**Northwest Archivists – Annual Meeting – Board Meeting – April 26th, 2018 – Kah-Nee-Ta Resort and Spa**

In attendance: Brian Johnson, Bryce Henry, Steve Duckworth, Mary McRobinson, Creston “Dana” Smith, Mad Max Johnson, Ashlyn Velte, Erin Passehl Stoddart, Meg Tuomala, Andy Needham, Sara Piaseki, Zack Wnek

Absent: Gwen Amsbury, Kellyn Younggren

Called to order: 5:30 PM

1. Introductions
2. Approve previous minutes – Bryce requests addition of last names for the various “Steves”
	1. Motion to approve: Max
	2. Second: Bryce
	3. Votes: All vote yes – Passed
3. Committee and Board Reports:
	1. Treasurer: Declines to report at this time
	2. Membership Coordinator / Secretary report given by Max in Gwen’s absence
		1. Reviewed total members per state, plus new additions to rolls
		2. Provided breakdown of Wild Apricot membership management
	3. Dana: Has items to donate to NWA/NACR. Bryce will serve as contact for the donation. Dana left the meeting.
	4. Alaska Report (Sara): UAF situation not improving. People writing letters to legislature.
	5. Idaho Report (Zack): No news. General Welcome for Ashlyn as new Rep.
	6. Montana Report: Unavailable. Kellyn elected as next MT Rep.
	7. Washington Report (Meg): Lots of training and new job opportunities in the state. Seattle Area Archivists rebranded as SEARCH, has a new Board, more events and a new logo.
	8. Oregon Report (Max): Bringing in new members, recruiting during Key Contact contact. Reaching out to various folks about CE Fund. Enjoying creating archives/Star Wars memes.
	9. LAC (Andy): 129 attendees. Conference going great.
		1. Mary: Board thinking of having a pass-off meeting or a more general lessons-learned with PC and LAC chairs after conference.
		2. Bryce: Yes, planning to meet with said chairs after conference.
	10. Vendors (Bryce): 5 vendors total this year. New and familiar faces. Raised $1700 total between them. Thinks a Vendor Coordinator position would be beneficial to NWA. We need better contact with vendors and can do better on this front.
	11. Communications Committee: Policies and Procedures Manual needs to be updated to add Communications Committee. Needs a chair and position description for the chair. Various Board members and interested parties met to discuss needs. Position description and roles to be forthcoming. Steve Duckworth to take on role that was previously called Easy Access Editor.
		1. Steve: Will implement new blog feature – investigating options with Wordpress or Wild Apricot blog. Current Wild Apricot option not ideal, missing common blog functions. Will be a rolling submissions-based blog. To have a naming contest.
		2. General support for the idea.
		3. Need new Webmaster – and will split role from Social Media Coordinator
		4. Site needs massive update – at least 2 years old in some cases.
	12. Professional Development, Continued Education, and Awards Committee (Bryce): Awarded scholarships to 2 students and 2 professionals - See Program for details.
		1. Bryce outlined previous issues with awarding money to people
		2. CE Fund has had no applicants – deadline May 15th
	13. Elections (Mary): Went over issues with last election and timeline/plans for runoff. Went over SurveyMonkey issues
		1. Max and Gwen offered to stay on for another month + until Oregon Rep and Secretary positions are filled.
		2. Bryce notes that we need continuity for nominations and elections between Boards.
		3. Bryce: We should audit elections to ensure Oregonians aren’t voting in Washington (or other types of fraud)
		4. Need to separate Membership Coordinator from Secretary
		5. Erin: Went over current rules for the Nominations Committee
	14. Site Selection (Bryce): Heather Hultman and Kellyn Younggren are serving on the Site Selection Committee and have chosen Bozeman, MT as the location for the 2019 Annual Meeting. The Hilton Garden is the conference hotel. Need to decide dates – looking at: May 15-17 or May 22-24.
	15. Western Roundup – 2020 California (Erin): Erin and Kellyn representing NWA on the Planning Committee. Looking at San Francisco or San Diego as possible locations.
		1. LAC and PC reps will be needed for 2020 committee representation.
		2. Max: Do we have Roundup documentation / manual to share in advance of needing to send Reps? Erin: Yes, will share.
	16. Further meeting planning (Bryce): Looking at 2021 options.
		1. Washington is the next State on the list – I5 corridor locations include Olympia, Tacoma, Bellingham.
		2. Corvallis 2022? According to OSU, University requires several years advance booking of facilities.
	17. By-Laws and Procedures Updates (Bryce): Passed out copies of By-laws and procedures
	18. Bryce: How often should the next Board meet?
		1. Discussion
		2. Also, wants Board members to have projects and be liaisons for committees. Both to keep things moving and to ensure adequate representation.
		3. Bryce: We should plan a membership drive this year.

Meeting adjourned ay 6:36 PM