Northwest Archivists Board Meeting Minutes

02/13/2017│ 03:00PST │ Teleconference

Present: Erin Stoddart, Mary McRobinson, Brian Johnson, Zach Wnek, Gwen Amsbury, Anne Jenner, Max Johnson, Jennifer Greenwood, Bryce Henry, Charles Hilton, Conor Casey, Seth Dalby

Absent: Kellen Younggren

1. The meeting of the Northwest Archivists Executive Board was called to order 2/13/2017, at 03:03 (PST) by the president.

2. Approval of minutes from 11/10/2016, 12/5/2016, and 1/9/2017

*Amendment to be made*

Clarification: Mary McRobinson to talk to Meg Tuomala from last year’s Local Arrangements about door prizes that we might want to have again this year at business meeting or at the joint reception.

**Unanimously approved.**

3. Agenda Items

* 1. NWA Boise conference updates
     1. Program Committee (Anne reporting): Proposed papers have been approved and sessions have been adjusted to merge people who had proposed papers but no panel. There will be a combination of paper and panel sessions of different lengths and a sprinkling of pop-up sessions throughout. Still need to approve/confirm based on a survey that will be sent out, then the taskforce organizing the pop-up sessions will look for moderators. There are 8 posters, for poster sessions to happen during two coffee breaks on Thursday and then leave posters up during the whole conference. One SAA workshop on Wednesday about preserving, transferring, and digitizing audio collections (DAS course). Two other workshops, half days with one in the morning and one in the afternoon, both about digital preservation/e-records and will be announced at the end of the week. Local Arrangement chairs are attending PC meetings to iron out details about registration and a small subgroup is meeting to talk about the budget and to determine what the registration fee is and get it online by the end of the month (group is Anne, Brain Johnson, Su Kim, Erin, and Ryan treasurer from CIMA and two LA chairs). **Q from Jennifer**: will conference schedule be set to go into May Easy Access? Yes.

Proposed executive board meeting is tentatively for Wednesday 3pm-5pm. Will also try to figure out a phone call to include those who won’t be able to attend the meeting.

* + 1. Local Arrangements (Conor reporting): Idea for an opening prayer was nixed. LAC will be responsible for printed program. Next committee meeting is scheduled for the 27th and will be to finalize programs, tours, and who the plenary speakers might be. **Q from Brian**: Will any of the tours cost money? Conor will add question to next meeting agenda and make sure the board is aware of any that cost and add
    2. Other Registration Fees: Still coming to an agreement about fees with CIMA. Part of the discussion is if it will be a little higher to include covering the reception in Boise at the Woodland Empire Brewery (who will also be doing the specialty beer).
  1. 40th Anniversary update and budget requests (Mary): Diana still waiting to get numbers for SAA Joint Reception. The committee is voting on logos and is getting a specialty beer in the works, Erin will send out a survey to decide which kind of beer. Terry Baxter (head of swag subcommittee) has put together estimate for swag, which he estimates around $1000 with $10 tacked onto the registration fee to supplement the cost. He is wanting to print 500 buttons, but another thought is to have some swag available at the meeting for registrants and then to have designs available through a site like café press. So, looking at about $450 for swag and $400 for reception after recouped money (see budget request document for full breakdown).
  2. *Easy Access* update (Jennifer G.): Looking for someone to write a tribute to Elizabeth Knight to include in the next issue - will ask someone in Washington, perhaps Anne or Seth.
  3. Program Funding Survey (Bryce): Board just needs to let Bryce know if anything needs to be added/changed and then can send out at the end of the week.
  4. Nominations/elections this spring: Need to start on pulling together nominations. Usually it is the last president who oversees this, but since Jennifer O’Neal has not been involved perhaps have Diana Banning step in/be annointed.
  5. NWA sponsorship of *Journal of Western Archives* ($500 for 3-year commitment) – see attached annual report: Erin received their annual report. NWA has been sponsoring for a number of years, asking again for the same amount of money with a 3-year commitment. Brian suggested that the membership should be asked, so is it something that should be added to the member survey being sent out by Bryce. Tabled by Erin so we have longer to discuss and will check to see if any NWA members have been published in the last year. (Side question: David Lewis is listed as the NWA rep for them, is he still a member? Checked: He does not show up on the member list)
  6. Request to use product called Constant Contact (Conor Casey) – see attachment with information: Erin is concerned that adding on another monthly fee is not what the board should be doing as we are faced with a tight budget and trying to recoup costs. Conor said one of the issues is that he believes Crystal does not have full access to WildApricot, but she is an admin with full rights as she updates the websites pages. Bryce suggested creating a document with basic information on what NWA administrators use most on WildApricot. There are videos and instructional Q&As on the WildApricot admin side of the site that are good for learning the main functions of the site. Jennifer Greenwood will contact Crystal to help her figure out different functions of the site and talk about social media as well. There has also been the discussion of adding admin seats, but maybe instead of adding, just bump people as needed if there is someone else who needs a seat for a set amount of time.
  7. Other new business

Meeting adjourned at 04:03pm