Northwest Archivists Board Meeting Minutes

01/09/2017│ 02:30PST │ Teleconference

Present: Erin Stoddart, Mary McRobinson, Brian Johnson, Zach Wnek, Gwen Amsbury, Anne Jenner, Max Johnson, Jennifer Greenwood, Bryce Henry

Absent: Kellen Younggren, Seth Dalby, Conor Casey, Charles Hilton

1. The meeting of the Northwest Archivists Executive Board was called to order 01/09/2017, at 02:37 (PST) by the president.

2. Approval of minutes from 11/10/2016 and 12/5/2016

**Minutes will be approved later through email.**

*Amendment to be made*

Minutes for the 12/5/2016 meeting had a vote for raising member rates. A raise in membership rates will need to be sent to membership for approval before it can be enacted. Will either be sent out before the annual meeting, or get a membership vote at the annual meeting.

**Amend minutes to reflect correct attendance.**

3. Agenda Items

* 1. NWA Boise conference updates
     1. Program Committee (Anne, Erin): Deadline for papers was on Friday and at the time there were 53 participants. Su Kim wanted to extend the deadline until Wednesday just in case people need extra time. An email will be sent out to membership so they are aware of the extended deadline. Participants will be notified by February 3rd. The website has been updated and they are waiting to hear from LAC to fully populate with more up to date information. Once the schedule is done, the program will be put together and published on the website. Conference registration will hopefully open at the end of February. CIMA wants to have awards and travel scholarships timeline established soon. Erin would like to host a raffle again this year, but the question is if it should be a joint raffle with CIMA or just at NWA business meeting? Mary will talk to Meg to coordinate. CIMA is holding their business and awards luncheon on Friday, so NWA will likely hold a breakfast meeting or a Thursday luncheon when the room is available. Mary wanted to know if there will be a speaker at the NWA event. Erin was not sure, but it is something the board might consider.
     2. Local Arrangements (Bryce, Erin): Erin will send out a copy of the LAC’s agenda and notes to the board. Currently the committee is working on vendor coordination, finalizing last pieces, including transportation and catering, and should go out Tuesday or next week. Rates for vendors have changed, the new rate document was written with input from both NWA and CIMA: exhibitors - $300 (rather than the conference rate); non-profit organizations - $200 (new); sponsorships (includes breaks) – minimum $500; programming/advertising - $150 (which includes a logo and link on website). Also discussed were suggestions for plenary speakers, and they will be contacting their first choice Professor John Bieter. If there are any questions about the program design, questions can be directed to Connor and Marie Curtis will be helping. Looking into transportation options to evening reception, as well as luncheon catering information and prices.
  2. 40th Anniversary Budget (Mary): The committee is scheduled to meet on the 17th. Diana has been investigating budget numbers, but is waiting to hear back from results of the member survey. So now that the survey is in, budget discussion is on the agenda for the committee meeting next week so they should be able to get the budget request amount into the board soon. If anyone on the board wants to be added to the Google Drive doc for the committee, they can email Mary to get access.
     1. Feedback on Survey Monkey questionnaire on attendance at events in Boise, Portland SAA (Erin): 82 people responded and the findings are that more people plan to attend the Portland SAA conference than the Boise joint meeting. Erin will send out the full survey results with details on all the responses received.
  3. Program Funding Survey (Bryce) – Not completed, still waiting for input from board. Gwen did send a question to Bryce to be included when the survey is created.
  4. NART External funded scholarship (Erin): There is no issue with people donating to us as we are a 501(c)(3), but if it’s supposed to go to a certain program then it needs to be earmarked and tracked that it was applied correctly. Erin will get clarification if the outside funder is funding one of the existing three scholarships or an additional one.
  5. Membership increase (Erin) – Already discussed during approval of minutes, but suggestion from Brian to put out vote for increase, when the vote for candidates is put out sometime in May.
  6. Will pull together language on the membership vote for discussion during next board meeting.
  7. Other new business (open) – Erin: suggestion to update NWA incorporation in Oregon or Washington instead of in Idaho. Max asked if there was an original reason NWA was incorporated in Idaho in the first place. Can be discussed in future meeting.

Meeting adjourned at 03:23