Invited:

- President ~ Natalia Fernández - present
- Vice President/President-Elect ~ Robert Perret - present
- Secretary ~ Kelsey Quinn ~ unable to attend
- 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
- Membership Coordinator ~ Susanne Annand ~ unable to attend
- (Guest) Lourdes Johnson - present

Agenda:

- Call Roll and Approve Agenda - any additions?
- Approval of the January Meeting Minutes
- NWA's support of SAA's statement for DSPDX: [SAA Supports Portland, Oregon, Community Archivists](#)
- Treasurer Updates
- Nominating Committee for 2022-2023 Board
- 2022 Conference
- 2023 Conference
- Procedures Manual Updates

Non-Verbal

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

Minutes:

- Call Roll and Approve Agenda - any additions?
  - N/A
- Approval of the January Meeting Minutes
  - Motion to approve: Sara
  - Seconded: Robert
  - All in favor: approved by all present
  - Note: to post on the website, remove the google drive links
- NWA's support of SAA's statement for DSPDX: [SAA Supports Portland, Oregon, Community Archivists](#)
  - Majority vote for option b) NWA shares information about SAA’s statement on our social media, and via the state reps messages, to promote the statement and spread the word about the campaign
  - Action Items:
    - Natalia will contact Terry Baxter to update him on the board’s decision
    - Natalia will contact Isabelle for NWA to share information about SAA’s statement on our social media
    - The state reps will share the SAA statement with their members
  - More information in the non-verbal announcements section
- Treasurer Updates (Anneliese)
  - Waiting for word back from Wild Apricot regarding a potential upgrade to a higher tier of the website that will assist with the Treasurer's duties. Once we receive a response, the goal is to set up a meeting time to walk the rest of the board through the current process and what other options we may have.
  - Background: the process to understand the $ for the archivist in residence program showed that we need to have a better system for the
    - There is $8,000 for the AiR fund
  - Update: Chat with tech support about upgrading to a higher tier - but that just for more members, but the tech said there is a payment portal option as alternative to going through paypal...there are fees that can be shared with the board
  - Action Item
    - There will be a separate TBD meeting re: the budget - can share the current process and the option for another process via the website
    - Plan for a recording of the meeting in case folks cannot make it to the meeting hosted by Anneliese
    - Potential goal to have the system in place before the registration process opens for the virtual meeting or before the dues start to ramp up this summer
      - Conference registration? Whova, paypal (last year), or the new wild apricot system?
  - Discussion: all agree re: the meeting
- Nominating Committee for 2022-2023 Board (Anne)
  - Nominating Committee Members: Anne Jenner, Steven Duckworth, Anne Foster
  - Positions Needed:
    - Vice-President/President-Elect
    - Secretary
    - Montana State Representative
    - Oregon State Representative
    - Idaho State Representative
Updates

- All is going well, some have expressed interest in next year but not this year; this information will be passed on to next year's committee. Waiting to know if some folks in current positions will run again.
- Requirements for those who run for office [https://northwestarchivistsinc.wildapricot.org/page-388749](https://northwestarchivistsinc.wildapricot.org/page-388749) (PDF on this page)
- If not the website, will use Qualtrics (will not use survey monkey - that was one of the recommendations, to not use survey monkey)
  - Other option = Big Pulse
- Timeline: April 1st ballots will be live, within the 30 days required; announcement at the annual meeting

- **2022 Conference**
  - Program, 02/15 meeting notes (Amy)
  - Keynote selected
    - Audra Eagle Yun, Head of Special Collections and Archives at University of California, Irvine. She asked about doing a joint keynote with her colleagues Dr. Krystal Tribbett and Dr. Thuy Vo Dang, who are her primary collaborators for community-centered archives practice and other activities relevant to the very important topic of your conference. They would share the time allotted for a presentation on the given theme, and are confident that their voices together would make for a compelling and engaging keynote.
    - Action Item:
      - NF and Amy meeting with the group
- NACR follow ups re: land acknowledgement, business meeting, social event and panel
  - In communication with Gena
- Draft schedule in the works
  - 22 sessions, 4 lightning talks and 3 posters and the rest are traditional / panels ~ all accepted
  - No tours submitted
  - current plan for a 4 day conference, M-TH (no Friday activities)
- Presenter notification re: acceptance
  - Presenters have been notified
- Discussion: comment re: the tours option ~ Oregon Archives Month event, there were about 5 virtual tours. All the tours were recorded - perhaps they could be repurposed for the conference? Perhaps Mathew could send an informational email for how he made the tour and a link to the tour - then, that could be shared out to encourage institutions to record their own tours
- Action Item
  - Mathew will create a how to record a tour email for Amy to share
- Virtual Arrangements (Lourdes)
  - To Do: connect with Programming re: the schedule to begin to populate Whova
  - Ideas for engagement: PDFs with worksheets and color pages, perhaps purchase copies of the book as prizes, physical swag is not recommended, could use the whova site as engagement options i.e. quizzes and little prizes.
  - Idea re: the keynote: perhaps share a PDF chapter of the book for a book discussion option

- 2023 Conference (Sara)
  - Financial concerns re: hosting the conference in Alaska
  - Survey to the membership (google form), deadline March 15; results will be shared prior to the March Board meeting for discussion and decision making
  - Updates: 81 responses so far, most note that they may go to Alaska in a future year but not 2023, but no one has offered to host a 2023 conference. Since the announcement was made in 2021, there was the variant, but also tourism is back on the upswing, so sites are not offering the price breaks that were perhaps expected. We are still in an odd gap between pandemic and normal times. There is interest in Alaska in a future year, maybe 2024 or 2025.
  - Discussion: perhaps we need to figure out a new way for site selection; perhaps we need to provide more information to share with folks about what hosting a conference entails.
  - Action Item
    - Reminder email to complete the survey
    - March board meeting discussion of the results

- Procedures Manual Updates
  - Partially based on the Board to dos (google doc)
  - Section Updates
    - 2.2 Board Members’ Roles and Responsibilities
      - Secretary Duties
      - Treasurer Duties
    - 2.3 Electing Officers and Board Members
    - 2.4 Nomination of Executive Board
  - Proposed New Sections
    - 2.2 Board Members’ Roles and Responsibilities
      - Transition to a New Board
      - Board Decision Making and Documentation
    - 3.4 Virtual Arrangements Committee
    - 3.5 Annual Meeting Budget
    - 4.5 Continuing Education Fund Award
      - NOTE: this text was drafted and added to the doc
    - 4.6 October Archives Month Funding
  - Action Item: There is the pre-formatted google doc that was created for the 2020 revision to use for the 2022 revisions.
Non-Verbal

- Future Agenda Items
  - NAC Roundtable rep on the NWA Board
    - Chair or member? NACR selects?
  - Issue ~ NWA members residing out of the region
    - Options ~ out of state members choose a NWA state? Representative at-large.
  - Archivist In Residence Program Discussion re: NWA financial support

- Announcements
  - NWA’s support of SAA’s statement for DSPDX: [SAA Supports Portland, Oregon, Community Archivists](https://saaarchives.org/)
    - Additional Info from Terry Baxter “Here is a detailed report of [Don’t Shoot PDX’s thoughts](https://don-t-shoot-pdx.com/), Portland artist and educator Isaka Shamsud-Din is helping promote the building as an art, archives and education center. He has roots in the building and hopes to see it return to its former use. As for other 501c3 -- I don't know the answer but there aren't any others to my knowledge that have actively sought the space and pushed back against the current for profit occupants.”
    - Communication via email to determine NWA Board support (or not)
      - a) The NWA Board does not support this statement, i.e. we do nothing
      - b) NWA shares information about SAA’s statement on our social media, and via the state reps messages, to promote the statement and spread the word about the campaign
      - c) The NWA Board publicly declares support for the statement and updates the [2020 statement](https://saaarchives.org/) to show the NWA Board’s support
      - d) both b and c
    - Board Decision: out of 10 voting members
      - Option a - 0 votes
      - Option b ~ 7 votes
      - Option c - 0 votes
      - Option d - 2 votes
  - Action Items:
    - Natalia will contact Terry to update him on the board’s decision and will contact Isabelle for NWA to share information about [SAA’s statement](https://saaarchives.org/) on our social media
    - The state reps will promote the [SAA statement](https://saaarchives.org/) and spread the word about the campaign

- Membership Coordinator Updates
  - No updates
● State Reps Updates
  ○ Washington: There are some archives positions open currently including State Archivist for Washington State and King County Archivist. Aside from sending out brief updates to our WA state members, I have no other updates.
  ○ Oregon: Several regional archives are hiring, otherwise I have no additional updates.
  ○ Alaska: NWA conference brainstorming is on hold pending the outcome of the 2023 conference survey. The Alaska Library Association annual meeting is being held this week (2/24-2/27), and the Special Libraries and Archives section has two archives-related sessions on the schedule, as well as a section business meeting. That group is the only formal statewide archives group, and membership is open to anyone in state (not just AkLA members). The Alaska Historical Society recently published its enormous, three-volume guide to primary sources on the Alaska Native Claims Settlement Act, which involved the collaboration of numerous repositories around Alaska as well as in the Lower 48. The guide can be accessed through the AHS blog post at Guide to Primary Sources on the 1971 Alaska Native Claims Settlement Act | Alaska Historical Society
  ○ Idaho: There are a few librarian positions open throughout the state, otherwise we have no updates.
  ○ Montana: No updates.

● 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)