NORTHWEST ARCHIVISTS EXECUTIVE BOARD MEETING AGENDA

July 10, 2017 | 10:00 – 11:00 a.m. PDT | Teleconference

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

Present: Meg Tuolama, Mary McRobinson, Bryce Henry, Brian Johnson, Sara Piasecki, Max Johnson, Gwen Amsbury, Jenifer Greenwood, Zach Wnek, Erin Stoddart, Crystal Rodgers

Absent: Kellyn Younggren

1. Call to Order: 10:01
2. Approval of Minutes (May)
	1. Amendments: 1:45 adjournment from membership meeting; change location for executive meeting in Boise

Motion to approve: Max

Second: Bryce

**Approved Unanimously**

1. Agenda items
	1. ~~40~~~~th~~ ~~Anniversary Update (Mary)~~
	2. Membership payment options. Should members have the option to pay more than one year in advance? (Gwen)

Motion (Max): Should we allow members to pay dues for multiple years of membership?

Seconded: Gwen

Yea – 0

Nay – unanimous

**Motion Failed**

**Action Item:** Mary will email Charles to let him know

* 1. Adding webmaster to State Representative "Saved searches" email lists (Bryce/Crystal): Done; social media as a way of reaching to non-members and hopefully getting new people interested in becoming members
	2. 2018 NWA Conference location: Anne Jenner has suggested Warm Springs and it seems like it may be about time to have a conference in Oregon; Alaska is due for a meeting, but is not equipped to host next year. Has any research been done on the Warm Springs location? Anne would be happy to put together a proposal if the board requests one with requirements; at least need to see what it will cost. Also have Larry put together a short info sheet: lodging, transportation, what makes the location good for an archives conference.
	3. Committee reports
		1. ~~Conference related:~~
			1. ~~Local Arrangements~~
			2. ~~Program Committee~~
		2. ~~Mentoring~~
		3. Communications/Publications: Jennifer leaving as Easy Access editor and going to work in advocacy for the city of Hillsborough. Good opportunity to figure out what EA should be and what the vision should be going forward. Only half of membership opens EA, so this leads to questions about what people want out of EA. Seems like the communications committee should be re-established to figure out how to reach more of the membership and perhaps there should be more than one person working on putting together EA. Crystal would like to put out a survey to the members to see what parts of the website the membership is using/visiting, what they go to the website for and if people are getting the info through other avenues. The first step is to fill out communications committee and make sure that the committee is included in policy and procedures and what it entails to make sure that its role is defined (also get the social media and webmaster roles defined). The board will continue discussion during the august meeting and then, once things are fleshed out, a survey will be sent out that includes asking how people want to participate (aiming for Sept/Oct).

**Action Item:** a week before next board meeting thesocial media/webmaster and EA editor will send a short write up on what they do and where they spend their time so there can be further discussion

**Action Item:** Crystal will create Google doc for brainstorming ideas for survey

* 1. ~~Task Force~~
		1. ~~Visionary~~
	2. NACR
		1. Report and request from Steve Bingo
			1. Seek approval for an option to include a checkbox to support the Roundtable upon registration or renewal. The proceeds would go to the NACR scholarship fund. **Erin and echoed by Max**- if we allow them to do that, we need to think if there’s anything else we should add as well as an option
			2. Seek permission to hold a Roundtable auction for the 2018 NWA conference. The proceeds would also go to the scholarship fund.

Motion to vote (Max): In favor

Seconded (Meg)

In favor: Unanimous

All opposed: 0

Abstentions: 0

**Motion Passed**

* + - 1. Re-up our scholarships with the third scholarship supported by the funds we bring in through the registration option and our fundraiser: In 2015 only awarded one scholarship, but in ‘16 and ’17 all three were awarded (with some repeat awardees). Seem to get more applicants than our other scholarships. Will need to clarify in the policies and procedures. Meg suggested that NWA have an option on the website to donate at any time and maybe send out reminders about it at certain times (conference times, tax season, etc.)

Action Items: look into if it’s possible to add a donate button

* + 1. Related [Mary]: I was talking with Veronica and Sibyl from Grand Ronde and they expressed interest in having a tribal focused NWA meeting with specific invites to tribal cultural resources experts from our region. Sort of a collaborative event. Just a seed but Steve Bingo and the roundtable are really active and it seems like there might be interest?

**Action Item**: put on as agenda item for August

* 1. Outstanding business:
		1. NWA sponsorship of *Journal of Western Archives* ($500 for 3-year commitment): Have been doing $500 for a 3-year commitment, we paid in 2016 and so we should be paid up through 2019 (unless we were late with a payment); Bryce looked into RACC and they don’t seem to be very active, as rep last year Erin received no updates (handed off to Mary with the presidency), so we should wait to see if they contact the board with any kind of information

**Action Item:**  Ask Gordon for clarification on payment and then continue discussion during the August board meeting.

* 1. Other new business (open): -

Meeting Adjourned: 11:07am