

NWA Executive Board
Meeting Minutes
June 17, 2019 | 2:00-3:00 pm PT
Conference Call

Present: Max Johnson (*President*), Anne Jenner (*VP*), Brian Jonson (*Treasurer*), Bryce Henry (*Past President*), Ashlyn Velte (*Idaho Rep*), Andrew Needham (*Oregon Rep*), Steve Bingo (*Washington Rep*), and Alex Bisio (*Secretary*)

Ex Officio Present: Elizabeth Russell (*Membership Coordinator*) and Veronica Denison (*Blog Editor*)

Absent: Sara Piasecki (*Alaska Rep*), Kellyn Younggren (*Montana Rep*), and Colleen Needham (*Communications Coordinator*)

1. Roll Call and Past Minutes Approval

- 1.1. Roll Call: Sara Piasecki, Kellyn Younggren, and Colleen Needham absent
- 1.2. Bryce Henry requests a change in item 4.1 of the past meeting minutes:

“Mary reports 129 voted in the election. There were some instances of people voting for states they shouldn’t have. All of them were from Oregon. She will provide a detailed report at the annual meeting.”

Bryce requests that “all” be changed to “most.” Motion passes and minutes are approved.

2. New Board Member welcome and introductions

- 2.1. Max Johnson begins a round-robin of board member introductions, and introduces members who are not present.

3. Board Basics: Voting

- 3.1. Max explains the rationale behind introducing the voting guide, and explains that the board will follow these guidelines for the year. He suggests working with the by-laws and procedures committee to officially adopt the voting guide if successful. Max stresses that he believes it is important that the board have written proposals to document decisions made by the board, particularly those related to budget. Max would also like to review how duties are apportioned to members of the board to reduce barriers to service for NWA members. Max would also like to look at online or email voting on proposals.

4. What to expect this Year

4.1. Year Overview

- 4.1.1. Max had a phone call on the May 25th with representatives from the various western archives organizations regarding program planning for the Western Round-Up. He explains that Western Round-Up years usually require less work from the board in terms of conference planning, we will send a representative to the programing committee.

- 4.1.2. In July, Rachel Woody submitted a report with recommendations for forming a program through NWA to support internships, possibly through grants. This report is the result of an exploratory committee she chaired over the last year.
- 4.1.3. In August, Bryce Henry would like to start talking about the election in 2020.
- 4.1.4. The board will also have a regular by-laws update.

4.2. Western Round-Up naming

- 4.2.1. Max begins discussion on the NWA board's recommendation to the Western Round-Up regarding renaming the meeting. Board members discuss the function of the Western Round-Up with regard to the name (organization vs. meeting), and various acronyms that may be formed out of the name. Max states that other organizations are between Joint Meeting of Western Archivists and WAAM, but have not put it to a vote yet. The NWA Board seems to be split between JMWA and WAAM. Max says he would be fine telling the Western Round-Up naming committee that we are split between these two options as well. Max puts this decision to a vote, the motion passes unanimously with two absences.

5. Communications committee

5.1. Max introduces the Communications Committee in Colleen's absence. Since there is no report from the communications committee, Max turns the meeting over to blog editor Veronica Denison.

5.2. Blog editor introduction

- 5.2.1. Blog editor Veronica Denison says the communications committee is going to have a meeting in the next month to discuss future plans for the blog. Veronica wants to increase the number of posts from underrepresented states, particularly Montana and Alaska. She also wants to make sure that posts are consistent, and thinks that this could be achieved by the editor writing more posts. She would also like to see more participation from students and interns.
- 5.2.2. Max brings up that he recalls that there was a plan in the past to post executive board member profiles to the blog, but he wasn't sure if they were done. Elizabeth adds that we've done other membership profiles. Bryce agrees that the profiles are easily done by most people, but more in depth posts are harder for people to produce. Alex says she likes the idea of students and interns contributing, and mentions that there is a schedule for executive board posts that she will send out to the board (See below). Steve says he thinks themed entries would also help produce more posts. Max says award winners are also supposed to contribute a post as part of their award, but we don't usually follow up with those. Anne suggests that we mine *Easy Access* for old blog post theme ideas, and perhaps ask former contributors for follow ups.

6. Membership Committee

- 6.1. Elizabeth reminds everyone that it is membership renewal time. She will, unfortunately, be out of the office, but Max has agreed to watch the email for any problems that may arise. Elizabeth hopes to have Rachel Woody help update and streamline the guidelines for membership renewal on the website to cut down on member confusion.

7. Membership Treasurer Updates

- 7.1. Brian says things are looking good monetarily. The vendors at the Annual Meeting in Bozeman put us over the top in terms of income. He says that he is looking into perhaps using the surplus funds to subsidize an annual meeting in Alaska in 2022. Bryce asks how much money we made from the conference. Brian says around 8 or \$9,000. He says we had more participation than we thought we would, especially given the location, and perhaps we need to revisit our estimates for how many attendees we are likely to get at future meetings.
- 7.2. NCH Proposal: MARAC reached out to Max, Bryce, and Brian about pledging money to assist several regional archives organizations obtain a membership in the National Coalition of History, which would give regional organizations combined lobbying power. Steve asks if the size of the organization is factored into the contribution. Max says so far it seems so, MARAC has pledged \$1,500. Bryce points out that it is unclear whether or not organizations that have the ability contribute more money will have a greater representation in this group. He does say though that right now this vote is just being taken to express our interest in the proposal, not to commit to it. Bryce motions to accept the proposal, Ashlyn seconds. The proposal passes unanimously with two absences.

8. State Rep Updates

- 7.1. Oregon: Andy reports on change in leadership at the state archives. He says as state rep he would like to reengage with people south of Salem.
- 7.2. Washington: Steve says he would like to engage with people in the in the corners of the state. He also reports on the loss of the Jesuit Archives at Gonzaga to the Jesuit Archives and Research Center in St. Louis.
- 7.3. Idaho: Ashlyn reports on her transition to the University of Colorado, Bolder. She also reports on hiring at her former employer the University of Idaho.
- 7.4. Alaska: Max reports in Sarah's absence about the very positive response to the proposal that NWA 2022 be held in Alaska.
- 7.5. Montana: Kellyn is absent, no report

9. Annual Meeting Recap

- 9.1. Kellyn is absent, no report

10. Procedures and By-Laws

- 10.1. Anne has a report from Elizabeth Neilson that the Procedure and By-Law documents require an update. They were last updated last year. She has questions regarding procedure for updates. Max goes over some of the problems with the Procedures and By-Laws that need updating. Anne asks if he would like a full update of Procedures and By-Laws, or just address the major problems. He says focus on what's important, it doesn't need to be super comprehensive.
- 10.2. Elizabeth asks if there is a "tips and tricks" document for anything that does not rise to the level of Procedures and By-Laws during transitions. Max says he is not aware of such a document, and Bryce adds that such a document could be very helpful.

11. NWA History Project

- 11.1. Bryce goes over the genesis and methods of the NWA History Project which attempts to capture where NWA has met, who the organization has met with, themes of conferences, attendance data, and former officers. He believes this would be good information to host on the website, but would like suggestions about what we should do with this data.

12. Because we are running short on time, Max moves to end the meeting with a few things left on the agenda for next month.

Attachment:

Member of the Board Posts

Here is the schedule for member posts:

Date content submitted to Steve	Board member	Completed
January 21	Brian	Sent to Steve
February 4	Meg	Sent to Steve
February 18	Sara	Sent to Steve

March 4	Andy	Sent to Steve
March 18	Mary	
April 1	Ashlyn	Sent to Steve
April 15	Mariecris	
April 29	Kellyn	
May 6	Bryce	Sent to Steve
May 13	Rachael	Sent to Steve
June 3	Max	
June 17	Treasurer	
July 1	Washington	
July 15	Alaska	

Here's the questions that members will answer:

- Where do you work? What is your favorite part of your job?
- How or when did you know that you wanted to be an archivist?
- Why did you decide to run for NWA (President, etc.)?
- What is one thing you wish non-archivists knew about being an archivist?
- If you could write a movie or video game about being an archivist, what would it be about?
- What power would a superhero archivist have?