cascade Alliance Archives and Manuscripts meeting usually held in conjunction with the annual meeting? Jodi has been in contact with Steve and the procedure she gave was to let her know when the workshops are so she can gage the interest for when people are available, so Steve will forward her the preliminary schedule when things are more finalized
* (Steve) What will the registration costs be? Around $140, but needs to be finalized
* (Steve) Has LAC figured out the vendor prices? Should be in keeping with last year when prices were updated. Atlas, Aeon and several other vendors have already reached out.

**Action Item:** Mary will follow-up with Zach to see where he is on those.

* (Steve) Will rates be the same for local artists as they are for other vendors? A vendor who is giving out information is different than a local artist or other vendor who will be selling something, and KRS will treat them differently as well. If anyone is selling anything then KRS wants NWA to enter into a corporate contract with them on how to split the profits. It sounded like one vender was asking if they could set up a booth to actually sell their wares and if that is the case Cruz said there would be a $50 charge and would have to enter into an agreement with NWA acting as the sponsor of the selling vendors. As a 501(c)3 this is not something NWA wants to do.

**Action Item:** Follow up with Cruz to clear up whether or not that is the case.

* (Steve) Dana has been trying to push forward to fund the salmon bake and one key aspect is working in conjunction with when registration will be open and putting that as an option to fund the bake at the time of registration. Is this something that will be offered just to NWA members?

b. Nominations Committee update (Erin Passehl Stoddart, Chair): Officially have the committee formed: Erin, Sara Piasecki, Emily Dominick. Have a list complied with all the different slots up for election. Now a call will be put out for nominations through an anonymous survey monkey poll that will be sent out through a membership email blast as well as over social media and anywhere else relevant. Deadline is March 2nd for nominations and if there are not enough nominated the committee can reach out to people. Voting will be open for two weeks, closing on April 13th and the winners will be announced at the business meeting.

c. Western Round-Up 2019 site selection update (Kellyn Younggren): Committee hasn’t met yet, but the Round-Up (which is in 2020 and not 2019) will be in California. There is discussion having it either in Sacramento, LA, San Diego, or San Francisco. For the 2019 annual meeting, Kellyn has gotten commitments from both Bozeman and Missoula sites, so there are two options. Both are on the interstate, but Bozeman is 200 miles farther east in the state than Missoula. Plane tickets are about $300 to either city roundtrip. The board is looking for ballpark estimates for the cost of the conference and if there is space available for when NWA wants to hold the meeting. Donna McCrea said she can be on local arrangements if the meeting is held in Missoula, but it would have to be after she is out of school in May. Preference between April or May? No, either is fine, but might want to go with May because it can still snow in April.

d. Communications Committee (Mary/Steve/Crystal): Steve agreed to serve as editor. Have decided to move away from the newsletter and go with a blog format. Still want to formulate more of a vision and what it is NWA wants to communicate to its member. A subcommittee has been formed consisting of Steve, Crystal, Maija, Mary, and Bryce. Setting up an in-person meeting for March to start to discuss what the name of the blog will be and options for the platform. Steve has started looking at platforms and if it can be hosted through WildApricot, but is wondering if he can get admin access to look into that more. If not through WildApricot, then the committee will need to look at alternatives. A chair will be recruited for the Communications Committee. Will be asking for feedback from the board about going forward with the blog. Crystal is working with John Bolcer to get the last of the past Easy Access issues online. Board can email Mary and include Bryce with suggestions for committee members (or if a board member wants to volunteer).

**Action Items:** Provide information to Crystal for updatingcommittee members lists/contact.

4. *Ongoing*

a. Updates to policies and procedures manual (in process)

Meeting adjourned at 2:40pm