

NWA Board Meeting

Agenda and Meeting Minutes

March 25, 2022

Zoom Conference Call

Invited:

- President ~ Natalia Fernández - present
- Vice President/President-Elect ~ Robert Perret - present
- 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
- (Guest) Lourdes Johnson ~ unable to attend

Agenda:

- Call Roll and Approve Agenda - any additions?
- Approval of the February Meeting Minutes
- NWA Switch from PayPal to Wild Apricot for Payment Processing
- 2022 Conference
- 2023 Conference
- Nominating Committee Updates

Non-Verbal

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

Minutes:

- Call Roll and Approve Agenda - any additions?
 - N/A
- Approval of the February Meeting Minutes
 - Motion to approve: Anne
 - Seconded: Mathew
 - All in favor: Yes
 - Note: to post on the website, remove the google drive links

- NWA Switch from PayPal to Wild Apricot for Payment Processing (Anneliese)
 - NWA Treasurer's Walk-through of Wild Apricot 03/14 (link to the recording)
 - Recommendation: switch to the Wild Apricot system for membership and donation payments and cease the use of PayPal
 - Reasons for the Proposed Change
 - At the time PayPal was set up, Wild Apricot did not have an internal payment system
 - Disconnect between PayPal and Wild Apricot re: the “Who?” in terms of payment issue i.e. PayPal shows who paid (dept card) whereas wild apricot shows who benefited — so there is a disconnect there; AW has to manually go into the PayPal transaction to check the invoice #
 - Wild Apricot System is not a money saver, but it is an efficiency saver
 - The fee is by transaction, not an annual fee - same as PayPal but all in one system
 - Benefit for members = members would no longer be redirected to PayPal - they would pay within wild apricot
 - Switching from one payment system to another
 - Wild Apricot has a to do list
 - AW will have to submit some personal information
 - No upgrade to our subscription required
 - 2022 conference registration
 - Whova recommends using STRIPE, a third party payment system that can connect to Whova. Based on a 03/16 to set up the account, moving forward with the switch to the Wild Apricot system does not impact the conference registration process
 - Timeline
 - Need about a week for the transition; need to make sure the process is done before opening up registration for the conference since there is usually an uptick in new members or membership renewals prior to conference registration
 - AW will begin the process the week of March 14th
 - Updates from Anneliese:
 - Transition is complete! Invoice info was updated
 - Wanted to have this in place before registration for the conference. Connected the Whova registration module to the NWA bank; the funds still have to be transferred, but the process is still better than using PayPal as was done last year.
 - Discussion:
 - Susanne ~ we have a pending membership that can test the new system via the Wild Apricot website

- 2022 Conference; Program and Virtual Meeting Notes 03/21 (google doc)
 - Program (Amy)
 - Keynote Speakers 03/16 Meeting
 - Yun, Audra Eagle; Tribbett, Krystal; Dang, Thuy Vo
 - Asked about expected attendance #s and types of audience members expected
 - 05/02 10:30am-noon (pacific time) Welcome, land acknowledgment, and keynote will be the kick-off conference event, 1.5 hours total and they requested 1 hour and 15 min
 - Amy shared the draft program schedule and session abstracts for them to have a better sense of the overall conference
 - Follow up meeting planned for April 4th
 - Schedule (google doc)
 - The schedule is set; the conference will be May 2-5, M-TH
 - The work for getting the schedule into Whova is in progress
 - Schedule at a Glance (google doc): Please look it over. If there are no corrections needed, I will post it on the website.
 - Amy is hoping to post the schedule within the next couple of weeks before registration opens during the week of the 4th.
 - Anne asked for the schedule to have a .pdf “printable” version for ease of access for users. Amy shared yes, this is the plan, using last year’s model.
 - Virtual Arrangements (Lourdes)
 - Registration Process (google doc)
 - The goal is to open for registration the week of April 4th
 - System fees will be absorbed by NWA (the processing fee per transaction is 2% registration fee +plus 0.99 per ticket)
 - 3 registration tiers
 - Non-members \$100
 - Members \$50
 - Hardship/Student \$25
 - Notes:
 - No early bird rates
 - No late charges
 - Close registration Friday April 29
 - There will be an “I verify” statement for the student/hardship and member registration tiers
 - Discussion
 - Anne explained that the registration through Whova will eliminate the issues we had last time with having to manually create registrations and does not think registration should be closed before the conference begins.

- Anneliese asked if there were any one-day registrations like in-person conferences. Natalia said no, only the three tiers and they would gain access to everything in Whova.
- Natalia asked if there were exceptions for keynotes/presenters, Anne said last year they just received the link to their presentation slot.
- Natalia asked if we should leave the registration open due to the new information. Majority decided to leave the registration open throughout the conference.
- People wanting to attend and become members need to go to Wild Apricot first to become a member, vs bundling during the conference registration.
- For members registering, should we use the honor system for people getting the member rate, or should we verify?
 - Discussions varied from yes, use the honor system, Susanne offered to go through the list and verify and connect with members if they paid at the wrong level. Consensus on student and hardship honor system. Double-checking the member vs non-member. Promotional push on reminding people to check their membership and renew before conference to get the member rate. Anneliese recommended having a blank box to enter a member number when registering as a member. Natalia will ask Lourdes if that is an option. Robert recommended discount code to active members. Instruction guide on how to find your member ID. Mathew suggested adding a link to renew for members who have not yet.
 - Consensus on adding membership number during registration
- Decisions
 - Registration Deadline: end of day Thursday, May 5th
 - The board discussed that the issue last year was that there were two systems being used for registration, but with using the Whova registration module this year, it should not cause the manual labor that was caused last year. There was consensus that leaving the registration open throughout the conference would enable some last minute registrations or one day registrations, which should be fine. The prices are to remain the same regardless of when people register.
 - Registration Tiers
 - Non-member \$100 = No verification needed; if someone is not a member, they sign up for this option and are good to go

- Member
 - (if possible), add a text box for folks to add their Member ID #
 - All members have a member ID # listed in their member profile via the NWA website; the board decided that this puts the responsibility on the registrant to double check their membership status and if need be, renew their membership prior to registering
 - (if possible), within the registration page for members, add a note that to determine their member ID they need to login to the NWA website and check their account profile. They can also contact Susanne, the membership coordinator with questions – she is aware there maybe an uptick of questions, new memberships, and membership renewals during the month of April
 - Hardship/Student = For this option, the “I verify” checkbox will work just fine; we are using the honors system for this option
 - Registration soft launch = the board could register prior to promoting the registration option to the public
- 2023 Conference (Sara)
 - Discussion of the survey to the membership (google form)
 - Considerations:
 - Is meeting in Alaska on campus never going to be an option or maybe in future years?
 - If virtual in 2023, then start planning for 2024 in person, maybe somewhere from Seattle or Portland, a large hub?
 - Discussion:
 - Mathew - answers to 1 and 2 indicate that Alaska is likely not an option for 2023. Emily thinks the numbers would have still been low due to being so far away, not just because of the pandemic. Sara sent the info to colleagues in Alaska, want to incentivise, but low revenue from the last few years would make it a little risky. Anne suggested collaborating with other groups in Alaska, such as AHS. Sara said it could be complicated and we would possibly need more time to develop those relationships and guidelines for that collaboration. It could be a possibility in 2024. Sara said a decision would need to be made now for 2023.
 - Decision re: Alaska or not Alaska in 2023
 - Anneliese is leaning towards no, Kelsey and Mathew agree and push to collaborate in 2024.

- Decision: No 2023 Alaska conference
 - Decision re: in-person (not Alaska) or virtual in 2023
 - Postponed - discuss during the April meeting and solicit other states.
- Nominating Committee Updates (Anne)
 - Ballot is full, wants to push for more activity on board to get more involved to have more people interested in running in the future.
 - Will use OHSU's Qualtrics account instead of survey monkey; question if that was an issue to use another institution's account - the board determined that would be fine and if the NWA could be added to the top of the survey / as part of the survey, that might help to lessen confusion, if there is any
 - Ballots will come on April 1st.

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 (google doc)
 - Options ~ out of state members choose an NWA state? Representative at-large.
 - Archivist In Residence Program Discussion re: NWA financial support
- Announcements
 - N/A
- Membership Coordinator Updates
 - 209 currently active members
 - Similar numbers at this time in the last 2 years
 - An uptick in new memberships in the last 2 months, mirroring previous trends as we approach the conference
 - Early May 2021 had 243 active members and we can likely expect this year's memberships to continue rising.
 - 9 additions in the last 30 days
 - MT = 1
 - OR = 4
 - WA = 4
 - New members include consultants, students, and archival and information professionals
- State Reps Updates
 - Washington: With updated guidance from our governor, masks and face coverings have become optional in most indoor settings as of March 12. Agencies are following suit around the state with colleges and universities the slowest to remove restrictions. Bellevue College appears to be the last to drop their mask mandate which will continue until at least May 1. Most colleges and universities seem to be ending required masking at the end of their quarters or semesters.

- Oregon: As with the other states, most mask mandates have ended around the state. There are a handful of open positions across the state.
- Alaska: As in Washington, most mask mandates have ended around the state. High oil prices have added billions of dollars to the state coffers, and various agencies and interest groups have begun to scramble for money. Don Young, state representative and “Dean” of the US House of Representatives, passed away on March 18 and will lie in state in the capitol. His replacement will be chosen in the first ranked-choice election since Alaska passed a law enacting ranked-choice voting. About 8 linear feet of records pertaining to the Alaska Native Claims Settlement Act has been transferred from the Ted Stevens Foundation to the University of Alaska Anchorage Archives and Special Collections to increase researcher access.
- Idaho: Idaho institutions dropped their mask mandates in early to mid-March, with some exceptions for classrooms, public transportation, and childcare settings. There continue to be open library positions throughout the state, and potentially archives positions at the University of Idaho this summer. The newly hired U of I head of Special Collections, Dulce Kersting-Lark, starting April 4th, has expressed an interest in becoming the new NWA Idaho representative.
- Montana: Montana institutions have also dropped their mask mandates (masks recommended but not required). There are several open library positions and at least one archives position open across the state. University of Montana should be hiring an archivist at the curator level sometime this fall.
- 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)
- Procedures Manual Updates
 - 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