2018-19 NWA Executive Board

Meeting Agenda

July 23, 2018 | 2-3:00 pm PST

(712) 451-0265, access code: 326360

**In attendance:** Andy Needham, Anneliese Warkhank, Ashlyn Velte, Brian Johnson, Bryce Henry, Colleen Needham, Elizabeth Russell, Mariecris Gatlabayan, Mary McRobinson, Meg Tuomala, Max Johnson, Rachael Woody, and Sara Piasecki.

**Absent:** Kellyn Younggren

1. Past Minutes Approval (April & June), & Summary of Past Decisions
	1. Bryce makes motion to approve June 11, 2018 minutes. Motion seconded by Max. Motion carried.
	2. Bryce makes motion to approve April 26, 2018 minutes. Motion seconded by Max. Motion carried.
	3. Mariecris reads email motion approved June 27, 2018. Motion carried via email.
2. Professional Development and Education, and Awards Committee update
	1. Anneliese provides updates and planning goals. As per the 2017 annual meeting discussion, instead of doing 3 student scholarships and 1 professional development award, four scholarships open to both student and professional development applications. They awarded two student and two professional development scholarships. Anneliese and Josh are seeking out a third person to join the committee. Anneliese also reports that Josh has some recommendations:
		1. Provide clearer guidelines for continuing ed. applications on the website since submitted applications were missing one or two requirements. Anneliese recommends that we highlight application criteria in bold.
		2. Provide a clear delineation between the Archives fund and the professional development fund on the website. Bryce recommends that the Archives fund information be on its own separate page.
		3. Continuing ed. recipients write something up for the blog.
		4. There be a post on the blog recognizing scholarship awardees.
		5. Post awardee’s applications on website.
		6. Explore the idea of nonmonetary recognition awards. Board members are interested and want to learn more.
3. Membership Coordinator update
	1. Elizabeth Russell provides updates. There are 165 people who have not renewed their membership. This may be due to a glitch in Wild Apricot in which automatic renewal emails were not sent on July 1st and July 14th. After some discussion, it was decided that Bryce would send out an email to members who have not renewed their membership. Elizabeth also reports that NWA has two new members.
4. Vendor Coordinator update
	1. Donna McCrea not on present. No report provided.
5. Annual Meeting update
	1. Kellyn Younggren not present. No report provided.
6. Communications Committee updates
	1. Colleen shares the committee’s plans.
		1. Social Media: Instagram. Each state takes over NWA’s Instagram for one month. State reps would recruit people for each week of the month to post content throughout the week. From a past NWA survey, people said they wanted to see what people are doing at their institutions. State reps would also summarize Instagram posts in a blog post for those who do not follow Instagram. State reps signed up for months to take over.
		2. Blog: Bryce asks that state reps and Steve Duckworth do a call for blog contributors. Colleen proposes that the NWA blog features content from our institutional blogs/social media/newsletters. Highlighting or evening linking to articles from sites, not recreating work, to engage a larger audience for our own institutions articles.. Board members were supportive of the idea. Bryce asks board members to commit to writing two posts for the blog. State reps could talk about events happening in their state. The President, Vice-President, Treasurer, and Secretary would also be writing blog entries. Colleen offered to create a Google doc for people to sign up for posts.
	2. Website refresh update
		1. Rachael provides updates. The current templates offered by Wild Apricot will cripple the site when launched. There is no capability to put things in preview mode and then make the changes public. Refresh will need to be done in stages. There are 130 pages associated with website. Not all of them are active. The updates are scheduled to do website updates in the second half of August. Rachael asked state reps to notify members of the website refresh. Colleen will send out a reminder in the middle of August. Priority will be given to membership pages since people will need to renew their membership. The look of the website will be based on the blog’s design.
	3. Job posting vetting
		1. Rachael brings to the table the issue of job and internship postings on the website. There have been some issues with volunteer-run non-profit organizations that do not have an archivist on staff. They tend to have job postings that do not have details about the job, mostly because they do not know what an archivist does and the amount of time needed to do archives work. The most recent example of this is the Wilsonville Historical Society job posting. Rachael would like to add information on the job posting page, examples include examples of job and internship postings, a link to a government page that has the legal definition of what an internship is, and resources in which people can connect with consultants. During the discussion, there was support for adding the information, vetting job descriptions, and supporting non-profits in creating realistic job expectations. Colleen, Rachael, and Bryce will revisit this issue in November.
	4. Progress updates including social media, JWA, and the blog not called Easy Access was tabled.

At 3pm, people had to leave the meeting. Remaining attendees: Andy, Colleen, Brian, Bryce, Mary, Max, and Sara.

1. Native American Collections Roundtable updates
	1. Max reports that the roundtable is investigating funding for a networking event.
2. ByLaws Committee updates
	1. Procedure revisions: Bryce reminds the board of the budget report dates and refund policy changes in the procedures.
3. Procedures & Policies
	1. Documenting email discussions: Bryce and Mariecris shared their idea to record email motions in a running document. Board members support this method of recording email motions and votes.
	2. Waivers policy re-visited: Bryce would like to have the waiver policy completed as soon as possible so that it will be ready for next year’s conference. Mary advocates for waivers for non-members and non-archivists. There was further discussion about waivers. During the discussion, Bryce states that session chairs should be members of NWA and that they be in charge of getting waivers for their non-member or non-archivists panelists. The discussion ended with the plan to create clear guidelines in the procedures manual as to who will be awarded waivers. Andy and Colleen volunteer to come up with the language for the waivers. Max recommends that they look at the language in the procedures manual for guidance. The section says complimentary registration may be offered to speakers, workshop leaders, or session moderators who are not employed as archivists or are not from the NWA five state region. This decision is at the discretion of the Executive Board. It depends largely on whether NWA is meeting jointly and the composition of that organization.
4. State Representatives progress update & plans for the year tabled for next meeting.

Meeting adjourned at 3:18pm.