NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING MINUTES

May 1, 2017 | 2:00-3:00 PST | Teleconference

Call (712) 451-0265, access code: 326360

Present: Erin Passehl Stoddart, Brian Johnson, Gwen Amsbury, Kellyn, Zach Wnek, Anne Jenner, Mary McRobinson, Bryce Henry

Absent: Max Johnson, Jennifer Greenwood, Charles Hilton, Jennifer O’Neal

1. Call to Order at 2:03pm
2. Approval of Minutes (April): Motion to approve made by Mary, seconded by Kellyn. Approved unanimously without amendments.
3. Agenda items
	1. NWA Boise conference updates
		1. Program Committee (Anne, Erin): 140 people have registered, well above the breaking even mark and into making a profit, includes extra sponsors signing on. 106 have said they will be attending the anniversary reception. 81 have said they are attending the business lunch. There were a couple cancellations for paper presentations, but nothing that has drastically changed the schedule. Anne, Erin, and Su Kim will have one last meeting on the 9th.
		2. Local Arrangements (Conor, Bryce, Erin): No updates except that Conor has added a good number of bios to the Google doc, but he cannot send along a final draft until he knows the locations for the sessions. Rooms will be assigned today, then Anne and Su Kim will proof the program before it goes to print. Still planning the conference reception, see if there is a possibility of having an open mic and having door prizes (Mary has not yet been able to follow up with the person who did door prizes last year, but will still try to contact them).
		3. Proposed cancellation fee for procedures manual (Gwen): Current procedures manual does not provide any guidance on a cancellation fee. Because last minute cancellations can impact things like catering counts and extra work for board members, it was proposed to introduce a cancellation fee. Using the SAA cancellation language as an example, will send out a proposal as an email so the board can vote to get it enacted for this year’s conference.
	2. 40th Anniversary Update and Budget (Mary, Erin): Committee scheduled to meet Thursday, May 4th. Still working on budget for Portland, but do have a venue for Portland (PARC/ASRC patio). Anniversary party for Boise is over fire code, but the brewery has a side room that they can open up for us. Since we’re 40 people over what it was estimated should there be a Costco sheet cake or just increase budget. Committee will talk about it when they meet on Thursday than email to board to vote on.
		1. Beer naming contest entries: 80 responses for the naming contest
	3. Nominations Committee update on spring election (Erin, Kellyn): Thanks to Diana and Kellyn for helping with elections and getting everything up so quickly. About a third of the membership has voted (74 respondents).
	4. PDEA Committee update (Bryce, Erin in lieu of Anneliese): Proposal sent out with agenda and minutes, and will be voted on at the Boise business meeting. Bryce asked if the board should we throw out both ideas to membership to vote or talk more as the board to throw out one. Brian suggested the membership should be polled to see if they want one or the other or another option. Erin believed it should be fine giving membership all options and letting them vote at the meeting. The proposal and options will be sent out to membership in advance of the meeting.
	5. Treasurer’s Report (Brian): This year Brian will give more of a presentation on how finances stand and why, in addition to the usual treasurer’s report at the membership meeting. Also, Brian hopes to discuss at the board meeting in Boise some of the things like comped memberships for scholarship awardees that are more work for certain officers to see if that is something that the board wants to offer or if they should be discontinued.
	6. Upcoming meetings in Boise (Erin)
		1. Agenda items for Board meeting (drafted agenda: <https://docs.google.com/document/d/1Wlziny0bIMd8v9Xjqqp_W6ov7pnfANcE9QZ6qfaQ2II/edit?usp=sharing>)
		2. Agenda items for membership luncheon meeting (drafted agenda: <https://docs.google.com/document/d/14CbtLGlufjOKXkUXMhj75MQfIL-mUFIhbs0grOeGkHg/edit?usp=sharing>)
	7. NWA website spam/comments (see Max’s email from March 21): The option to turn off comments on the website seems to be the best way to go since there are other ways to communicate through email and social media.

Vote to disable comments section of website: Brian moved to disable, seconded by Kellyn; passed unanimously

* 1. Other new business (open)
		1. Agenda for Boise board meeting coming together. Although it was considered as a possibility that absent board members could call in, it will not be feasible.

*Attachments: PDEA proposal*

Meeting adjourned at 2:50pm