## NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING AGENDA

December 4, 2017 | 1:00 – 2:00 p.m. PDT | Teleconference

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

Present: Erin Stoddart, Mary McRobinson, Brian Johnson, Bryce Henry, Max Johnson, Zach Wnek, Crystal Rodgers, Sara Piasecki, Gwen Amsbury

Absent: Meg Tumalo, Kellyn Younggren

1. Call to Order: 1:04pm
2. Approval of Minutes (November)

Amendment: Mary – in the LAC section remove detail about who was reached out to for the local chair

Motion to approve: Max

Seconded: Bryce

**Approved**

1. Agenda items
	1. Local Arrangements Committee update (Mary/Max/Bryce): Andrew Needham (chair), Rachael Woody, Bryce and Max; Call scheduled today; Kellyn is looking into Montana for 2019, both Missoula and Bozeman are currently under consideration

Mary will send out email to update after meeting

* 1. Program Committee update (Mary) : call for proposals have gone out, and are working to select panels, deadlines: January 15th (can be extended if needed to get more submissions); doing great work and on schedule
	2. Journal of Western Archives – NWA representative update (Mary): Three people responded for volunteer position; all would do an amazing job, but recommendation of the president is for Maija Anderson

Motion to approve Maija: Mary

Second: Max

Approved unanimously – Mary will send out notification with next NWA member communication

* 1. Archives Month report(s) update (Sara): Confusion on how to get reimbursement for Archives Month funding; Sara has received the report from UAA (University of Alaska-Anchorage), who should she send it to and how does she get the reimbursement for them? Receipts are supposed to be sent to the treasurer, as instructed in the award email (Brian Johnson will forward again if necessary)
	2. Western Round-Up update (Erin and Kellyn): had first conference call for planning committee, had discussion considering costs and logistics. Will meet again in a couple weeks to continue the discussion.
	3. Nominating Committee (Erin): Erin is willing draft up some changes to the language in the procedures manual, but to go ahead this year and get approval to recruit two more members for the committee. Erin will hold off for a week to finalize the committee members, so any suggestions for members can be sent to her within the next week.
	4. Update on site selection for the 2019 annual meeting later this week (Kellyn): already covered under item a.

Communications Survey Results (Crystal): Based on some issues of site navigation brought up in the survey, Crystal is considering doing some rearrangement of the website to help that. Bryce – based on responses it seems Easy Access should be a blog. Max – having Easy Access as a blog takes away a lot of the burden of formatting and having to adhere to deadlines, making it a more open and informal process. Have the blog be ongoing as content comes up, but at least make sure there are regular posts so it doesn’t sit there without being updated for months. Zach - AASLH might be used as something to emulate. Before a motion is made will need a proposal that includes a summary and some examples of blogs (possibly to be done by Meg). Crystal will write up a report to be published and can be used as first blog post.

Max – results should be used to target what is sent out on the email based on what members want to receive information on.

Crystal – a lot of the comments about the website that it needs a new look. A few months ago, Rachael Woody approached Bryce to see if she should look into improving the NWA website. Crystal will reach out to her to see if she found any solutions or has other suggestions.

Does the board want to move the conference to its own page instead of nested under Events page? Yes, because of its importance to the members it needs its own page.

1. Ongoing
	1. Email addresses associated with NWA:
		1. Roundtables (e.g., NACR) and Committees (e.g., LAC / Fundraising): Bryce looked into what it would take to set up other emails and it would be free even using NWA website address and proving that the organization is a 501(c)3. Since there is already at least one email that the password was not passed on so it seems there would have to be policy and procedures written up as guidelines.
2. Other
	1. Waiver for students under financial hardship/question if a student has to be a member to apply for the student scholarship: Pointed out that a person does not have to be a member to apply for the student scholarship, but do not get an automatic membership: Bryce, Max – against; Erin and Brian – would have to discus more and set up a mechanism. Bryce suggested maybe a new scholarship to give a set number of students membership every year.

**Action Item –** Gwen will contact student and let her know that no waivers are given at this time, but that the rate is currently prorated to 14.75 and that she can apply to the student scholarship without even being a member

Max – in the future should take a look at the student scholarship policy

Adjourned at 1:51