NWA Board Meeting

Agenda and Meeting Minutes
October 22, 2021
Zoom Conference Call

Invited:
- President ~ Natalia Fernández - present
- Vice President/President-Elect ~ Robert Perret - absent
- Secretary ~ Kelsey Quinn - present
- Treasurer ~ Anneliese Warhank - present
- Past-President ~ Anne Jenner - present
- Alaska Representative ~ Sara Piasecki - present
- Idaho Representative ~ Amy Thompson - present
- Montana Representative ~ Erin Baucom - present
- Oregon Representative ~ Mathew Brock - present
- Washington Representative ~ Emily Hughes-Dominick - present
- Membership Coordinator ~ Susanne Annand - present

Agenda:
- Call Roll and Approve Agenda - any additions?
- Approval of the September Meeting Minutes
- Treasurer Updates
- NWA 2022 Planning
- NWA 2023 Planning
- Future Agenda Items

Non-Verbal
- Announcements
- October Archives Month $
- Membership Coordinator Updates
- State Rep Updates
- Projects for the Year

Minutes:
- Call Roll and Approve Agenda - any additions?
  - Done
- Approval of the September Meeting Minutes
  - Motion to approve: Mathew
  - Seconded: Anne
  - All in favor: Yes
  - Note: to post on the website, remove the google drive links
- Treasurer Updates
  - Transition paperwork status: Corresponding with bankers to get approval to add Anneliese, waiting for the banker in Oregon to send paperwork. Brian has sent a
second check for AiR, we are thinking of changing banks to another nation-wide bank or possibly a local bank/credit union. Holding off on honorariums being cashed.
Sara - build into the process of having a position that persists like an executive officer, and/or have past treasurer stay on until the transfer is complete.
Anne - maybe we should fund travel so these things can be made easier.
Anne asked if anyone has reached out to explain why the checks haven’t been checked. Anneliese said she would reach out.
Susanne said she could help Anneliese navigate the database for contacts.
  ○ Balances (as of 10/12): after deducting the $2000 stipend payment to our resident we currently have $28,233 in checking and $17,226 in savings.
  ○ Check issued for the archivist in residence (Brian Johnson did this)
  ○ Checks to be issued
    ■ 2021 conference panel honorariums (Anne will write a letter along with the checks)
  ○ Checks to be cashed
    ■ Some members have submitted checks (we have 6 months)

● NWA 2022 Planning
  ○ Updates
    ■ There was a meeting set between the committee chairs, president, and treasurer on 10/04
    ■ Connected the conference chairs with the NACR
  ○ Board to dos
    ■ Review the (tentative) Budget
      ● Anything missing at this time? Thoughts on the proposed registration fees?
      ● Discussion:
        Natalia - thinking of dropping the workshop for this conference cycle.
        Anne - in the past we haven’t budgeted for a keynote speaker, perhaps we can draw more people in by getting someone who is prominent within the profession. Panelists outside the org should be compensated as well - the panel could also be a draw for more people to attend the conference.
        Natalia - community building piece, raffles, door prizes etc. for people engaging in the sessions. If the keynote is asking for a higher price, we can ask the board.
        Erin, Mathew, Kelsey all stated that the pricing seems to be in-line, and even less expensive than expected.
        Susanne - pricing question, re non-members +$35
        Mathew - late registration fee? Date cut off?
        Natalia - committees would need to make a decision on that - people needed to be added manually last year while people were registering the week of
Anne - motion to approve draft budget, and Kelsey seconded
All in favor of approving budget
Welcome committee chairs to join board meetings to keep us updated

- Conference Theme and Dates
  - Any feedback or additional thoughts?
  - Discussion:
    - Amy - the theme is not a strong suit of the committee so opinions and ideas are welcome!
    - Anne - Sustainability resonates with her and our profession
    - Mathew - in agreement and resiliency
    - Natalia - sustainability can be taken in other ways with taking care of each other and resiliency etc
    - Anne - if we have a speaker in mind, that could help determine a theme
    - Natalia - program committee can think about who would be a good speaker for those themes

- Info Sharing in November
  - A save the date to the membership
  - Update to the NWA website with meeting information
    - Natalia - first two weeks in May seem to have no conflicting events
    - Sara - for Alaska, it would work well
    - Robert - end of semester times, so it could be rough for some
    - Erin - first two weeks in May could be busy
    - Natalia - would first week be better for Idaho and Montana
    - Erin and Robert agree
    - Board seems to be in agreement with May 2nd week for conference
    - NACR has a lot of ideas to add to the conference with activities, etc.

- NWA 2023 Planning
  - We have the funds to support an Alaska conference. Can we officially confirm Alaska as the location for 2023? Sara is in agreement that Alaska 2023 in person is very wanted.
    - Motion to approve: Mathew
    - Seconded: Anne
    - All in favor: Yes
  - What additional information is needed from Alaska folks at that time? Since this is an in-person conference, should we get a local arrangements committee going?
    - Discussion:
      - Sara - first couple of weeks in May are desired, could probably do late May. Normal tourism schedule is off due to COVID, expecting a flood of tourism, pick a date to make it work - Anchorage, is likely the best place due to the availability and lodging, etc.
Local arrangements has a little bit of an informal group for planning - statement could help solidify the committee programing and local arrangements
Natalia - Sara are you interested in being the chair, etc.?
Sara - wants to open it up to others in AK but can certainly be a contact
Anne - people have expressed want for online components
Sara - can we do conference questions/planning via email?
Anne - recommend getting the google drive set up for the planning committee etc and can share templates.

○ Are we ready to send a save the date for 2023 to the membership?
  ■ Discussion: Natalia - announcement “Late Spring 2023 Anchorage”

● Future Agenda Items (next meeting is for Nov/Dec on Dec 10th)
  ○ Journal of Western Archives - sponsorship contribution
  ○ Archivist In Residence: Elevate to a standing committee? Should there be a line item re: the money?
  ○ NAC Roundtable: Chair or member on the board?
  ○ Conference Planning Check In

Non-Verbal

● Announcements
  ○ Senate Appropriations Include Increases for Archives: The Senate Appropriations Committee released several spending bills this week and they include increases for archives in a few of the bills. The Senate allocated $403.6 million to the National Archives and Records Administration (NARA), which includes a $26 million increase for NARA, matching the House’s funding level, and a $1 million increase for the National Historical Publications and Records Commission to $7.5 million, which is $2 million short of the House’s funding level. The Institute for Museum and Library Services and the National Endowment for the Humanities received substantial increases this year as well. Read more and find a link to a funding chart on the National Humanities Alliance website.

● Archives Month $
  ○ 1 applicant: Anchorage Museum; eligible to be reimbursed up to $500
  ○ Event https://www ancoragemuseum.org/visit/calendar/details/?id=71061
  ○ 2022 Archives Month planning
    ■ Brian Brown - NF asked him about coordinating OAM 2022 and joining the existing Professional Development, Education, and Awards Committee

● Membership Coordinator Updates
  ○ 184 active members, 174 showing as “renewal overdue”
    ■ Only 101 overdue renewals are for 2021 - potential to send reminder
    ■ 1 new membership is pending action for payment (invoiced)
Connection with Treasurer has been maintained to ensure memberships are approved for those whose checks have been received, despite deposit issues
  ○ Archiving of contacts database still in progress, keeping under 500
  ○ Only 1 request for hardship waiver of membership dues requested to date

- **State Reps Updates**
  - **Washington**: Eastern Washington University and Western Washington University are both hiring archives/records positions right now. I sent the links out in my latest member email. Archives month is fully underway with several events remaining for the month.
  - **Oregon**: several institutions are hiring and the Oregon Historical Society is moving back into their recently renovated space downtown.
  - **Alaska**: For Archives Month, University of Alaska Anchorage Archives and Special Collections is releasing several new podcasts; the Anchorage Museum held a webinar on Archiving Black Lives. Both the Alaska Historical Society and Museums Alaska responded to the recent anti-Semitic attacks on the Alaska Jewish Museum by writing statements in support of diversity, equity, inclusivity, and justice. The current cohort of the statewide PACO program (Preparing Alaska’s Cultural Organizations for Emergencies) will be working with the AJM’s sole staff member to discuss ways to plan and prepare for future incidents. A group of Alaskan LAM staff recently became the newest Copyright First Responders cohort, trained by Kyle Courtney. Two current openings in Alaskan archives are with the Ted Stevens Foundation in Anchorage, and with the National Park Service (split duty in Wrangell-St. Elias and Glacier Bay). The Wells Fargo museum and special collections in Anchorage will be closing in October, and its collections will be transferred to the Anchorage Museum.
  - **Idaho**: University of Idaho is currently hiring for the Head of Special Collections position, and potentially for an Archives Assistant position this summer. The Digital Library of Idaho [https://www.digitallibraryofidaho.org/](https://www.digitallibraryofidaho.org/) was just released, bringing together all publicly accessible digital collections in the state. Idaho also just announced the Network of Idaho Academic Libraries (NIAL).
  - **Montana**: University of Montana will potentially be looking for a part time archives technician in the next month or two and hiring a full time curator level archivist in June of 2022.

- **Projects for the Year**
  - 2022 Conference planning and hosting
  - 2023 Conference site selection and planning
  - Nominating committee process updates
  - Procedures Manual updates
  - NWA org documentation - submitting content to the official archive (Anne)