

NWA Board Meeting

Agenda and Meeting Minutes

April 22, 2022

Zoom Conference Call

Invited:

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

Agenda:

- Call Roll and Approve Agenda - any additions?
- Approval of the March Meeting Minutes
- 2022 Conference

Non-Verbal

- Announcements
- Membership Coordinator Updates
- State Rep Updates
- Projects for Next Year
- Procedures Manual Updates

Minutes:

- Call Roll and Approve Agenda - any additions?
 - OregonBuys
- Approval of the March meeting minutes_(google doc)
 - Motion to approve: Sara
 - Seconded: Robert
 - All in favor: Yes
 - Note: to post on the website, remove the google drive links
- OregonBuys (AW, Treasurer)
 - State of Oregon Archives ~ Org wants NWA to register with the system so they can register for the conference - required by some organizations by the state of Oregon; they need the NWA tax ID
 - We are using a 3rd party member already, Whova and Whova uses Stripe
 - Can this process be completed in time for the conference?

- OregonBuys is becoming “the way” for state employees in Oregon
- Action Items
 - Kelsey and Anneliese will work together to see what they can do to make this happen
- 2022 Conference
 - General Updates
 - Amy, Lourdes, Andrew, and Natalia are moving things forward on a number of areas re: the conference (registration is going well; we communicated with potential sponsors; we plan to get the zoom links set up soon; we plan to communicate with speakers soon re: their to-dos; etc - notes from our meetings on in the g-drive)
 - Final Promotion Plans
 - Email 04/25 reminder + 05/01 get ready for the conference to begin
 - Conference Program PDF Draft - request for feedback: Option 1 or Option 2 (google docs)
 - We still need to finalize the sponsors list and include the Pres Message (note this is the second year of virtual)
 - Questions:
 - What do you think of the front page image?
 - Is anything missing?
 - Mention Whova in special thanks?
 - Any minor errors to be fixed?
 - Goal for publication is the end of next week, in time for the May 1 email
 - Discussion: Option 1 seems to be the favorite
 - Business meeting presentation / report (still a draft)
 - NF will be connecting with various folks about info certain slides
 - Anything (broad topics) missing?
 - 2023 conference
 - We are announcing the decision to NOT have the conference in Alaska
 - Are we in agreement that going virtual or being in-person will be for the next board to determine?
 - Discussion:
 - Anne - take a zoom survey during the conference to get an accurate read of everyone now vs when the survey was taken previously
 - Erin - I don't think anyone has much energy, lower staff numbers, etc., we need good connections locally and more energy to come together.
 - Sara - unsure of how to generate excitement of volunteering

- Erin - pair with a larger organization? If SAA is the model, they have professional staff who plan the conference.
- Anneliese - it might take someone who has done it before to help lead those who haven't. Likes the idea of combining with another org, but those can cause losing money rather than making money.
- Kelsey ~ maybe Salem can host? She will ask her colleagues
- Sara - level of registration (only 35 people) vs money caused us to not consider Alaska, it was just not a viable option, institutional budgets are low. They just need to wait to host in Alaska.

Non-Verbal

- Announcements
 - none
- Membership Coordinator Updates
 - none
- State Reps Updates
 - Washington: No updates at this time.
 - Oregon: Several institutions in Oregon are hiring (City of PDX, Southern Oregon University. Otherwise, almost all institutions are either opening or are reopening soon.
 - Alaska: Alaska members were informed of the decision to postpone an in-person Alaska conference past 2023. I've already received suggestions on potential partner organizations and offers to assist with possible virtual-but-Alaska-themed conference planning. A group has begun work on a grant-funded initiative to get community input on revising terms for Alaska Native and other marginalized communities. Check it out at Alaska Native Languages Controlled Vocabulary Grant Project: <https://www.aklib.net/aknlcv/>
 - Idaho: There are two open archives/historical society positions currently open, with the potential for two more over the summer. Covid seems to be no longer a thing in Idaho.
 - Montana: No new updates.
- Projects for Next Year
 - 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
 - 2023 Conference planning
 - Procedures Manual updates
 - NWA org documentation - submitting content to the official archive

- Procedures Manual Updates
 - Partially based on the Board to dos doc (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
 - 2.5 Voting Procedures
 - 4.3 Retirement Recognition
 - 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
 - Here is the pre-formatted google doc that was created for the 2020 revision to use for the 2022 revisions.