

NWA Board Meeting

Agenda and Meeting Minutes
January 21, 2022
Zoom Conference Call

Invited:

- President ~ Natalia Fernández - present
- Vice President/President-Elect ~ Robert Perret - present
- Secretary ~ Kelsey Quinn - present
- Treasurer ~ Anneliese Warhank
- Past-President ~ Anne Jenner - present
- Alaska Representative ~ Sara Piasecki - present
- Idaho Representative ~ Amy Thompson - present
- Montana Representative ~ Erin Baucom - present
- Oregon Representative ~ Mathew Brock - unable to attend
- Washington Representative ~ Emily Hughes-Dominick - present
- Membership Coordinator ~ Susanne Annand - unable to attend
- (Guest) Rachael Woody ~ Paid Internship Committee - present
- (Guest) Lourdes Johnson - present

Agenda:

- Call Roll and Approve Agenda - any additions?
- Approval of the December Meeting Minutes
- Treasurer Updates
- Journal of Western Archives: sponsorship contribution
- NWA 2022 Planning Updates
- Paid Internship Committee - NWA's Archivist-in-Residence Program (note: devote at least 30 min)

Non-Verbal

- Future Agenda Items
- Announcements
- Membership Coordinator Updates
- State Rep Updates
- Projects for the Year

Minutes:

- Call Roll and Approve Agenda - any additions?
 - No additions
- Approval of the December Meeting Minutes
 - Motion to approve: Erin Baucom
 - Seconded: Robert Perret
 - All in favor: Yes
 - Note: to post on the website, remove the google drive links

- Treasurer Updates (Anneliese)
 - The Whova platform was purchased on 12/28 for \$1599
- Journal of Western Archives: sponsorship contribution (Natalia)
 - Sponsorship of the *Journal of Western Archives* for January 2022-December 2022 = \$500
 - Discussion: No questions
 - Vote: Kelsey Quinn, motion to approve, Amy Thompson second; approved
- Nominating Committee for 2022-2023 Board (Anne)
 - Nominating Committee Members: Anne Jenner, Steven Duckworth, Anne Foster
 - Email sent 1/04 to the membership
 - Positions Needed:
 - Vice-President/President-Elect
 - Secretary
 - Montana State Representative
 - Oregon State Representative
 - Idaho State Representative
 - Procedures manual needs to be updated to match the bylaws; the procedures manual does not need to be voted on
 - Candidate submission process EDI and A issues to discuss:
 - No photos on the ballot? - this has never been required in the bylaws but it would be a change of practice. Do photos trigger implicit biases? If we make the photos optional, that makes the choice of photograph a part of the candidate's "identity." Should we make it non-optional, either requiring or excluding photos? Photos can help members connect when we are physically so dispersed. Perhaps photos could be added to the membership directory in Wild Apricot? We will experiment with a no-photo ballot this year to see how it goes.
 - Requiring a Diversity Statement for elected and appointed candidates (follows SAA practice). No specific protocol for individual candidates. Discussion about whether it would discourage candidates from running. Board members generally felt that this would not discourage participation. Change wording to indicate that the questions are prompts and do not need to be answered directly in the candidate's statement. Maybe 400 words is too long? For appointed positions and volunteers, the statement would also be required.
 - Experimenting with polling in Wild Apricot to conduct the voting. We might use Qualmetrix this year instead of Survey Monkey.
 - Non-Verbal (in future agenda items list)
 - NACR rep on NWA board
 - Representing members not in one of the official NWA states
 - Discussion: [incorporated into bullet points above]

- NWA 2022 Planning Updates
 - Program
 - Call for proposals sent out; resend
 - Reminder sent to NWA email list 1/19/22. Deadline is currently 1/28, but could be extended if necessary. If anyone is a member of SAA or other archival or related groups or has ideas about where else to announce the CFP, please feel free to send it out and note it on the list
 - NACR has a strong lead on potential keynote; Gena will reach out
 - Virtual
 - Whova platform update: The Whova platform was purchased on 12/28 for \$1599
 - Discussion: Lourdes reported that she will be meeting with Whova staff to explore the platform.
- [Paid Internship Exploratory Committee](#) - [NWA's Archivist-in-Residence Program](#) (at least the last 30 min of the meeting)
 - Questions to Consider
 - A brief recap of the program creation and past two residents
 - NWA Paid Internship Committee created in spring 2019
 - First residency fundraising call and application launched in late-2019
 - [Abbey Maynard, UW Labor Archives of Washington](#)
 - [Valeria Dávila Gronos, Moving Image Preservation of Puget Sound \(MIPoPS\)](#)
 - Challenges: pandemic leading to remote residencies
 - Funding
 - What is the current funding model? NWA member donations and vendor sponsorships. The split is roughly 20% from member donations and 80% from sponsorships. Notably, membership donations have increased year on year.
 - Are there consistent funding sources? Yes, sponsors. And we hope NWA as an organization will help contribute to support a healthy program.
 - What barriers or challenges are there for continuing fundraising work on a yearly basis? Committee member capacity.
 - Note: the funds are held within NWA's account
 - The cost is \$6,000 - is funding support from NWA needed? Yes. Not for this year, but in future years.
 - If so, at what amount could the Board commit to providing for the program's annual budget?
 - Pending discussion/approval, NWA's commitment could be annual, being contingent on the internship occurring (i.e. if we were to commit \$1,000 per year and the internship were not offered one year, the next year, the

NWA commitment would still be \$1,000, not \$2,000). This would enable more efficient budgeting.

- Is this sustainable? Esp on a yearly basis? Perhaps not offer the internship year or only offer the next year if the money is fully available i.e. have the full amount of money on hand before offering the opportunity.
- Post funding discussion (may need to be bumped to a future meeting pending the funding discussion)
 - A discussion of what a transition will look like for the ad-hoc committee to move to permanent -- does it fit as part of the Professional Development or Scholarship programming, or should it be separate?
 - When and by whom should the Policies and Procedures manual (and the By-laws?) be updated?
- Discussion: Are NWA and this program different entities? No, the program is a committee within NWA. Would the Board then need to approve changes to the program criteria, etc.? Yes, formal approval of the program would require approval processes to be written into the bylaws. We should consider our bandwidth to see if the program can continue to attract volunteers to assist with applications, etc. For remote projects, some institutions cannot support interns that are not physically present, so those institutions would need to follow their own internal guidelines. Rachael clarified that NWA pays the interns.
- Regarding budget, Rachael reminded the board that when the pilot program started, there were discussions about making it part of the operating budget. Over the past three years, sponsorship has been strong, with three major partners contributing every year. Membership donations have been low thus far, but money has been contributed even in these difficult times. Do we anticipate that the cost of the internship will increase over time? Yes, given that the point of the program is to offer interns a living wage, the total cost of the internship will likely go up over time. What is the balance between NWA supporting the program and fully funding it? How much does NWA want to support the program? How invested is NWA in advancing paid internships? If there were ever a year when funding was not available, then a call for applications would not be made. Does the program require financial support at this time, or is it just looking for symbolic support? The program does not need money at this point, but it would be very disappointing to not have any financial support from NWA. The program is intended to increase EDI, and fits well with NWA's current initiatives. Again, if the money were not available, the call would not be made. Could some of the money from memberships be given to AiR? Can check with the membership coordinator on whether we could add verbiage to renewals. Could the program be added to the list of funds on the donations page? Yes.
- Time expired for discussion. Program is a go for this year. We'll talk further with the treasurer about committing funding for upcoming calls. Phase one of the decision will be about funding; phase two will be a conversation about governance and moving to permanent.

Non-Verbal

- Future Agenda Items (next meeting February 25th)
 - NAC Roundtable rep on the NWA Board
 - Chair or member? NACR selects?
 - Conference Planning Check In
 - 2023 ~ update from Sara “I found out that Visit Anchorage offers to solicit venue RFPs for upcoming meetings – for free! I’d love to take advantage of this service to see what sorts of proposals we get. The form requires a few pieces of information, including dates. I’d like to put some guesses in there and send it off to see what venues respond. *Using this form wouldn’t lock NWA into anything at this point.* If anyone has any concerns about me going ahead with requesting some proposals, please let me know by 1/14. <https://www.anchororage.net/meetings/rfp/>” See Alaska rep update below for report on proposals received to date.
 - Issue ~ NWA members residing out of the region
 - Options ~ out of state members choose a NWA state? Representative at-large.
- Announcements
 - None - meeting ran long.
- Membership Coordinator Updates
 - Not present.
- State Reps Updates
 - Washington: There are several archives-related job openings in western Washington currently, 4 in Seattle: Archives Specialist (short-term), KEXP Radio; Special Collections Cataloging Librarian, University of Washington; Digital Preservation, Gates Archive; and Part-time archivist for the Washington State Jewish Archives located at University of Washington; and 1 in Olympia: Washington State Archivist.
 - Oregon:
 - Alaska: Planning (imageneering) for the 2023 conference is advancing slowly. Visit Anchorage sent out an RFP on NWA’s behalf and three hotels have returned proposals in the \$20,000-22,000 range for catering and conference space rental with room rates between \$165-\$229 per night. Much of the state has been experiencing extreme winter weather over the past month, but no reports of damage to collections.
 - Idaho: There is one current library or archives-related job opening in Idaho - Records & Information Management Specialist with the Bureau of Reclamation. Two others have just recently closed, one at the Idaho State Historical Society and one with the Idaho Commission for Libraries.
 - Montana: The University of Montana was able to support an intern financially while they are doing their required practicum at UM for their MSLIS degree. The Documenting COVID-19 in Missoula County Project is moving forward swiftly. This is a county funded project run through the University of Montana. UM will

be hiring in the Archives and Special Collections at a Curator level in the fall of 2022. I have not heard any news from other locations in Montana.

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