Northwest Archivists Board Meeting Minutes

3/10/2017│ 03:00PST │ Teleconference

Present: Erin Stoddart, Mary McRobinson, Zach Wnek, Anne Jenner, Max Johnson, Charles Hilton, Conor Casey, Brian Johnson, Bryce Henry, Kellen Younggren

Absent: Jennifer Greenwood, Jennifer O’Neal, Gwen Amsbury, Seth Dalby

1. The meeting of the Northwest Archivists Executive Board was called to order 3/10/2017, at 03:03 (PST) by the president.

2. Approval of minutes from 2/13/2017

*No amendments to be made*

**Unanimously approved by all present.**

3. Agenda Items

* 1. NWA Boise conference updates
     1. Update on registration, reception email vote (Erin): email vote was 7 to 1 in favor of $140 early bird rates, and to have reception paid or by the organization with no additional fee on the registration. Results have been communicated to Anne and Su Kim and they are moving forward with that.
     2. Virtual offerings using NWA equipment (Erin): Erin would like to talk/think about offering a part of the conference through the streaming equipment purchased for the unconference. Not for everything, but at least for the business meeting or have the equipment set up in one room and then what ever is in the room is streamed. Max pointed out that the equipment from the unconference is not really practical to use for streaming to more than 20 people in a room. The video camera is great, but the microphone is not good at picking up a lot of voices, only for one person talking loudly and clearly. Also need to keep in mind with broadcasting is that someone who will have to manage it and any participation from those viewing remotely. Probably something that needs to be researched more and can maybe be introduced at a future meeting.
     3. Program Committee (Anne, Erin): Next goal is to get the registration up, it is almost set to go and were just waiting to hear about the pricing and get a couple other questions asked. Once it’s up the registration will be tested (will try for one registration inside NWA and one from outside of it) to make sure it is ready for registration to open. Schedule has been given over to Conor. Q from Anne on session moderators: who is getting them? Bryce will send vendor wordmarks and logos for advertising on the website to Anne and she will add them to the website.
     4. Local Arrangements (Conor, Bryce, Erin): Will the schedule be up before registration up? Conor is not sure, he has what he needs to design the print program and Erin pointed out he should be getting a draft version up to the website so it’s there when registration opens up. Q: Bryce has had a couple vendors ask what the deadline is for submitting advertising for the program – Conor will check with Alex to see what the deadline will be and put up the deadline on the website. Update on advertisers (Bryce): collected $1900, 3 people have said no, 3 have an interest and 15 have not replied (Bryce will follow up middle of March). 5 in total and all are exhibitors.
  2. 40th Anniversary update and budget requests (Mary) (see proposal submitted): $100 for materials will come 50/50 from both organizations since both will use them. Reception in Boise members will not be charged for reception, food is covered, but the bar is no-host. The specialty beer for the anniversary may or may not go forward, but Tia at Oregon State will assist if they want to try a historic beer recipe and is willing to give a virtual talk about the importance of beer and brewing in the NW. The Portland reception will be in the next fiscal year so the budget request will be on a separate proposal. Voting was partially done through email, Erin asked a motion to be put forward to accept the budget as is.

**Motion to approve anniversary budget as is:** Max put forward to accept the budget as is

**Seconded:** Brian

**Approved by all present board members**

* 1. Program Funding Survey (Bryce): Survey is ready and will be distributed to the whole membership.
  2. Spring election (board positions, membership increase) (Erin): Currently the board needs to be looking at renewals for the different board positions. The membership increase will be on the same ballot. The past president usually works on this initiative, but since the past president has not been involved in NWA activities, Diana Banning will be approached to chair. If Diana does not want to be the non-board member for board elections, Bryce offered to join the committee. The ballot must go out a certain number of days in advance for the membership to review before voting at the meeting.
  3. Outstanding requests
     1. NWA sponsorship of Journal of Western Archives ($500 for 3-year commitment): At list point NWA is not making a commitment, but can check the membership survey once it is complete to see if people find JWA of value and then discus results at the annual meeting.
     2. Constant Contact (discussion last meeting): Erin and Jennifer Greenwood have worked with Crystal to make sure she is looped in and trained in WildApricot, which seems to address many of the concerns originally brought up by Conor. Max did further research on Constant Contact and found that it has a rather “sordid history” as a company that sells its contact lists. Only about a year ago did more positive reviews appear, but it was unclear exactly who was writing the reviews. So Max cautioned the board on spending money on CC before doing a full analysis of what we need and who provides the services we need with the least sordid history. Max also suggested CC be dropped from all future agendas. Seconded by Brian.
  4. Other new business (open)
     1. Student scholarships (Brian): The scholarships were again not popular this year, so it will be interesting to compare to what people say in the membership survey. Will want to consider this when thinking about what is funded in the future. Anneliese said no scholarship applications have come in so far, which is why the deadline was extended. Max suggested changing to have 2 professional development scholarships and 2 student scholarships. Brian suggests just offering travel to annual meeting or waiving registration fees since the membership seems to be most interested in the meeting as far as what NWA has to offer. Also suggested to take out the requirement that people be enrolled in an archival program, in case people who are not in a program might benefit from attending.
     2. FYI from Gwen: freeconferencecall.com is working, the recordings are clear and phone quality is good. The phone calls are not toll free so that will have to be considered when deciding whether or not to stick with freeconferencecall.com. Most people are on VOIP, but callers will check to see if they are being charged extra for long-distance calling.

Meeting adjourned at 04:03pm