Northwest Archivists Board Meeting Minutes

June 1st, 2016 │ 3:00│ Teleconference

Present: Gwen Amsbury, Seth Dalby, Jennifer Greenwood, Brian Johnson, Max Johnson, Mary McRobinson, Jennifer O’Neal, Erin Passehl-Stoddart, Kellyn Younggreen

Absent: Bryce Henry, Crystal Rodgers, Zack Wnek

Meeting called to order: 3:03 pm

Welcome

Approval of 4/28/2016 board minutes

*Amendment to be made*

Seth had a question on the minutes regarding the action item of state reps reaching out to new members or ones who are leaving and if any specifics were decided on how that was going to happen (how will state reps know who is joining/leaving?). It was discussed that maybe at the end of the month or quarterly the secretary would send an email to reps to let them know; will be discussed further. **Amend minutes to reflect initial conversation about rep notification.**

**Motion to approve:** Erin

**Put to a vote:** approved unanimously

Agenda Items

2. Appointments since last meeting

* Crystal Rodgers will be the new webmaster, taking over from Emily; Crystal will continue her social media role and also kudos for her work so far
* Bryce appointed to the education and awards committee and will look into vendor communications

Question from Jennifer G: Any luck finding anyone to represent Alaska?

* No luck. No one who was approached was willing.

**ACTION ITEM:**

* Send out inquiries and look into what needs to be done to get someone appointed; Erin will work with Jennifer O. to get someone

3. Annual Meeting – Feedback and moving forward

* Survey as next step? Need to clearly articulate option to those taking the survey with specific choices with maybe the option to write in an option?
* Survey should be open for 2 weeks with a reminder sent by the state reps a week after the survey opens to remind people to take the survey

**ACTION ITEMS:**

* Erin, Mary, and Diana Banning will make a first draft of the survey
* Ideas and suggestions for the survey can be sent to Erin to incorporate into the draft

4. NWA 4th Annual Anniversary Special Task Force

* Want to make sure the anniversary is celebrated the way the NWA membership wants to celebrate it
* An announcement regarding the celebration should be sent out at the same time as the survey
* Budget for the celebration will be provided by Brian

**ACTION ITEM:**

* Erin will create the task force (Mary already has people willing to volunteer)

5. Vendor submitted articles for Easy Access

* Jennifer G. received a case study from Paul of Digital Innovations about their organization and the work they’ve done that they hope to get published in Easy Access. Concern raised that the board needs to make sure it’s not just an ad. Jennifer will send the case study to the board. ARMA and AIIM have published ones that are more like pitches and the thought is that NWA wants to stay away from that. Suggested that board should look at what other regional publications do. If the case study is published in Easy Access it was suggested it be labeled as an advertisement if that’s what it’s determined to be. Discussion needs to happen over vendors roles in regards to the NWA community publications.

**ACTION ITEM:**

* Jennifer G. will get back to Paul to let him know things are being discussed, but not give him a yes or no yet.

6. RAAC Representative for NWA

* Jennifer O. was previous representative. Usually the president of NWA serves as rep to RAAC and contributes to some of the projects. Other people besides the president can be reps, but they need to be designated specifically. Maybe someone who is going to SAA should be designated. Jennifer may step up as rep.

Other Topic

Updating of the Policy and Procedures Manual

* Local Arrangement Committee (LAC) submitted a final report as did the Programming Committee (PC), both of which will be emailed to the board. There is a separate financial report coming from Brian. Board members are asked to read all reports.

**ACTION ITEM:**

* Update policy and procedures manual from lessons learned from the reports and add recommendations from LAC; will be worked on the next couple of months and then will be sent for review to board

Mentoring Committee

* Seth talked to Josh Zimmerman about being the new coordinator for the MC, but Josh is only interested in being a member on the committee and not chairing it.

Meeting Adjourned