Northwest Archivists Board Meeting Minutes

Special Budget Session

12/05/2016│ 02:00 PST │ Teleconference

Present: Erin Stoddart, Charles Hilton, Jennifer Greenwood, Mary McRobinson, Brian Johnson, Zach Wnek, Gwen Amsbury, Kellen Younggren, Seth Dalby, Max Johnson, Bryce Henry

Absent:

The meeting of the Northwest Archivists Executive Board was called to order 12/05/2016, at 02:03 (PST) by the president.

Welcome

Review of materials sent out by Brian.

Operating costs have increased with web presence/Survey Monkey/etc. Do the costs even out between discontinuing a printed version of Easy Access and starting up a web presence?

Brining Down Costs

* Suggestion by Bryce to use freeconferencecalls.com
* Find an alternative to Survey Monkey
* Cutting Continuing Education – has not really been utilized by members
* Cutting advertising fees

To bring in new revenue

* Raising membership dues
* Raising conference fees
* Asking members to chip in more for conferences
* Advertising during conferences to supplement conference costs

Question

* Does the board want to use the conference as a revenue generator?

Proposal

* Increase membership to $30 or $35 and get feedback from membership about how to spend the money. In addition, should membership fees for students and retirees be lowered or just left at $25? Should there at least be a separate category created to track student and retiree memberships?

1st Motion

* Add second membership for student and retirees

**Motion passed with 8 in favor and one abstention (Max Johnson)**

2nd Motion

* Raise membership fees to $35

**Motion passed with 6 in favor and three abstentions (Gwen Amsbury, Brian Johnson, Max Johnson), a membership vote will be brought for final approval**

New revenue after membership increase is calculated to be $1,500

Ads for Metal Edge

* Exhibition fees too low, can they be raised? Should they at least be more than what it costs to come to a conference as a regular attendant? Have seen these fees as $300 and up elsewhere with break sponsorships being higher.
* This should continue to offset conference costs to keep fees low for members
* Would this increase be for CIMA joint meeting or for next year?

Idea put forward to put together a development committee to act as liaison to vendors, but is this really needed?

* Pros: consistency with vendors
* Cons: just making more word? This is usually already done through a LAC committee member

Need to have a message about what we’re doing and why in regards to revenue spending, but start with a survey to membership. Survey should revisit what programs are popular with membership and what is not to ask questions members if unpopular programs should be cut and how to reallocate funds to programs that membership will use.

Motion

* Raise exhibition fees (start date TBD)

Questions: What does this fee raise include for the sponsor? Podium time, ad in meeting program, just some kind recognition at event and in program? Will there be differences in types of sponsorship (break, exhibition, etc.)

Motion tabled until more concrete information on prices can be researched and what the levels will include

**Action Item**

Send Bryce questions for survey of membership by Dec. 16th by email. Can include questions about how revenue should be used.

Meeting adjourned at 2:25pm