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Minutes

WAML Executive Board Meeting

Wednesday, September 25, 2024

9:00 am MST/ 8:00 am PST

Call meeting to order: 9:03 am MST

Officers in attendance:

- Meg Miller (President)
- Cheyenne Stradinger (Vice President)
- Jessica Brenner (Past President)
- Emilie Ducourneau (Secretary)
- Bruce Godfrey (Treasurer)

Absent: N/A

Other attendees: Angela Lee, Lena Denis, Jack Tieszen, Zoe Dilles ,Stephen Appel, Georgia Brown, Ken Rockwell, Alyssa Renteria, sam Hidde Tripp, Craig Haggit

Approval of minutes from last meeting:

- [2024-08-27 – Executive Board Meeting Minutes](#)
- Approved by email 08.30.2024

Officer Reports & Check-In

- Meg Miller (President)
 - Conference planning over/ ongoing- it's happening!
 - Email addresses (generic – in new business)
 - Conference manual update
 - Confusion over meeting vs. conference
- Cheyenne Stradinger (Vice President)



- Conference organization–every week for the past year!
- Jessica Benner(Past President)
 - Finalizing business meeting agenda
 - Finishing letters of appointment
 - Looking forward–projects that they can work on that would be useful
- Emilie Ducourneau (Secretary)
 - No report
- Bruce Godfrey (Treasurer)
 - Working with Meg and Cheyenne on conference finances

Actions approved over email by E-Board since [08.27] E-Board meeting

- None

Appointed Position Reports (to be covered at Business Meeting 09.27)

- Sarah Zhang (Information Bulletin Editor)
- Ilene Raynes (IB Book and Geospatial Resources Review Editor)
- Georgia Brown (IB Features Editor)
- Nick Beyelia (Membership Manager)
- Mike Smith (New Mapping Editor)
- sam hidde tripp (Social Media Manager)
- Zoe Dilles (WAML Archivist)
- Kevin Dyke (Web Administrator)

Updates from task forces, committees, etc. (to be covered at Business Meeting 09.27)

- Continuing Education (Kat Strickland)
- Communications Committee (Georgia Brown)
- Scholarship Committee (Jo-Ann Wong)



Old Business

- Pilar has finished indexing, indexes have been passed on to Sarah Z.
 - Pilar Wyman from Wyman Indexing
 - She has done at least two, indexing is now up to speed
 - Sarah needs to approve so that Bruce can pay the invoice for Pilar
 - ACTION: Jessica needs to follow up with Sarah about indexing and payment
- Social Media Manager honorarium
 - ACTION: Kat to reach out to sam and Amy to see how the honoraria will be portioned/ divided and will let Bruce know

New Business

- Addition of generic email addresses (useful or complicated?)
 - Google Workspaces non-profit – we're in the free tier, and can have 2000 users... right now we only have waml@waml.org, all other @waml.org email addresses are group addresses.
 - Different accounts tied to different managers, Eventbrite is a headless account..complicated to change it
 - Should there be generic email addresses to our account (ex treasurer@waml email not attached to a specific person)?
 - Tied to google for creating new emails...do we create new, separate emails for individual positions that have their own inbox?
 - Is there any interest in adding new emails? Meg would update policy and procedures and transition checklist
 - Bruce—it would be valuable for certain situations and make transfers easier
 - Jessica—emails make sense but we should be conservative. There needs to be a business need. Makes sense that we wouldn't have all these things tied to individuals
 - Would also solve the problem with the microsoft/ google email issues when adding people to the Google Drive
- Archivist & Mapping Editor honoraria
 - Kat was going to reach out for details on how the split was going to happen. Move honoraria from archivist to mapping editor? Other way around? New mapping position isn't paid but the archivist is?
 - Moving forward, Mike will not be paid for the position, in the past year Ken



filled in for Mike. Did Evan reach out to Mike? Do we have the \$350 to pay?

- ACTION: Meg will reach out to Mike to talk about honoraria
- ACTION: Meg-item for discussion at next meeting- distribution of the money
- Are any institutions Interested in hosting in the future? The Exec board has started making a list of possible locations.
 - Does the conference need to be in the west? We'd have to vote on locations...Maybe conference locations can be more flexible to draw in the people from east who are involved in WAML
- ACTION: Meg-in a future meeting, Exec board will look at WAML's list of principal locations/territory and decide how to go about meeting outside of the traditional WAML lines

Potential Social Media Announcements

- sam is doing daily announcements during the conference
 - Email chain, text group, Facebook group, Slack
- Virtual Symposium for October 10th
 - Wrap up from what happened in ABQ, sharing pictures
- Jessica-taking pictures of the event-can there be an announcement about how to share pictures. Is there something that sam would like to have done?
 - Conference package-social media links and connecting to a Google Drive folder for photos
 - Group photo

Next Meeting

- Tuesday, Oct 29th at 11:00 am PST

Meeting adjourned: [9:43 am MST]

Minutes submitted by Emilie Ducourneau (Secretary).

Approved by the Executive Board by email on **10/16/2024**



Action Items

Jessica

- ACTION: ~~Jessica needs to follow up with Sarah about indexing and payment~~

Kat

- ACTION: ~~Kat to reach out to sam and Amy to see how the honoraria will be portioned/ divided and will let Bruce know~~

Meg

- ACTION: ~~Meg will reach out to Mike to talk about honoraria-~~
- ACTION: Meg-item for discussion at next meeting- distribution of the money
- ACTION: Meg-in a future meeting, Exec board will look at WAML's list of principle locations/territory and decide how to go about meeting outside of the traditional WAML lines

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