2018-19 NWA Executive Board

Meeting Agenda

September 28, 2018 | 2-3:00 pm PST

(712) 451-0265, access code: 326360

1. Role Call & Past Minutes Approval
2. RAAC survey assessing continued support of National Coalition for History (NCH) in 2019. (MARY)
   1. Does your organization consider RAAC's continued support of NCH to be worthwhile? (Yes/No/Free Response)
   2. Does your organization feel they have directly benefited from RAAC's NCH membership? (Yes/No/Free Response)
   3. Would your organization contribute money towards RAAC's membership in NCH? (No/If yes, please indicate how much in the second option)**\***
3. A Permanent Archives Month Fund (BRYCE)
4. Membership
   1. Coordinator report - Change WA member settings? (BRYCE)
   2. Bridge memberships revisited (BRYCE)
5. Annual Meeting updates (KELLYN)
6. Communications (COLLEEN)
   1. Blog - Board profiles
   2. Social Media report
7. Website refresh is live (BRYCE)
   1. Outstanding issues, comments, feedback?
8. State Representatives news, updates, & plans
   1. Washington (MEG)
   2. Montana (KELLYN)
   3. Oregon (ANDREW)
   4. Idaho (ASHLYN)
   5. Alaska (SARA)
9. Committee Reports discussion
   1. Vendor Coordinator (BRYCE)
   2. By-Laws (MAX)
10. Survey results from 2014 and 2017 (MARIECRIS)

**Reports**

**RAAC Liaison, Mary McRobinson**

For RAAC to continue with National Coalition for History at the level of a Sustaining Member, we need to raise $4,000 each year with a two year commitment.

For the period from January 2017 to January 2019, 15 of the 45 RAAC organizations contributed, at amounts varying from $50 to $1500. So, not all of the RAAC organizations contributed to the previous membership period.

We are not specifically asking all organizations to contribute, but we would like to know from all of the organizations their opinions of RAAC's membership with NCH and whether there is enough interest for RAAC's membership to continue.

**Membership Coordinator update, Elizabeth Russell, 2018-09-26**

We currently (as of 9/26) have **175 active members**.  
   
I have a response to the August minutes… The minutes state that “After a person stops paying their dues for two years, they get archived in Wild Apricot and cease getting emails. People don’t lose their benefits right away if they don’t renew.”  
   
This is incorrect. Our current **membership settings mean that individuals are archived as soon as their membership lapses, which we have set to 60 days after the renewal due date**. When they are archived they do not receive membership emails and do not appear in the membership list. Under our current settings, the only way to view these archived accounts is through the Contacts list. On the Simple Search tab, select Archived (excluded elsewhere) to see the lapsed members. Bear in mind that this list includes people from 2017 and further back. 74 lapsed members from 2018 is what I count from looking at the archived list.  
   
There are **pros and cons** for this membership setting. A **positive** effect: apparently those members disappear from our total users of the site, which as I understand it has something to do with the way Wild Apricot charges us. A **negative** effect: they disappear from our membership email list and we lose the ability to see them in analysis of our membership list.  
   
You’ll notice that our membership list does currently include one member listed as “lapsed.” I checked with WildApricot support since this was puzzling to me. Apparently, **if an archived member uses their log-in on the site but does not renew, they are taken out of archived status and appear again in the membership list as a lapsed member**.  
   
We could change the membership settings so that lapsed members would simply appear in the membership list as lapsed instead of being archived. Perhaps previous Boards/meeting minutes could speak to whether this was done in the past.  
   
It looks like the Board has requested that I do some analysis of previous years. I don’t think that is as easy as it sounds because of the fact that these members do not appear in the membership list anymore. I would agree that perhaps we don’t need to be too concerned with the lapsed members, since I think most will come back to us by the time of the annual meeting. **We have been adding members: within the past 30 days, we have added six new members**.

**Vendor Coordinator, Donna McCrea, 2018-08-28**

I wanted to give you an update on my work as vendor coordinator. At SAA I chatted with several vendors. I thanked Renee at Aeon/Atlas and Bob at Metal Edge/Hollinger for their sponsorship in person. I also thanked SpaceSaver, but the person at SAA was from their corporate office. I have e-mailed our spacesaver vendor and the other sponsors I missed at SAA a thank you and the following:

In my new role as NWA’s vendor coordinator I would welcome the opportunity to have a short phone conversation with you to learn about what you value as a vendor when you sponsor and attend archivists’ conferences, and how Northwest Archivists in particular can work with you in the future to ensure you feel your participation is rewarding. Please let me know if this is a conversation you would be willing to have. And if so, when might be a good time to reach you.

From my conversations with past sponsors at SAA (including Ancestry reps) this is what came through as important criteria:

* A vendor location with guaranteed traffic - for example, in an area immediately outside and as a main corridor between meeting rooms.
* Something that draws people to the vendor area. Such as a coffee break or near to the registration desk. (But a location central to natural traffic seemed better.)
* Dedicated times when people can (and will) visit their booths without conflicting scheduling (sessions, meetings, etc.)
* A clean hotel with friendly staff.
* Accurate information about the vendor exhibit day(s) given well in advance and not changed at the last minute.
* Clear communication about where they can send their supplies in advance, and trust that those materials will be cared for when they arrive.
* A decent place to eat - and one that stays open past 8pm.

This is what I’ve accomplished so far. I don’t plan to reach out to new vendors until I hear back from a few past sponsors to get a bit more info about wants and needs. I do think the set-up at the Hilton in Bozeman will accommodate the vendor expectations for space and traffic – we just need to have the NWA Board and program committee on board for scheduling no conflict times.

**Local Arrangements Committee Report, Heather Hultman, 2018-09-28**

The LAC met at the beginning of the month. We confirmed duties and discussed next steps. I connected Donna McCrea with one of the members that I asked to help sponsorships & door prizes. Kellyn connected me with a few of the Committee members as well.

The Gallatin History Museum has offered to host/provide the reception location at no fee. They've made suggestions as to catering services depending on what we want to serve. There was a question about the budget for the reception's eats/drinks. I haven't had a chance to look into this in any great detail.

A few questions popped up that I need to pass along, but unfortunately I'm out of the office at the moment & they're on my desk at work. I'll forward them at a later date for the next meeting.

**Professional Development, Education, and Awards Committee, Anneliese Warhank, 2018-09-26**

Nothing new to report.