

February 26th, 2024

Attendees: Emily Cabaniss, River Freemont, Robert Perret, Emily Jones, Heather Mulliner, Mel Pomeroy, Susanne Annand, Rachel Cohen, Mariecris Gatlabayan, Gena Peone, Corey Cherrington

Agenda:

- I. Conference updates
 - A. Registration fee has been set by executive board and registration should be going up shortly
 - B. Preliminary schedule has been posted
 - C. Honorarium/keynote/land acknowledge speakers cost estimate is \$2440
 - D. Conference is likely to run a financial deficit
- II. Other updates
 - A. Emily met with AABC earlier this week
 - B. Proposing using a password manager recommended by Rachel Cohen
 - C. Journal of Western Archives sponsorship
 - D. Upcoming Meet the Board event
 - E. AiR

Meeting minutes:

- I. Conference updates
 - A. Registration fee has been set by executive board and registration should be going up shortly
 - 1. Not up on website yet, but EC to check-in w/ local arrangements at end of week if not posted yet
 - 2. Fees are going up this year: budget committee research indicated that other similar organizations have higher fees. New fee is in alignment with what other organizations are charging
 - 3. Early bird: \$200, non-early bird \$230, etc.
 - a) Hoping rise in fees will avoid need to raise membership dues
 - 4. Fees approved by executive board
 - a) Discussed options for cutting costs; cutting meals was an option, did not end up going this direction
 - b) Covering breakfast and plated lunch on Friday
 - 5. EC happy to share details about local arrangement
 - B. Preliminary schedule has been posted
 - C. Honorarium/keynote/land acknowledge speakers cost estimate is \$2440
 - D. Conference is likely to run a financial deficit

1. Service fees of hotel: paid breakfasts
2. AV costs: AV was donated last year, but paying this year for
3. All projections dependent on estimate of registrations compared to last year

E. SA: Sponsorships?

1. EC: Still taking sponsorships, but likely have sponsors
 - a) Has been challenging
 - b) Sponsor rates for conference have stayed the same for ~10 years
 - (1) Not sure is this would increase funds for conference, or deter sponsors
2. MG: Sponsors organizations in archives field?
 - a) EC: NW Museum of Art and Culture sponsoring whole reception!!!
 - (1) Other sponsors are mostly vendors (Preservica, Hollinger, etc.)
 - b) MG: Are there local businesses that would be interested in sponsoring?
 - (1) EC: potential other sponsors: archives-adjacent vendors, could use overhaul of sponsorship practices
 - (a) Should look at sponsorship rates
 - (b) Could ask local businesses in future

II. Other updates

A. Membership update

1. SA: Seem to be about where we are as in the past
 - a) Wild Apricot account: archiving contacts; we can have up to 500 contacts
 - (1) Will be looking for contacts that have not been active or have not attended the NWA conference for a few years
 - (2) SA to pull data for EC for further data analysis
 - (3) Some of the folks in our system are not NWA members
 - (a) Will check for overlaps between one year and the next, etc.
 - (b) Cleaning up Admin, who has Admin access
 - (i) If you need to have this and it is shut off, please let MP/SA know
 - (4) RP: could look for unsubscribes/responses
 - (a) Not-contactable
 - b) Determining policies/documenting delinquent invoices
 - (1) Hopefully can have more structure for this
 - c) Meet the board:
 - (1) SA can attend, and would like to discuss Membership Coordinator position; another ex officio position that is open
 - d) EC: Could create a mailing list of folks whose contacts are likely to be removed from the system

- (1) SA: can merge dupes, which allows reach-out to owners of these accounts
- (2) Can reach out (via email) to folks who need to update membership
- (3) EC can take over contacting the list of contacts

B. Emily met with AABC earlier this week

- 1. Archives Association of British Columbia: interested on how we can work together!
 - a) Interested in a joint conference (in a future year)
 - b) They hold their conference around the same time of year
 - c) Could merging with AABC for conference to save on costs?
 - (1) AABC interested in NACR; River or others in NACR might be contacted by AABC
 - (a) AABC has a lot of archivists that would be interested in AABC
 - (2) AABC continuing education is very interesting for NWA purposes
 - (a) <https://aabc.ca/Education-and-Advisory-Services>
 - (3) EC to be in touch with GP about collaboration with AABC!
 - d) Archivists further north in BC not geographically close (large size of province), end up participating w/ Yukon archivists
 - (1) Similar to NWA inclusion of archivists in Alaska
 - e) Lots of AABC are historians, as opposed to archivists
 - f) Meeting went well overall!

C. Proposing using a password manager recommended by Rachel Cohen

- 1. 1Password:
 - a) <https://1password.com/>
 - b) EC recommends we go with this one! Looks like a good choice for our organization
 - c) MG: Vulcan archive uses 1password (positive review!)
 - (1) Would be so much more efficient to have a password manager.
 - d) MP: Does this require download?
 - (1) RC: web client, but had download option for Chrome extension
 - (a) RC has always used as web tool
 - (2) MG has used download to import passwords
 - (3) RC: if we have any questions, RC's partner can help us figure things out!
 - e) SA: Should also check Bit Warden to see if that is a good option
 - f) EC to investigate further and report back
 - (1) Would be very useful for NWA to consolidate passwords in one place

D. Journal of Western Archives sponsorship

1. NWA sponsors this; would like input from EJ re. Whether we should move forward with sponsorship
 - a) Sponsorship is \$500, need to go over this with Treasurer before making decision

E. Upcoming Meet the Board event

1. We have folks registered already!
2. To go over non-elected roles
3. We will not meet again before this
4. MG and RP updates:
 - a) 5 people slated for the panel
 - b) EC to represent Pres.
 - c) Rachel + Heather for rep roles
 - d) Mel for webmaster
 - e) RP to reach out to Kelsy (sp?) to represent Secretary role on the panel
 - (1) EC: would be fine for MG to speak about the role
 - (a) Have lost institutional knowledge, so would like to have some info from previous secretaries who had the benefit of an admin transition
 - f) Currently 12 people are registered who are not on the panel
 - (1) We can send out another email the day of the event
 - (2) Mel created as an event to send out reminders
 - (3) Will send reminder emails, will see week of if there are more registrations
 - (4) Tentative agenda (RP = MC)
 - (a) MG has a presentation + trivia going
 - (b) Panel discussion (recorded)
 - (c) Q+A (not recorded)
 - (d) RP will announce open nominations for elected roles
 - (e) Will discuss non-elected (volunteer) roles as well

F. AiR

1. Update: last time the AiR chair came to board meeting, we learned that AiR has had difficulty finding sponsors
 - a) Lost a network, but some ideas in the works to re-build sponsor network
 - b) SA: Have we looked at past donors?
 - (1) Info in Wild Apricot
 - (2) EC: has been contact of past donors, possibly not wider donor base of NWA
 - (a) Need to figure out what has already been done
2. EC to follow up and discuss sponsorship options w/ AiR
3. To figure out how to transfer the institutional responsibility of AiR