NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING AGENDA

April 6, 2017 | 10:00-11:00 PST | Teleconference

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

Present: Erin Stoddart, Mary McRobinson, Bryce Jennifer Greenwood, Max Johnson, Brian Johnson, Anne Jenner, Kellyn Youngren, Charles Hilton, Zach Wnek, Conor Casey, Anneliese Warhank

Absent: Jennifer O’Neal, Seth Dalby

1. Call to Order - 10:03am
2. Approval of Minutes for 03/10/2017

Amendments: None

Unanimously approved

1. Agenda items
   1. NWA Boise conference updates
      1. Program Committee (Anne, Erin): Anne – 71 people registered so far; has kept a spreadsheet for registrants with all the different fields of participant information that she’s been sending to Erin every week and will send a copy to Brian so he can have final numbers of who is with which organization and to Gwen so she can check NWA membership status for people who say they’re with NWA; 54 of those registered have also signed up for the reception. Early bird registration ends next week. Question from Brian: do numbers for 40th reflect people who are bringing guests? No, but Brian can keep an eye on that to make sure that the number of attendees does not go over the fire code limit. Website updated except that Preservica logo needs to go up and the time for the reception should be changed to 6:30-8:30. Anne will also check to make sure time for registration is correct as well (should be able to get it updated today).

**Action Items**

Gwen – Check on membership status for NWA members who are attending

Anne – update times for reception and registration on website as needed

* + 1. Local Arrangements (Conor, Bryce, Erin): Conor - formatting Google doc version of the program and integrating updates to finalize the print program, should have the program out in the next week or so; Bryce – Preservica is supposed to get back to him this week and would come on board for $1000 and for that we’re offering Preservica the opportunity to speak in a side room during one of the vendor poster breaks, which is a 20-25 min time slot (the higher price and side room is because they asked to speak at the conference and offering them a room during a vendor break to have a presentation was deemed a good option). Currently have 8 tables of vendors $2800 but have only pulled in $500 of that so far, still waiting on advertising and logs from 6 of the vendors; will Preservica be listed as an event with a location in the program if they go ahead and participate? Yes
  1. 40th Anniversary Update and Budget (Mary, Erin): Mary – will send an email from Andrew with a one page introducing the 40th logo and a summary of the anniversary, will go into Easy Access; Erin – waiting on numbers before putting in final catering order, all info is on the website, still waiting to hear back from Tia yet if she will be working with the brewer. Needham is working on getting the 40th designs up on Café Press so people can order swag to show NWA pride.
     1. SAA special registration rate (Erin): Information on this will go out next Monday with a code so they can get the special rate for SAA meeting registration (will be a good selling point for people to join NWA so they can get the special rate to attend SAA)
  2. Nominations Committee update (Erin, Kellyn): Erin is the chair and Diana Banning and Kellyn are both helping with the nominations. Received 9 nominations (including Erin cold calling); Erin would like to have a future discussion on moving the nominating committee to being a standing committee so the responsibility does not rest solely on the shoulders of the past president.
     1. Spring elections: Survey Monkey election survey will be going out Monday. Voting will commence Monday April 24th and close Friday May 5th.
  3. Program Funding Survey results (Bryce): Professional Development and awards committee got a lot of good information and seems to have confirmed the trend that PD is the highest utilized offering of NWA. Mary Q – the survey respondent’s question is if the scholarship fund has always been from the general fund, is that true? Brian – we do get donations to cover awards, but usually is nowhere near the amount we give out (this year we’ve received about $350 in donations and will be giving out around $2000 in awards); want to include a treasurer’s report in the board summary that goes out in Easy Access? Definitely need to talk about financial transparency and treasurer’s report in business meeting at annual meeting.
  4. PDEA Committee award updates (Anneliese and Bryce)
     1. Recommendations regarding the Professional Development and Student At-Large awards (Anneliese and Bryce): *The PDEA Committee has received, reviewed and is preparing to award all four available Professional Development (x1) and Student At-Large (x3) awards. We have also just awarded the Oregon CE Fund. Based on our advertising, reviewing and selecting these awards and in combination with the recent Education Survey results we have a few ideas to present in hopes of improving future award distribution.* Might be a wise decision to the increase the PD scholarships we offer and offer 2 PD and 2 student scholarships. Erin believes the information from the recent survey supports that, but will need to be voted on by the membership. Brian suggested that the awards be combined, have it in a pool and then awards can be adjusted if we want it to be for travel to meetings, spread the awards out to more people in smaller amounts, etc. Bryce – perhaps there needs to be more advertising since a common response on the survey seemed to be that they didn’t know about the scholarships; Brian – where would we advertise? On listservs in the past it hasn’t seemed to bolster applications. Annaliese – posting on Facebook seemed to draw more people in, so perhaps social media seems to work more.

**Q**: should this be something that is presented to the membership for a vote with the rest of the issues? If so, what does the awards committee propose the awards will be? That will be set during the membership vote and can ask if they want to keep it at $500 or reduce the awards and spread them around more. Max – do we need membership vote to change procedures? Historically NWA has always had members vote on scholarships and it might be best to give membership a vote even if it is not required. Would the awards committee be willing to write up a proposal to vote on at the annual meeting? Anneliese will type something up to present to the board to be reviewed before being presented to the membership about 30-days before the annual meeting.

**Motion** (proposed by Brian): proposing a move away from specificity of awards to open it up as a general award – to be discussed at the annual meeting

**Seconded** by Mary

**Question from Max:** does the awards committee have a proposal in terms of what they want to do with the money?

**Action Item**: Anneliese will get proposal to board by April 21st , so it can beworked into the agenda for the general membership meeting

* 1. By-law changes for May meeting/vote (Erin)
     1. Membership increase – board voted in December to put forward membership fee increase to membership vote at annual meeting; there will be a blip about it in Easy Access
     2. Nominations Committee reconfiguration? Nominations is part of the bylaws, so will have to be put to a member vote if it is to be changed to a standing committee with just the past president serving on the committee instead of leading it; Max – past president should still chair it, but have at least one other person elected/appointed to share the duties; Erin – at least person on committee should serve for two years, whether it’s the past president or the other committee member, to help have more consistency/knowledge overlap when it comes to nominations and meeting deadlines. Erin will work on proposal to discuss during the next board meeting, but may not bring it to the membership to vote on at the annual meeting
     3. Awards – see above
  2. Outstanding requests: Bryce – Andrew Needham has been awarded the Continuing Education Award; Max will send out blurb to Oregon membership and to Jennifer Greenwood so it can go into Easy Access
  3. Other new business (open)
     1. Official board meeting in Boise will be Wednesday evening right before the anniversary reception. Erin will send out poll as to who on the Board will be attending the annual meeting

*Attachments: PD/CE Survey results*

Meeting Adjourned at 11:11am