



[< issue toc next >>](#)

Minutes

WAML Executive Board Meeting

Tuesday, October 29, 2024

11:00 am Pacific / 2:00 pm Eastern

Call meeting to order: 11:03 am Pacific

Officers in attendance:

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

Absent:

Other attendees: Georgia Brown, Dorothy McGarry, Ken Rockwell, Josh Center, Sarah Zhang, Jack Tieszen, Kat Strickland

Approval of minutes from last meeting:

- [2024-09-25 Executive Board Meeting Minutes](#)
- Approved by email 10/16/2024

Officer Reports & Check-In

- Meg Miller (President)
 - Conference is done and survey has been sent out, waiting for last few folks (presenters) to send slides for Archiving
 - Will present on the survey next month's meeting
 - Sponsors will be getting an email from me at the end of the month
 - Meeting scheduled (10/30) with Mike about honoraria



- Cheyenne Stradinger (Vice President)
 - Working with Meg on finalizing conference items
 - Need to talk with Bruce about next year’s conference
- Jessica Benner(Past President)
 - Looking for a Past President project
- Emilie Ducourneau (Secretary)
 - Is it important to have a registration for these meetings?
 - ACTION–Emilie will look at CSUN Zoom terms–do people need to register?
 - Jessica found notes–E-board meeting are open for members to attend...”Evan and Kat suggested using the registration feature in Zoom to (1) track expected attendees, (2) expedite members accessing the Zoom link, (3) make it easier to contact expected attendees in the event the meeting is canceled.”–09/07/2022 E-Board Meeting
 - It will be up to Emilie’s discretion to have members register or just a link to the meeting
 - Emilie will send a Zoom link for the meeting, no registration required
- Bruce Godfrey (Treasurer)
 - I believe the one remaining conference-related expense to pay is the scholarship lunch. All other major expenses have been cleared. To date this calendar year expenses have exceeded income. We awarded an additional scholarship and we are catching up on the IB indexing backlog.

Total Income	Total Expense	Overall +/-
\$11,566.41	\$14,308.87	(\$2,742.46)

- ACTION–Jessica will scan lunch receipt and send to Bruce

Actions approved over email by E-Board since September 2024 E-Board meeting

- N/A

Appointed Position Reports

- Sarah Zhang (Information Bulletin Editor)
 - IB new indexer–Pilar finished the index for the past two volumes. Sent PDF doc and Sarah updated the website. Also gave html so people can have



two options to search for terms. This is also good for accessibility, screen readers, etc. Kevin is looking into doing this (adding both PDF and html).

- See New Business
- 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.

- Continuing Education (Kat Strickland)
- Communications Committee (Georgia Brown)
 - [10/29/2024 WAML Communications Committee Minutes](#)
 - ACTION: Georgia will send the notes for Emilie to add in
- Scholarship Committee (Jo-Ann Wong)

Old Business

- Indexing payment for Pilar (Jessica)
 - The check was sent to Pilar. Check cleared
- Honoraria portioning for Archivist (Kat)
 - Did not confirm with Evan because he was at NACIS. Both remember that we were going to pay.
 - Meg-50/50 between Amy and sam?
 - Bruce already took care of this. The social media coordinator honoraria was settled at 50/50 for Amy and sam in the past, and 100% for sam in the future.

New Business

- Indexing the IB via EBSCO (Sarah)
 - EBSCO contacted Sarah about adding the IB to their databases. Talked about tech details. She confirmed that the lack of metadata and DOIs is not an issue. The technical side is solved. This is feasible. Jessica-Tom Brittnacher told her that the one issue for DOIs -no physical address. He



still has our ISSN in his name. So we should work with him to get it off of his account. This is our opportunity to mint our DOIs. Sarah—we can have the IB indexed in Google Scholar—increase our visibility/discoverability. Any drawbacks? EBSCO sent us the license agreement. Meg is editor of another association (ACMLA). They were also approached by EBSCO to be indexed in their database. The main point that Meg got was that this was not a predatory agreement. Who gets to keep ownership for third-party publications? Meg thinks that this seems like a great opportunity.

- Question about technical pieces—mint DOIs? No.
- ACTION Emilie will add in info from Sarah about this licensing info
- ACTION Sarah—will ask about having all of WAML’s content included
- How do we proceed with this licensing agreement? Negotiations? Who will take the lead? Should Meg, as president, take the lead? Jessica—Meg should be a part of an ad hoc committee (Meg, Jessica, Sarah, etc...) to work on this. An ad hoc group needs to be formed.
- ACTION Meg—reach out to Josh and Teresa
- Motion—Jessica proposes that we create an ad hoc committee to work on this. Meg seconds this. All in favor. Motion passes
- ACTION Meg—form an ad hoc committee to look at this licensing issues and get DOIs (work with Tom on this)
- Mid-winter Sounding Board (Meg)
 - Cheyenne and Meg talked about having a Mid-Winter sounding board. This year, we had a virtual symposium two weeks after the ABQ conference. Feedback was positive for having a virtual presentation option. More opportunities the better. In the future, the second meeting should not be two weeks after the conference. Possibly in February? In our Feb exec meeting, for the second part we have a sounding board—what do people think about this structure? Ken—would fill a hole that was left with having only one meeting a year. There is precedent with having a second one. Bruce—good opportunity for follow-up. There is a void with only a yearly meeting. Meg—ability to vent, talk things out in person. Jessica—logistics for February event “virtual WAML”—this is work that is happening outside of the VP year. Who will be planning this? Does the conference host play a role in it? We have to think about the labor that goes into this and the expectations for the president/VP role. Ken—scheduled at a different time? Meetings could run really long. Meg—should we send out a survey? Jessica—let people know that it will happen and plan it for February. Programming could be part of the continuing edu committee.



- Code of Conduct for conferences (Emilie)
 - Several instances of impropriety during the conference. We need to have a code of conduct and a way to report inappropriate behavior.
 - Between now and the next meeting, the Exec board needs to visit our code of conduct and suggest amendments. What a feedback mechanism could look like. Look at [NACIS Code of Conduct](#) as an example
 - ACTION-Exec board-look at other organizations (NACIS) to see what they are doing in terms of Code of Conduct (CoC) and reporting
 - If we use a form...what do we do then? How does exec board deal with the situation/appropriate measures to address the issue/complaint
 - * when we collaborate/co-host with another organization? What does this shared CoC look like, too?
 - ACTION-Emilie will attach NACIS CoC
 - ACTION- Meg with create a document where Exec can suggest edits to our current CoC [Code of Conduct](#)

Potential Social Media Announcements

- Georgia Brown interviewed Kathy Rankin for the features. She will send to sam when Georgia sends Sarah the file

Next Meeting

- Tuesday, November 26, 2024 11 am Pacific

Meeting adjourned: 12:20 pm Pacific

Minutes submitted by Emilie Ducourneau (Secretary).

Approved by the Executive Board by email on 11/01/2024

Action Items

Emilie

- ~~ACTION-Emilie will look at CSUN Zoom terms-do people need to register?~~



- ACTION Emilie will add in info from Sarah about this licensing info-
- ACTION Emilie will attach NACIS CoC

Jessica

- ACTION Jessica will scan the lunch receipt and send to Bruce

Georgia

- ACTION: Georgia will send the notes for Emilie to add in

Sarah

- ACTION Sarah-will ask about having all of WAML's content included

Meg

- ACTION Meg reach out to Josh and Teresa-
- ACTION Meg-form ad hoc committee to look at this licensing issues and getting DOIs (work with Tom on this)

5-7 people (Sarah, other Exec, Georgia?, call for other members?)

- ACTION Meg with create a document where Exec can suggest edits to our current CoC [Code of Conduct](#)

Cheyenne

- ACTION Cheyenne will look at Mid Atlantic Regional Archives Conference (MARAC) CoC and a couple of others (SAA, ALA).

Executive Board

- ACTION Exec board-look at other organizations (NACIS) to see what they are doing in terms of Code of Conduct (CoC) and reporting

[< issue toc next >>](#)