

# **NWA Board Meeting**

Agenda and Meeting Minutes

May 27, 2022

Zoom Conference Call

Invited:

2021-2022 Board Members

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

2022-2023 Board Members

- Vice-President/President-Elect: Emily Cabaniss ~ unable to attend
- Secretary: Andrea Floersheimer
- Idaho State Representative: Dulce Kersting-Lark ~ unable to attend
- Montana State Representative: Heather Mulliner
- Oregon State Representative: Kimberly Gorman

Agenda:

- Call Roll and Approve Agenda - any additions?
- Approval of the April Meeting Minutes
- 2022 Conference Report and Wrap Up
- The Archivist in Residence
- NAC Roundtable Rep on the NWA Board
- Transitions to the New Board

*Non-Verbal*

- Announcements
- Membership Coordinator Updates
- State Rep Updates

## Minutes:

- Call Roll and Approve Agenda - any additions?
  - N/A
- Approval of the April Meeting Minutes (google doc)
  - Motion to approve: Mathew
  - Seconded: Sara
  - All in favor: All
  - Note: to post on the website, remove the google drive links
- 2022 Conference Wrap Up
  - Conference Report (committee recommendations and survey results)
  - There is also a Whova generated report in the Eval and Report folder (the PDF)
  - Discussion:
    - Sponsors payment? Yes, \$125 flat fee
    - Participants Records ~ do we want to retain these records? Various folks expressed no need to track info we have no clear use for
    - Memberships ~ there was a bit of an uptick in new members for the conference registration (which is expected)
- The Archivist in Residence
  - Update on this year's award:
    - Request to Approve: We've selected Sara Pettinger as the next resident who will work with host Anne Foster at Yellowstone National Park, MT. The committee has made a request to Pettinger and Foster to correct the stipend award from a GS-6 to a GS-9 equivalent (taken from the federal wages scale).
    - Project Summary (this google folder has the full application)
      - The primary project involves a collection survey and gap analysis. In preparation for a planned update to the host institution's collection development policy, a collection survey of the manuscript collections will identify collecting strengths and weaknesses and identify areas for active, passive, and no collections. This project will involve research into collection analysis and documentation literature, an environmental analysis for Yellowstone-related collecting at other institutions, and a detailed analysis of the subjects, eras, and formats of the existing manuscript collections.
      - Products will include: 1) a report identifying collection strengths and weaknesses and identifying collecting opportunities or gaps within the broader collecting environment; and 2) recommendations for refining active, passive, and no collecting categories of materials.
      - Using the resources provided, I will be working with the collections of Yellowstone and those related to the park and be given hands-on experience with existing collections. Conducting research on these collections and what they hold will allow Yellowstone to understand what they contain and where more or

less focus is needed, in addition to strengthening my own research skills. Additionally, I will also gain a working knowledge of the collection development policy of a federal institution with the opportunity to refine the scope of collections of Yellowstone.

- Immersing myself in collections related to Yellowstone will be exciting, along with the opportunity to create a report to display what I have found and potentially publish in the future.

Collaborating with Anne Foster, the archivist of Yellowstone, I will be able to gain applicable knowledge about working with federal collections and strengthen my overall experience in archives.

■ Discussion:

- Sara P update: no additional applicants for this year so went back to last year's applicants and encouraged them to reapply.

■ Decision

- Motion to approve: Robert
- Seconded: Mathew
- All in favor: All

- Update on the remaining funds, committee membership, and a forthcoming proposal for the 2022-2023 board:

- The current plan is to develop a proposal for the board to review this summer regarding the permanence of this program (the plan to work on this was confirmed by Rachael Woody).
- Treasurer perspective: stable funding can work - we do it for other types of programs i.e. the NACR.

- Kudos! Award Announcement:

- In support of increasing awareness and sharing out the work of the NWA Paid Internship Committee on the Archivist-in-Residence (AiR) pilot program, the committee submitted a poster presentation that was accepted for the 2022 Midwest Archives Conference held in Madison, WI, May 5-7, 2022. Erin Passehl Stoddart presented the poster on behalf of the committee due to geographic location. The poster was judged and awarded "Best Professional Poster" by MAC and was recognized at the business meeting. Materials can be found here:

<https://tinyurl.com/MAC2022-Poster-AiR>

- NAC Roundtable Rep on the NWA Board

- Background: For a couple of years now, the idea has been shared to formally have an NACR rep on the NWA Board (Steve Bingo served as an informal rep as a member of the Board in another capacity). At the 2022 NACR business meeting, this idea was again expressed with NACR membership support.
- By-laws, Article III Section 6 "The President shall appoint... delegates not otherwise provided for in the by-laws."
- Proposal: For the purposes of transitioning to the new Board for 2022-2023 (especially for scheduling the meetings), the NWA Board votes to have a NACR Rep on the Board.

- Actions needed if approved:
  - 1) Invitation to the NACR to select a representative to join the board (could be the chair or a designated rep)
  - 2) update the policies and procedures manual to include the NACR rep
  - 3) update the website to include the NACR rep
- Discussion:
  - Question: would this potentially end up being an elected position or would it continue to be a decision made by the NACR. Question: will this position be a voting member? In that case, should it be an elected position? How would the ballot be set up - who would vote? Just the committee members? Having the NACR on the ballot makes it more mainstream and public.
  - Transition year: invite some to join the board and have them be a voting member; then plan for the transition to a more formal and transparent voting process.
  - Position duties? Part of the transition year to figure this out (i.e. conference planning activities; updates / reporting out; bringing ideas to the board)
- Decision:
  - Motion to approve: Anne
  - Seconded: Sara
  - All in favor: All
- Specialty Groups
  - How does a group come together and how do they become more formalized and how do they get board representation? What is the path?
  - Action Item:
    - Update / addition to the policies and procedures
- Transitions to the New Board
  - New / old board member buddies = set up a 1-1 meeting with the person taking over your role
  - President to dos = last President's Message and 1-1 with Robert for some final transition to dos
  - 2022-2023 Board will meet in June or July pending the scheduling process
  - Projects for Next Year (FYIs, not for discussion at this time)
    - 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
      - NWA financial support ~ a financial commitment on a yearly basis and if so, how much per year and how many years should the commitment be before a reassessment? Will this work be incorporated into an existing standing committee?
    - 2023 Conference planning
      - In-person, in Salem, OR

- Long-term conference planning re: site selection
- Procedures Manual updates
- NWA org documentation - submitting content to the official archive
- Other projects or to dos?

### *Non-Verbal*

- Announcements
  - Nominating Committee Report 2022 submitted
- Membership Coordinator Updates
  - 242 active members as of 5/27
  - Trend prior to the annual meeting mirrored 2021 with a slight uptick in memberships
  - Membership renewal date will be changed back to July 1 and members will start receiving reminders at the beginning of June
- State Reps Updates
  - Washington: There has been a steady stream of job openings across the state in archives and records management positions over the last several months across a diverse institution type including corporations, universities, and public libraries. Wishing the best to those graduates of archives programs who have been making their way into the job market this spring!
  - Oregon: Several institutions across the state are hiring and many places are open again. Thanks to the NWA Board and both Natalia and Ann for the leadership over the past two years. It's been an honor to serve as the OR rep.
  - Alaska: University of Alaska Archives and Special Collections did an "Eating From the Archives Event" on May 5 that was covered in the local media. (<https://www.alaskanewssource.com/2022/05/10/telling-alaskas-story-cooking-up-vintage-anchorage-recipes>) The Anchorage Museum is looking for a summer intern. They will also be doing a workshop on how to care for personal archives at Umoja Co-Working space on June 14. It's free and open to the public. The calendar event is on the website and can be found here: <https://www.anchoragemuseum.org/visit/calendar/eventdetails/?id=ot42t57pul8f836lep0ao4og4o>
  - Idaho: It's been an honor getting to know everyone and learning the ins and outs of NWA. Thank you to Natalia and Anne for the help and guidance over the last two years from a fledgling member. No current updates.
  - Montana: no updates