2018-19 NWA Executive Board

Meeting Minutes

September 28, 2018 | 2-3:00 pm PST

(712) 451-0265, access code: 326360

Attendance: Andy, Ashlyn, Brian, Bryce, Colleen, Elizabeth, Kellyn, Mary, Max, Meg.

Absent: Sara

1. Roll Call & Past Minutes Approval
   1. By unanimous consent, minutes are approved.
2. RAAC survey assessing continued support of National Coalition for History (NCH) in 2019
   1. Does your organization consider RAAC's continued support of NCH to be worthwhile? (Yes/No/Free Response)
      1. All present agree that RAAC’s support of the NCH is worthwhile.
   2. Does your organization feel they have directly benefited from RAAC's NCH membership? (Yes/No/Free Response)
      1. After discussion, it is decided that NWA indirectly benefits because its members may benefit from NCH’s lobbying efforts.
   3. Would your organization contribute money towards RAAC's membership in NCH? (No/If yes, please indicate how much in the second option)**\***
      1. After discussion, it is decided that NWA will continue to pay a $250 membership fee.
3. A Permanent Archives Month Fund
   1. Bryce motions that the Archives fund should be permanent. Mariecris seconds.
   2. Max agrees and that we should add it to the policy and procedures under the condition that there is money to pay for the fund at $1000. Bryce agrees, motion is amended.
   3. Bryce asks Brian if NWA could afford to commit to $1000 a year? Brian says that NWA can afford it as long as the professional development grant does not get used every year.
   4. Roll call vote. Motion passes.
   5. Bryce asks Max to tell Brian Brown that the Archives Month is permanent. Bryce says that he will send Max the language for the Archives Month fund for the procedures.
4. Membership
   1. Coordinator report regarding WildApricot’s member renewal settings discussion
      1. Elizabeth says that once a membership has lapsed 60 days, the member is archived and disappears from the members list. Those members do not get counted in the Wild Apricot’s subscription fee.
      2. Bryce asks if it would be valuable for Elizabeth to send out a list of members who have been archived to the State Representatives? Elizabeth says there is no simple way to pull up the people who didn’t renew this year. The list is of everyone who has been archived and there is no easy way to filter. It can make it difficult to do statistics.
      3. Bryce says that it is possible to export the data and can filter out the years that we don’t care about and focus on the last three years.
      4. Colleen wonders if we should classify people who haven’t renewed in five years as lapsed? Once they haven’t renewed within 5 years they would then be archived.
      5. Colleen asked if it would be possible for members to renew for two years? Mary says that this issue has happened in the past and one of the concerns was that there was no good way to track it.
      6. Bryce wonders if there is a way to do automatic renewal? That topic is tabled until next meeting.
      7. Bryce decides that we extend the archived members to 365 days and that after 60 days the member will appear lapsed. Elizabeth will create the SOP outlining why we have the 365 archive rule and the 60 day lapse rule.
   2. Bridge memberships revisited
      1. Bryce proposes the creation of a “bridge membership” that would be a complimentary membership for someone who is recently unemployed or otherwise wants to be a member and cannot afford it.
      2. Mary asks if this would be something that the individual would apply for? Bryce says yes or it could be on the honor system.
      3. Max asks if we have a request for the bridge membership from the members? Bryce says that there is no request.
      4. Mariecris says that she can see how it would be helpful to people who are going through some difficulties, like those in Alaska.
      5. Kellyn says that maybe we could offer a reduced rate, like the student rate.
      6. Meg says that SAA does a bridge rate and it isn’t a complementary membership. They pay a lower rate. Another option could be a pay-what-you- can option.
      7. Kellyn says that NWA’s rates are a lot lower than other organizations.
      8. Max asks if there are any conditions on how often they can utilize the bridge rate. Bryce responds that members can use it once, nonconsecutively, every other year.
      9. Elizabeth said that there needs to be a way to track bridge membership on the website. Bryce thinks it should be a membership level on the website.
      10. Bryce motions that there be a bridge membership option that is at the student rate. No second. Topic tabled.
5. Annual Meeting updates
   1. Kellyn reports that the Programming Committee met and decided there would be no theme. They are trying to make the conference more inclusive for people in different fields. Bryce asks if there is anyone opposed to not having a theme for the 2019 conference? Board members unanimously consent to not having a theme.
   2. Bryce asks how will they will encourage a more inclusive call for submissions in the proposal? Kellyn hopes that listing the kinds of presentations accepted will open it up to historians, people who have used archives, and those who are in related fields, and so forth.
6. Communications
   1. Bryce says that he sent his board profile as requested, but he would like other posts as well. Colleen says that they are trying to get more entries.
   2. Andy says that he will write a blog post about the reaction Oregon State Archives received after making state hospital records accessible.
   3. Colleen wonders if the State Representatives could do a fall update? Bryce thinks it would be a good idea to get information on what people are doing for Archives Month. Colleen says that she will email State Representatives to remind them.
   4. Andy asks if there is something we can do for Rachel Woody to thank her for her work on the website? Andy will work on coming up with an idea to thank Rachael and Kellyn says that we should say something at the annual meeting.
   5. Social Media report
      1. Colleen said that she hasn’t heard a response from Devin Busby regarding the social media workload.
7. Website refresh is live
   1. Outstanding issues, comments, feedback
      1. Andy noticed that the carousel images were acting strange.
      2. Colleen says that she doesn’t like the bar and the dots on the bottom.
      3. Mariecris says the board meeting agendas and minutes are not public and are only viewable when members sign in.
      4. Bryce would like the board meeting agendas and minutes and reports be their own entry in the dropdown menu and not part of a submenu.
      5. Ashlyn asks about the issue of people being in the directory when they didn’t want to be in there. Bryce says that it has yet to be resolved, but the member’s directory is accessible for members only. Elizabeth said she will look into those who would like to opt out of the directory. Elizabeth will talk to Wild Apricot to see how to make it easy to opt out making their directory public in the membership form.
8. State Representative news, updates, & plans
   1. Washington: Meg says that the Washington State Archives sent out their theme: Activism in the Archives. In addition, they will do their haunted archives tour. The Seattle Public library is hosting a genealogical research event.
   2. Montana: Kellyn says that she sent out an email to Montana members asking if there were any archives events that they would like her to publicize. She hasn’t heard anything. The Montana Historical Society is having a home movie day on October 20th. It will be the first one in Montana. The University of Montana’s Mansfield Library Archives and Special Collections just received a two million dollar donation from a private donor, Richard Lee Merritt.
   3. Oregon: Andrew says that the Oregon State Archives opened a new exhibit about the Oregon State Fair. They will have an open house with a State Fair theme. There will prizes and activities. They will do the archives crawl. Bryce asks if anyone has heard anything about the University of Oregon. No one has heard anything.
   4. Idaho: Ashlyn says that the University of Idaho will do an Archives Month speaker based on their current exhibit on World War I. She has already obtained a CIMA membership and will forward her receipt to Brian.
   5. Alaska: Sara is not present.
9. Committee Reports discussion
   1. Vendor Coordinator: Bryce says that she heard from Donna and that she had talked with vendors at SAA. She has sent out an email of vendors as well. She also has a list of exhibitor requests. The requests are present in her report. Bryce says that Donna thinks that the Hilton Bozeman will meet the exhibitors’ needs.
   2. By-Laws
      1. Max says that they are working on the language the board approved for the complimentary registration. There are six recommendations for the procedures and three recommendations for the Bylaws under review. He asks if he needs to run the six changes to the Procedure Manual’s language by the board before making the changes. Bryce asks that he include the board in the final language, but for the most part the changes have been pre-approved. Max says that he will have language by the next meeting.
10. Survey results from 2014 and 2017. Topic tabled.
11. Meeting adjourned at 3:02 pm.

**Reports**

**RAAC Liaison, Mary McRobinson**

For RAAC to continue with National Coalition for History at the level of a Sustaining Member, we need to raise $4,000 each year with a two year commitment.

For the period from January 2017 to January 2019, 15 of the 45 RAAC organizations contributed, at amounts varying from $50 to $1500. So, not all of the RAAC organizations contributed to the previous membership period.

We are not specifically asking all organizations to contribute, but we would like to know from all of the organizations their opinions of RAAC's membership with NCH and whether there is enough interest for RAAC's membership to continue.

**Membership Coordinator update, Elizabeth Russell, 2018-09-26**

We currently (as of 9/26) have **175 active members**.  
   
I have a response to the August minutes… The minutes state that “After a person stops paying their dues for two years, they get archived in Wild Apricot and cease getting emails. People don’t lose their benefits right away if they don’t renew.”  
   
This is incorrect. Our current **membership settings mean that individuals are archived as soon as their membership lapses, which we have set to 60 days after the renewal due date**. When they are archived they do not receive membership emails and do not appear in the membership list. Under our current settings, the only way to view these archived accounts is through the Contacts list. On the Simple Search tab, select Archived (excluded elsewhere) to see the lapsed members. Bear in mind that this list includes people from 2017 and further back. 74 lapsed members from 2018 is what I count from looking at the archived list.  
   
There are **pros and cons** for this membership setting. A **positive** effect: apparently those members disappear from our total users of the site, which as I understand it has something to do with the way Wild Apricot charges us. A **negative** effect: they disappear from our membership email list and we lose the ability to see them in analysis of our membership list.  
   
You’ll notice that our membership list does currently include one member listed as “lapsed.” I checked with WildApricot support since this was puzzling to me. Apparently, **if an archived member uses their log-in on the site but does not renew, they are taken out of archived status and appear again in the membership list as a lapsed member**.  
   
We could change the membership settings so that lapsed members would simply appear in the membership list as lapsed instead of being archived. Perhaps previous Boards/meeting minutes could speak to whether this was done in the past.  
   
It looks like the Board has requested that I do some analysis of previous years. I don’t think that is as easy as it sounds because of the fact that these members do not appear in the membership list anymore. I would agree that perhaps we don’t need to be too concerned with the lapsed members, since I think most will come back to us by the time of the annual meeting. **We have been adding members: within the past 30 days, we have added six new members**.

**Vendor Coordinator, Donna McCrea, 2018-08-28**

I wanted to give you an update on my work as vendor coordinator. At SAA I chatted with several vendors. I thanked Renee at Aeon/Atlas and Bob at Metal Edge/Hollinger for their sponsorship in person. I also thanked SpaceSaver, but the person at SAA was from their corporate office. I have e-mailed our spacesaver vendor and the other sponsors I missed at SAA a thank you and the following:

In my new role as NWA’s vendor coordinator I would welcome the opportunity to have a short phone conversation with you to learn about what you value as a vendor when you sponsor and attend archivists’ conferences, and how Northwest Archivists in particular can work with you in the future to ensure you feel your participation is rewarding. Please let me know if this is a conversation you would be willing to have. And if so, when might be a good time to reach you.

From my conversations with past sponsors at SAA (including Ancestry reps) this is what came through as important criteria:

* A vendor location with guaranteed traffic - for example, in an area immediately outside and as a main corridor between meeting rooms.
* Something that draws people to the vendor area. Such as a coffee break or near to the registration desk. (But a location central to natural traffic seemed better.)
* Dedicated times when people can (and will) visit their booths without conflicting scheduling (sessions, meetings, etc.)
* A clean hotel with friendly staff.
* Accurate information about the vendor exhibit day(s) given well in advance and not changed at the last minute.
* Clear communication about where they can send their supplies in advance, and trust that those materials will be cared for when they arrive.
* A decent place to eat - and one that stays open past 8pm.

This is what I’ve accomplished so far. I don’t plan to reach out to new vendors until I hear back from a few past sponsors to get a bit more info about wants and needs. I do think the set-up at the Hilton in Bozeman will accommodate the vendor expectations for space and traffic – we just need to have the NWA Board and program committee on board for scheduling no conflict times.

**Local Arrangements Committee Report, Heather Hultman, 2018-09-28**

The LAC met at the beginning of the month. We confirmed duties and discussed next steps. I connected Donna McCrea with one of the members that I asked to help sponsorships & door prizes. Kellyn connected me with a few of the Committee members as well.

The Gallatin History Museum has offered to host/provide the reception location at no fee. They've made suggestions as to catering services depending on what we want to serve. There was a question about the budget for the reception's eats/drinks. I haven't had a chance to look into this in any great detail.

**Professional Development, Education, and Awards Committee, Anneliese Warhank, 2018-09-26**

Nothing new to report.