Northwest Archivists Board Meeting Minutes

11/10/2016│ 10:00 PST │ Teleconference

Present: Steve Bingo, Erin Stoddart, Charles Hilton, Mary McRobinson, Brian Johnson, Zach Wnek, Gwen Amsbury, Anne Jenner, Kellen Younggren, Seth Dalby, Conor Casey

Absent: Brian Brown, Bryce Henry, Crystal Rodgers, Annalise, Jennifer O’Neal, Max Johnson, Jennifer Greenwood

The meeting of the Northwest Archivists Executive Board was called to order 11/10/2016, at 10:05 (PST) by the president.

Welcome

Approval of minutes from 8/25/2016

**Motion to approve:** Erin

**Approved unanimously**

*Amendment to be made*

Minutes for the last meeting had Kellen Younggren listed as absent, but she was present.

Connor Casey is working on Local Arrangements Committee, but is a member of NWA and not CIMA.

**Amend minutes to reflect correct attendance.**

Agenda Items

RAAC funding update (Erin)

* Received an email from RAAC in appreciation of $250 donation (confirmed the funding was not for more than $250)

Archives Month report (Brian Brown – absent, update given by Erin)

* Members from almost all the NWA states received money (City of Portland, Western Washington, Alaskan Polar Regional Collection and Archives, University of Idaho and Oregon State University), every state except Montana. Most people have submitted for reimbursement, so they will be giving reports to Easy Access to share how they used the funding. Western Washington is the one exception and has not put in a request for reimbursement. Right now funds are divided between the applicants, so Oregon received more than $200, but since Montana did not apply so that state’s money was still in the funding pot. There is usually $600-700 given out, but if recipients do not use all their money it can vary from year to year how much is actually disbursed.

Treasurer Report (Brian)

* There are several items that will push the budget into over spending compared to revenue intake. A possibility to rectify this is to discontinue programs like continuing education, which are not really used. So the options are to either cut some items or there needs to be increased revenue to keep the current surplus. Member dues generally cover core, policy documented items and expenses. The items that have pushed us over are things like the continuing education fund, newer scholarships (NACR), Archives Month (but this is one of the most successful programs), Journal of Western Archives, and RAAC funding. Unexpected conference expenses hit the surplus, but Brian thinks the real issue is remaining solvent. Revenue is about $4k from membership dues with some coming from the annual meeting with expenditures being around $9k-9,500. The suggestion is to raise dues by $10 or $15. Mary suggested that the board should look at everything, raising fees as well as cutting some items that are funded. Possible items to cut are continuing education and the NACR scholarship.

**ACTION ITEM**

* Schedule a meeting for an in-depth budget discussion and for a survey for members to be distributed in late December. Brian will work with Erin to send out financial numbers so the board can review them before the meeting.

NWA Boise Conference updates

1. Report from Program Committee (Anne Jenner, co-chair of the Program Committee; CIMA chair is Su Kim Chung): a comprehensive timeline of tasks needs to be completed; Anne will send link to a Google Drive folder to the board for the timeline. The call for conference papers went out, the theme is Preserving Voices of the West. The venue for the Thursday evening joint reception has been reserved. Wednesday will be the 40th anniversary event. Discussed with Crystal using the NWA site for the conference website. CIMA has never used their organizational website for the conference website and since NWA usually does use their organization website for the conference it makes sense that it will be up on the NWA site. Mary brought up that we should get the 2017 conference information updated on the NWA website as soon as possible.
	1. A google doc will be made available and Su Kim is building a site for finding collaborators, there will be a spreadsheet that people can use.
2. September 9th was the last discussion of the LAC and they are ready for the next steps. Some confusion on the operation of the LAC so Erin will resend email reconnecting all the committee members and then co-chairs will decide when to meet. Reiteration that the role of the committee chair/co-chairs is to keep the board updated on what the committee is doing and what decisions are being made through monthly updates.
3. The 40th Anniversary Committee (Andrew Needham, Diana Banning, Erin, Jody Foley, John Bolcer, Larry Landis, Lauren Goss, Robert Franklin, Terry Baxter, Mary) has had two meetings, first to brainstorm what the celebration will look like and how it will be accomplished. It was decided to go with subcommittees to get the work done (marketing/communication chaired by Needham, swag/memorabilia chaired by Baxter, parties/receptions with Erin chairing for NWA/CIMA meeting and Diana taking the lead for SAA conference in Portland, reminiscences/history chaired by Diana). It was decided there should be some kind of history of NWA (celebrating the past, but looking towards the future). The next meeting is set for December 6th. Needham’s wife, colleen, is a graphic designer who has done work for Archives Month and other projects and will help. Maybe partnering with local breweries to have a beer or cider created for the event. Sending at a poll to NWA membership to see which events they’ll be attending in 2017: SAA, NWA/CIMA, or both.
4. NWA was offered a table at SAA and a discount membership price offered to NWA members to encourage new membership in the northwest. Diana Banning will see about hosting an NWA event during SAA if there are enough NWA members attending and enough interest.
5. The budget for the 40th Anniversary should be on the agenda for the special budget meeting on Monday and include discussion of perhaps asking for member contributions to help out. Google drive document will be available to the board, but the committee needs to come up with a proposed budget to submit to the board.

**ACTION ITEMS**

* Su Kim is building a site for finding collaborators, there will be a spreadsheet that people can use
* Anne to send link to a Google Drive folder to the board for the timeline.
* 40th Anniversary committee to put forward a proposed budget to the board.

Membership increase

* Will discuss during budget meeting

Review list of committees (interference on the line)

* Will make sure website is updated with current information

Updates from committees, roundtables

1. Steve wanted to discuss a second request submitted in previous years for scholarships to attend the NWA annual meeting. Has been honored for the last two years to support three $500 scholarships for members of Native American descent or working in Native American archives to attend the annual meeting. Request originally sent in late September, but will resend the information. Steve also said they have a potential donor to help fund the scholarships. Brian pointed out that the scholarship was agreed to be funded at the last annual meeting and any funds given to help out funding it can be made to NWA so it is tax deductible for the donor.
2. (Reported by Erin in Annaliese’s absence) There is a plan to make a larger call for current scholarships and for retirement recognition for next year’s conference. Additionally, Conor just joined the committee.

Meeting adjourned at 11:03am