2018-19 NWA Executive Board

Meeting Minutes

August 27, 2018 | 2-3:00 pm PST

(712) 451-0265, access code: 326360

Present: Andy Needham, Ashlyn Velte, Bryce Henry, Brian Johnson, Colleen Needham, Kellyn Younggren, Mary McRobinson, Max Johnson, Sara Piasecki

Absent: Mariecris Gatlabayan, Meg Tuomala

1. Roll Call & July Minutes Approval
   1. Mary moves to approve July minutes. Motion seconded. Unanimous decision. Minutes approved.
2. Membership issues
   1. Bryce reports that 98 members will lapse membership on August 29th. Brian says that we are now down to 82 members who have yet to renew their memberships. Bryce says that slow renewal isn’t atypical for NWA. He asks the State Reps to remind members to renew. Colleen said that she drafted an email for State Reps to send to members about renewing.
   2. Bryce asks if anyone has any idea on how to demonstrate the value of membership to help increase membership. The current benefit is the conference discount.
      1. As part of her work on the local arrangements committee, Kellyn says she has been reaching out to people who may not have the title of archivist but do archives work and inviting them to the NWA conference. Bryce likes the idea of reaching out to people who don’t have the official title of archivist. Kellyn thinks it’s important that we reach out to local and/or small institutions in our area and connect them to local resources.
      2. Mary and Bryce note that a decrease in membership is a trend amongst other types of regional organizations. Mary wonders if people are finding other ways to connect with their peers or are finding other educational opportunities through another venue.
      3. Sara says that in Alaska archival positions were lost and not filled. This may have been a factor for some people who didn’t renew. There also has been a lack of organizational support in their state. Organizations may not be paying for the dues. The lack of support has also impacted whether archivists think they can go to conferences or not.
      4. Colleen wonders if we could ask people who don’t renew their membership why they didn’t renew. She also asks when do people become nonmembers? Max says that some people who haven’t paid their membership by the deadline renew when they register for the conference to get the conference rate. After a person stops paying their dues for two years, they get archived in Wild Apricot and cease getting emails. People don’t lose their benefits right away if they don’t renew. Max thinks that people who don’t renew memberships appear to be people who don’t maintain memberships unless they have to. He say that it might be worthwhile to ask the membership coordinator, Elizabeth, to analyze trends through the years. Bryce thinks it’s a good idea.
      5. Bryce brings up the idea of providing a bridge membership for those who have lost their jobs or have financial difficulties.
      6. Colleen wonders if we should change the due date for membership renewals to right before the conference since people renew right before the conference. Brian doesn’t think the due date is the issue with late renewals and he is not especially concerned with the number of people who haven’t renewed. We are doing well with 240 members as opposed to the number of members in the past.
3. Blog content
   1. Bryce says that there are only four posts on the blog and thinks it would be good to have more content. He asks Colleen if she has an idea of what Steve Duckworth is doing to collect submissions. Colleen says they did a call to the State Reps. Steve is waiting to get content from people. During their last phone conversation, they talked about putting a call to NWA members for submissions.
   2. Collen wonders if the board members could do the first set of posts. Andy said that he could do a post to help generate content. When Colleen asks if any of the board’s institutions has blogs, Mary says that they have a blog that is Willamette-centric and not about the archival profession. They mainly talk about collections. Colleen believes that people would be interested in hearing about collections. Bryce says that *Easy Access* used to have a section for states to report on what they are up to. That section kind of got lost because the State Reps didn’t have the responsibility to collect the content anymore and it fell on the editor to do so. He would like the State Reps to take on that responsibility of collecting news from their states. Mary says that she would be happy to forward her institution’s blog entries.
   3. Bryce says that there used to be a list of new collections that had been digitized and were made available online. He thinks it may useful to members to have such a list again.
   4. Colleen says that maybe she should put together a list of topics they are interested in collecting for the blog. State Reps could send them out to members.
   5. Ashlyn wonders if we were still doing the archives take over on the social media and was it only for social media. Colleen said that they stalled. They were going to do the take-over in Instagram, but she thinks the take-over could overlap with the blog since not everyone will have an Instagram account. Colleen says that NWA does not have an Instagram account and asks for permission to create an instagram account. Bryce asks if there are an objection. Max thinks as long as Devin Busby, the Social Media Coordinator, is fine with it he thinks it should be fine. Max also recommends that Devin do a survey of the social media that NWA already has, how much time it takes to manage the different accounts, and which avenues are worthwhile to pursue. Bryce thinks it would be a good idea to hear from Devin and what she wants to do with the social media accounts. She can come to next month’s meeting or send a list of ideas. Colleen will ask Devin what she prefers.
4. State Representatives news, updates, & plans
   1. Washington: Meg not present.
   2. Montana: Kellyn says that the Annual Montana History Conference is at the end of September and is hosted by the Montana Historical Society. A lot of archivists and historians will be attending. Kellyn will not be going. She is hoping that a NWA conference theme has been selected by the history conference so that it can be announced at the Montana History conference.
   3. Oregon: Andrew says that August was crazy at the Oregon State Archives so he hasn’t had much for NWA time. He’s sent out job announcements and calls for submissions to Oregon members. One of his ideas to increase participation is to get on the regional ARMA’s agenda to talk to them about NWA. He’s excited about the NWA Instagram account. He says that he already has some content for the blog. Max says he’s a member of the Oregon ARMA and would be happy to be at the ARMA meeting to support him.
   4. Idaho: Ashlyn hasn’t heard much from the membership when she asks for updates. Idaho lost an active member, Erin, to Oregon. A few members from southern Idaho visited her archives and she talked to one of them about being an active member or if there is anyone who would be interested in joining. He said he was interested in applying for the professional development award. Ashlyn would like to increase involvement of archivists in south Idaho. She thinks they are more active in CIMA. Bryce asked if she was a member of CIMA. He thinks it would be a good idea to fund State Reps to be part of other archival regional organizations. Ashlyn said she is interested.
      1. Bryce makes the motion that NWA will fund Ashlyn to join CIMA as the NWA representative to CIMA, as part of that she will attempt to put together language to help others to do the same type of join in the future, with the intention of building up our membership and making contact with NWA members doing similar work. Roll call vote, motion passess.
      2. Kellyn said that she will be joining SRMA and offers to be a SRMA representative.
      3. Bryce asks where on the website should Ashlyn and Kellyn be listed as representatives to CIMA and SRMA. Max recommends that the information be appended to their position description and that once Rachael has completed the website update we figure out a place on the website to put the information.
   5. Alaska: Sara announces that her librarian counterpart has left her position and it will not be filled. She is now down to herself, one paraprofessional, and one person who will have to do the work of both a professional and paraprofessional. The Alaska Historical Society Conference is coming up and the archives advocacy project is on the conference schedule. They hope to recruit people to help put together an archives resolution to put in front of the legislature in the fall. The resolution will ask for heightened awareness and increased funding. They are looking for groups to invite to the meetings that is funded by the grant UAA received from NWA. Sara looked at the Alaska ARMA website, they have no future meetings on their website and may be moribund.
5. Committee Reports discussion-tabled
6. Annual Meeting updates
   1. Kellyn provides a report on the local arrangements and program committee. She says that she and Heather had a hard time scheduling; people are on vacation. Heather’s first meeting is scheduled for next week and for Kellyn the first initial conversations will be via email. Heather is working on planning the opening reception at the Galeton History Museum. She wants to know if there are any numbers on how many people usually attend the opening reception. Bryce thinks that we do not have any numbers for those who attend the reception. He feels like most people go to the opening reception. Kellyn says they are planning on 100 people attending the conference. Heather is also working on creating a list of local area information/links so people will know what’s available in the local area, what people can do and see. Kellyn and Heather are looking for an image for the Montana Conference post. Local Arrangements.
   2. Pre-conference SAA course. Kellyn has been talking to the SAA educational coordinator. They plan on doing a DAS course and wondered if they obtained input from the membership in the past. Bryce confirms they did. Bryce would like to know if she has a date for when session proposal requests will go out. Kellyn says they don’t have any hard dates yet. They still have to get together and decide on the date.
   3. Movie Night. Kellyn says that Donna McCrea talked to Libby at MiPops about doing a movie night the conference. The film archivist at the Montana Historical Society also knows Libby and is interested in doing a night to watch movies from repositories from Montana. After some discussion, Kellyn thinks it is a good idea to play the films during lunch.
7. Website resource change recommendations (BRYCE) (tabled)
8. RAAC - reminder
   1. Mary says that RAAC stands for the Regional Archival Associations Consortium. The Consortium is an attempt to coordinate among SAA and the regional associations. They have various subcommittees. They have a listserv and Mary is continuing to serve as NWA rep to RAAC. Bryce asks if we pay for RAAC. Brian says we do pay for RAAC. Brian says he looked into RAAC during the funding cycle last year; they work with the National Organization of History, and they lobby congress. Brian says we pay them $250 a year to be part of a group who pools the money to lobby US senators and house members. The lobbyists use their list of paying customers to represent how large of a group they represent. Mary says they do ask for input, Mary received a survey in which she ranked what our priorities were. They have a three year plan online.
9. Waivers policy
   1. Max reports that he, Andrew, and Colleen worked on the Waivers policy language. They reached out to other archival organizations in the US to figure out in what situations they decide to provide full conference registration waivers vs. allowing people to present but not register and attend the conference. Based on their feedback they developed the language in the following motion.
   2. Max makes the motion to create the following waiver’s policy: *The NWA Board may be petitioned by a Session Chair or the Programming Committee Chair for a complimentary registration in the event that a Speaker (plenary), Session Moderator, or Workshop Leader is a non-archivist (or allied professional) and/or is not from the NWA Membership region. All complimentary registrations are the sole discretion of the NWA Executive Board.*

*Presenters have the option of registering for the conference and enjoying the benefits (networking, vendors, food, events, etc.) or they may forgo registration, but it is expected that presenters that forgo registration will leave the conference upon conclusion of their presentation. NWA uses the honor system to ensure compliance.*

* 1. Bryce seconds motion. Roll call vote. Motion carries.

1. Bryce asks that people read the committee report questions and we’ll continue the discussion online. Bryce will send some information question about website stuff via email as well.

**NWA Progress Reports: 2018-08-27**

1. **Professional Development, Education, and Awards Committee, Josh Zimmerman**
   1. Organized the Google Drive folder into: Applications & Awarded. Then by year. My goal is to provide access to the “Awarded” file as a link from our website. This might help others to put together applications and get an idea what types of projects are funded.
   2. I’d like to get a page on our website dedicated to the **retirement recognition** and the **Wells/Guido Award**. Currently, we don’t have a way to make nominations for these and you have to already know about them (or read the bylaws, ha.). People don’t get nominated because people don’t know about it. It would be nice to have a dedicated page application form. **Is this ok?**
   3. Conor has agreed to continue to serve on the Awards Committee. I didn’t want to drive away people who genuinely want to be involved.
   4. I’ve updated the Cont. Ed. Application form to include “Project Title” so that we can categorize and list the primary contact person and the title of the project on the recipients page. I just have to get it reposted. The web folks are gonna hate me.
   5. Reviewed both the Library Journal’s Movers and Shakers and SAA’s Innovator Award. SAA didn’t award that in various years. I worry about lack of nominations for us. If SAA didn’t find nominations in a year, then where would we stand? Maybe It’s better as just a feature on NWA’s website and not an actual award. This might be more flexible and provide more content for the blog. **Thoughts?**
   6. Library Journal “Movers and Shakers” Award <https://lj.libraryjournal.com/movers/nominations.php>
   7. Society of American Archivists Innovator Award <https://www2.archivists.org/governance/handbook/section12-innovators>

1. **Communication Committee**
   1. Website Updates, Rachael Woody
      1. Wild Apricot's "Showcase" themed template was implemented. This template is the one that most closely mirrors the NWA Blog. Please Note: the NWA Blog is hosted on WordPress therefore the two sites will not be identical.
      2. I've updated the NWA logo as a suggestion and am happy to change this if someone feels super passionate about creating a logo to match the look and feel of the new website. I updated the logo based on previous conversations of the 40th logo no longer being up to date.
      3. In the Page Template I've managed to globally change most Pink text to the NWA maroon as seen in the 40th logo.
      4. There are still a few places where the Pink text stubbornly persists - in the News & Announcements (Wild Apricot's blog gadget) and the Events Calendar (calendar gadget). These are not accessible via the Page Template nor Colors & Styles tabs, and I have to directly alter the CSS. I've successfully done this for News & Announcements (<http://northwestarchivists.org/news>) and now need to alter the CSS for the Events Calendar (<http://northwestarchivists.org/eventscalendar>)
      5. While the applied theme and Page Template changes updated much of the NWA website immediately, I still have to touch each page to strip out very dated Word Art headers, correct fonts, and fix broken HTML formatting.
      6. Almost all active pages are updated with the new look and feel, and some pages have received text corrections.
      7. The pages that have not been updated are the past Annual Conferences. There are 8 years of past conferences on the website and each conference has anywhere for 4-8 separate pages that would need page corrections. **Please have a discussion on whether the Board thinks it's necessary to update the look and feel of the past annual conferences (with the knowledge that I have to touch each page to make the necessary edits) and let me know.**
      8. Some pages were condensed or deleted. Pages were condensed if they only had a small amount of text and could be naturally paired with text elsewhere. Pages were deleted if they described activities no longer supported by NWA, or there was duplicative text elsewhere.
      9. There is now a Consultants page (<http://northwestarchivists.org/consultants>) and there will soon be a page to help guide nonprofits in creating an accurate and appropriate job posting - as discussed at the last Board meeting.
      10. I still need to go through and make sure linked documents and links to other pages work as some things moved around and links broken. **If you're the owner of a page, please have a look to ensure everything correct and working.**
      11. Some questions regarding membership and what's visible was brought up by some members of the Board, and I believe Bryce will lead the discussion here. Based on the Board's 8/27 discussion, Bryce will provide me directions with how to proceed.
      12. Website refresh is on track to wrap up by August 31, barring unforeseen issues or complications. An announcement will be made via Colleen (to State Reps?) to say when the refresh is done. I'm sure there will be things we find that I missed or that we decide needs to change, so while most of the work will be done by August 31, there may still be tweaking.
      13. After the announcement of website refresh completion, if the Board (or membership) finds anything amiss, please email me the following: a link to the page where the issue is, a screenshot to show what the issue is, provide explanation of what's wrong or what should be there, and note whether you're logged in.

1. **Membership Coordinator, Elizabeth Russell**
   1. 86 renewals overdue (4 of those are just pending payment, so we can think of the number as actually 82). These numbers are as of 11:45 am 8/24/2018.
   2. 3 new members in the last 30 days (1 of the three still pending payment).
   3. Late renewals will lapse their membership (be archived in the system) as of the 29th. Although I’m new to this process, I assume that when lapsed members renew I’ll have to reactivate them manually. I’ll check the email log on the 29th to make sure the Wild Apricot glitch is truly fixed for the automatic mailings.
   4. If State Reps would like to send a quick reminder out before the 29th, it might help with a few of the stragglers.