



Northwest Archivists, Inc.

PROCEDURES MANUAL

A How-to Guide to the Association's Business

Northwest Archivists, Inc.
2005

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1.0 Annual Meeting Site

Policy

A Site Selection Committee was established to provide the Executive Board with annual meeting site suggestions.

Committee Membership

The Chair of the Committee is appointed by the President of NWA. The chair appoints the other members with representation from at least two states other than the home state of the Chair.

Guidelines

1. Northwest Archivists, Inc. holds an annual meeting that occurs in the Spring, generally in late April or early May.
2. An attempt is made to circulate the meeting between the states of Oregon, Washington, Idaho and Montana. To date, it has been determined that meeting in Alaska is not monetarily nor logistically feasible for the membership.
3. An attempt is also made to balance the meetings between the east and west side of the Cascade Mountains.
4. The NWA Executive Board is responsible for selecting meeting sites and may solicit advice from the full membership.
5. Prospective locations must meet the following criteria:
 - a) A large enough **local** membership representation to form an effective local arrangements committee;
 - b) Convention facilities large enough to host the meeting;
 - c) Transportation facilities that allow the membership to travel to the site without undue time and/or financial burden;
 - d) Adequate local tourist and/or historical/cultural attractions; and
 - e) The likelihood of weather during the meeting that will accommodate travel and general enjoyment of the selected site.

Selection Timing

1. The Committee will make site recommendations at least 18 months in advance of the meeting.
2. The Executive Board will make its final decision as soon as possible after receiving Committee recommendations.
3. The Executive Board decision may be made via email vote, telephone conference call, or vote at the annual Executive Board meeting.
4. The President of NWA will immediately appoint a Local Arrangements Chair.
5. If site recommendations are made two years in advance of the Annual Meeting, the Board can decide to put selection to a vote of the membership at the annual meeting.

Joint Annual Meetings

1. The Site Selection Committee may suggest and explore joint meetings with other archives or history associations.
2. The Executive Board may direct the Chair of the Site Selection Committee or another appropriate NWA member to discuss joint meetings with other associations.
3. Site selection for joint meetings will be determined through discussions with representatives of the other associations.
4. Final decisions about joint meetings will be made by the Executive Board.
5. The division of responsibilities and costs for joint meetings should be determined as early in the planning process as possible.

2.0 Annual Meeting Local Arrangements

Policy

Northwest Archivists holds an annual meeting in the spring which includes workshops, general educational sessions, special presentations, a business meeting, and tours. The physical arrangements, tours, and certain administrative and programming aspects for the meeting are the responsibility of a Local Arrangements Committee (LAC), in cooperation with the Program Committee and in consultation with the Executive Board.

Committee Membership

1. The LAC plans and organizes the physical arrangements of the annual meeting, and is responsible for arranging for the conference hotel, special meals, certain speakers and/or entertainment, tours, and other aspects of the onsite administration of the meeting.
2. The NWA President appoints the LAC chair as soon as the annual meeting site is determined. The Chair should be a member who lives and works in the city where the meeting will be held.
3. The Chair appoints as many members to the LAC as he/she deems necessary to adequately undertake all of the duties required.
4. LAC composition should consist of NWA members who also live in or near the conference site. The LAC Chair may also select non-member allied professionals to serve on the Committee.
5. Chair should coordinate with committee members on scheduling two or three meetings to discuss and assign duties related to annual conference. These meetings can be conducted in person, by phone, or via email. The meetings should determine tasks to be completed, a schedule for completion, and the delegation of responsibilities among the Committee members.
6. The Chair serves as the liaison to the Program Committee.
7. The Chair coordinates with the Executive Board regarding any unusual expenditures related directly to LAC responsibilities.

LAC Responsibilities and Procedures

Hotel or Conference Site

Conference hotel selection should be the first job undertaken by the LAC because in many locations, room blocks for meetings are booked up to two years in advance.

1. Research and negotiate possible conference hotels before settling on a finalist.
2. Ask the previous local arrangements chair, president, and/or secretary/treasurer for advice and cost comparisons, and for the number of rooms to reserve for each night.
3. LAC chair should be prepared to provide the hotel with attendance and room figures from the previous two annual meetings.
4. The selection process will vary depending on the town size and conference facilities in the area.
5. Factors to consider when considering a conference hotel include:
 - a) hotel room rates,
 - b) room conditions,
 - c) handicap accommodations,
 - d) meeting room sizes,
 - e) existence of large rooms for plenary sessions, annual business meeting, etc.
 - f) audio-visual and Internet capacity,
 - g) vendor exhibit space,
 - h) onsite restaurant,
 - i) quality and price of hotel food,
 - j) proximity to restaurant services and off-site events,
 - k) and hotel parking.
6. Pricing negotiations should consider:
 - a) reduced or free usage of meeting rooms based on number of room nights sold,
 - b) meal costs for any hotel catered events,
 - c) AV equipment costs.
7. LAC chair recommends a conference hotel selection to the Executive Board which has final approval.
8. LAC negotiates final details of all meeting related contracts. **All contracts require the dual signatures of the LAC and the President.**
9. LAC monitors all contract deadlines.

Reception and Meals

1. Research, visit, and negotiate possible reception facilities.
2. Reception site issues to consider include:
 - a) rental cost
 - b) policies on usage including food and alcohol
 - c) catering
 - d) liquor license and cash bar issues
 - e) transportation from hotel to site, if needed
 - f) set up and clean-up responsibilities
 - g) possible programming, such as a tour of the facility, music, or other entertainment.
3. LAC chair negotiates and signs contract for rental of space.
4. Research, visit, and negotiate possible banquet facilities including conference hotel and area restaurants.
5. Banquet issues to consider include:
 - a) cost
 - b) menu, including special meal choices
 - c) transportation from hotel to site, if needed
 - d) entertainment or other programming.
6. LAC negotiates final details of all meeting related contracts. All contracts require the dual signatures of the LAC and the President.
7. Research and negotiate other meals and food events such as continental breakfast, luncheon, and beverages/snacks at the various breaks.
 - a) NWA traditionally has provided a continental breakfast for the Saturday morning business meeting which is included in the registration cost.
 - b) NWA generally has provided a luncheon program at an additional cost. The LAC should coordinate with the Program Committee to find an appropriate luncheon speaker.
 - c) Morning and afternoon breaks between session generally include complimentary coffee, tea, juice, soft drinks, and snacks or fruit. (LAC seeks sponsors for these)
 - d) If sessions are held at a site without a restaurant, coffee and tea should be made available during Friday morning registration.

Sponsors

1. LAC should investigate the possibility of finding sponsors to help defray the costs associated with various elements of the meeting.
2. Letters should be sent to potential sponsors inviting them to participate in hosting the meeting. The same solicitation package can be used for contact with potential sponsors and vendors.
3. Meeting events that traditionally have received some sponsorship include the Thursday night reception, one or more breaks between sessions, and banquet or reception entertainment.
4. Sponsors may give direct cash payments for an event, purchase ads in the final program, or provide in-kind services.
 - a) Seattle Area Archivists has in recent years sponsored a break
 - b) In-kind sponsorship should also be explored.
 - c) Entertainers have agreed to perform free of charge or at a reduced fee.
5. Explore whether a local institution has the ability to offer equipment or other resources for conference activities such as audio/visual equipment, transportation, gifts.
6. LAC chair should ensure that the names of vendors and sponsors are included in the published conference program.

Local Amenities and Attractions

1. Establish contact with local chamber of commerce or visitor association to provide conference planning assistance and registration packet information.

Tours

1. Research and negotiate tours.
2. Possible activities may be associated with local history, archival or museum institutions, and outdoor recreation.
3. Arrange transportation if needed.
4. Arrange for food or a restaurant stop if needed.

Exhibitors

1. Vendor registration forms and cover letters should be sent out at least three months before the conference dates. (See Appendix D)
2. Assign one person to oversee vendor accommodations, to distribute brochures and flyers, and to act as the contact between vendors and the local arrangement representative. This individual should maintain the checks until the annual meeting.
3. LAC should ensure that there is adequate vendor exhibit space at the conference hotel.
4. An LAC rep should be available on the day that vendors set up exhibits to assist with any potential problems or issues.

Registration

1. Pre-registration materials should be sent out in the issue of Easy Access that precedes the annual meeting. It should include:
 - a) A preliminary conference program
 - b) Hotel information including room costs, reservation deadlines, and telephone number
 - c) Travel information including airports, shuttles, and directions for driving
 - d) Information about special events including reception, banquet, other meals
 - e) Tour information including times and cost
 - f) Description of pre-conference workshops including time and cost.
 - g) Registration forms or details about online registration.
2. The LAC should coordinate with the Secretary/Treasurer and Easy Access Editor on acquiring and using membership lists for other professional organizations throughout the region. This gives the association a chance to reach out to potential new members.
3. LAC chair should coordinate with the Secretary/Treasurer on all costs associated with local arrangements.
4. The Executive Board approves all registration costs including registration, meals, and tours.
5. Complimentary registration should be offered to speakers, workshop leaders, or session moderators who are not employed as archivists or are not from the NWA five-state region.

6. LAC will explore whether online registration is an option and make a recommendation to the Executive Board. Otherwise, registration forms and payments are sent to the Secretary/Treasurer.
7. LAC is responsible for gathering materials that will go in registration packets and for "stuffing" packets.
8. LAC and the Secretary/Treasurer and/or Membership Coordinator coordinate generation of name tags and attendees list.
9. Coordination between the Program Committee, Local Arrangements Committee, and the Executive Board should be clearly defined.

Onsite Management

1. At the time of the conference the Local Arrangements and Program Committee members should coordinate to ensure the following tasks are covered:
 - a) designate individuals to verify that room and audio-visual equipment are functional; * provide signage to post for each session room;
 - b) assign individuals to manage the registration desk (registration packets, name badges and conference program);
 - c) be available to answer questions about facilities, services, and transportation.

Other

1. Assign committee member to contact institutions regarding door-prizes. Get list of NWA members' from NWA directory or the Secretary/Treasurer.
2. When soliciting donations of door-prizes or supplies from vendors or other organizations, offer use of Northwest Archivists' tax identification number so the donation can be claimed as a tax write-off.
3. The President or Secretary/Treasurer sends thank you letters on NWA letterhead acknowledging non-member organizations that have contributed time or resources to the meeting.
4. The LAC makes arrangements for all transportation from the hotel(s) to meeting sites. This includes the opening reception, banquets or luncheons not at the hotel, and for sessions not held at the hotel.

3.0 Annual Meeting Program Planning

Policy

Northwest Archivists holds an annual meeting in the spring which includes workshops, general educational sessions, special presentations, a business meeting, and tours. The program for the meeting is created by a Program Committee in coordination with the Local Arrangements Committee and in consultation with the Executive Board.

Program Committee

1. The Program Committee plans and organizes the programming portion of the annual meeting, and is responsible for arranging meeting sessions and workshops, and securing presenters.
2. The NWA President appoints a program chair at least one year prior to the annual meeting.
3. The Chair appoints as many members to the Program Committee as he/she deems necessary or appropriate.
4. Program Committee composition should consist of members who represent different parts of the NWA region and different types of institutions.
5. Chair should coordinate with committee members on scheduling two or three meetings to discuss and assign duties related to annual conference program. These meetings can be conducted in person, by phone, or via email. The meetings should determine such topics as a conference theme, conference sessions and workshops, and possible featured/session speakers or instructors.
6. The Chair serves as the liaison to the Local Arrangements Committee.
7. The Chair coordinates with the Executive Board regarding any unusual expenditures related directly to Program Committee responsibilities.

Theme

1. The program committee may decide to establish a conference theme or special format for sessions and presentations.
2. The Program Chair seeks theme approval from the Executive Board before making a final decision.

Workshops

1. NWA offers two or more pre-conference workshops.
2. The Chair consults with the Executive Board and the Education Committee Chair regarding potential workshops.
3. The Committee contacts national organizations (SAA, NEDCC, AMIGOS, etc) to arrange for a workshop.
 - a. Arrangements for these workshops need to be made consistent with the deadlines established by the presenters.
 - b. Notification of these workshops to the NWA membership should be made consistent with registration deadlines established by the presenting organizations.
 - c. Registration for these workshops should be the responsibility of the presenting organizations.
4. Solicit workshops and instructors from within the NWA membership or allied regional groups.
5. The Chair negotiates the workshop registration fee for any workshops offered by members or regional institutions.

Sessions

1. The Committee is responsible for choosing session topics
2. The Committee should consider the following when developing session ideas:
 - a) previous SAA conference programs or other regional archival/information associations;
 - b) the previous NWA meeting's evaluation forms;
 - c) topics discussed in recent professional literature or "hot topics;"
 - d) current projects in the region, especially regional or cooperative ventures.
3. The Committee should also develop a program proposal form to be submitted to the general membership by publication in the June or September issues of Easy Access.
4. Try to attract workshop instructors and session moderators/speakers from throughout the NWA region, as well as from allied associations and professions.

5. Developing contacts and participation from outside the organization is encouraged, including record managers, administrators, lawyers, museum curators, journalists, academics, etc.

Special Presentations

1. The Committee may develop special programming idea such as keynote speakers or plenary sessions.
2. Try to attract prominent or entertaining guest speakers who may inform and/or entertain conference attendees.
3. The Chair should work with the Local Arrangement Committee in locating special speakers from the meeting location.

Finalizing the Program

1. Determine the "final program" (including speaker commitments, workshop and session schedule) and divide conference session responsibilities between committee members.
2. Committee members select moderators for the sessions for which they are responsible.
3. The Committee ensures the moderators understand their responsibilities, including:
 - a) contacting scheduled speakers for confirmation and
 - b) reminding them of the session format (panel discussion, traditional presentations, fundamental instruction).
 - c) ask speakers for audio-visual needs/requirements and biographical information from session participants.
 - d) coordinate with the program committee on these issues.
 - e) keeping presenters within allotted times.
4. The Committee should ensure that speakers understand their roles in the session and the time constraints associated with a 90-minute session.
5. The Committee should ensure that speaker understand they have the following responsibilities:
 - a) providing biographical and abstract information to the session's moderator,
 - b) communicating clearly their audio-visual requirements, and
 - c) preparing audience handouts.
6. The Committee may prepare a moderator/speaker letter that outlines these responsibilities.

Publish Preliminary Program in Easy Access/Publicity

1. Program Committee Chair should provide the Easy Access editor with a program outline at least 3 months prior to the conference dates, or by a deadline date established by the editor of Easy Access.
2. Program information should include an introduction, a conference schedule and descriptions of each workshop and session, special programs, and a registration form.
3. Chair coordinates with the Local Arrangement Chair to provide, a brief history describing the conference location, information about tours, a flyer regarding the hotel accommodations, travel information, directions to the conference site with a map, reception and banquet arrangements, transportation between events (if necessary), and any other local arrangements information deemed appropriate.
4. Chair issues press releases about the meeting program, offerings, and activities to the SAA newsletter's Archivists Calendar and other appropriate forums.

Final Program

1. A final version of the conference program is produced in coordination with the Local Arrangements Committee prior to the meeting for inclusion in registration packets.
2. The program should include information about the conference workshops, sessions, tours, and dinner/lunch banquets.
3. Specific session information should include session title, session time, room or location, speakers' names, and a brief description of the session topic/format.
4. The final program should be given to the Easy Access editor with enough time for copies to be printed and available at least two days before the start of the meeting.

During the Meeting

1. The Program Committee and Local Arrangements Committee work together to ensure all aspects of the meeting run smoothly.
2. Ensure session needs are met, especially related to AV equipment.
3. Coordinate with the host hotel regarding specific meeting related needs.
4. The Program or Local Arrangements Chair coordinates with the Secretary/Treasurer to ensure that any necessary honoraria are paid.

5. Program Committee distributes conference evaluation forms and session proposals forms for the next meeting, then collects, summarizes, and forwards the results to the Program and Local Arrangement committees for the next year's meeting.

4.0 Nomination of Executive Board

Policy

Article IV, Section 4 of the NWA By-laws establishes the structure and role of the Nominating Committee. The Committee selects a slate of candidates for the annual election and presents the election ballot to the membership.

Committee Membership

1. The immediate past president of NWA serves as the Chair of the Nominating Committee.
2. The Chair appoints two NWA members to serve on the Committee provided they are from different states and that neither is from the same state as the Chair. Committee members should represent some reasonable diversity in type of repository.
3. One Committee member should be a current state representative..

Guidelines for Selecting Candidates

1. The Nominating Committee is responsible for finding candidates for the following offices:
 - Vice-President/President-Elect;
 - Secretary/Treasurer; and
 - State Representatives, one each from the five states.
2. Candidates must be NWA members in good standing. Candidates may not be current Nominating Committee members.
3. Candidates for Vice-President/President-Elect should be members who have served in leadership positions within NWA or some other archival association and have familiarity with the history and issues before NWA.
4. Candidates for Vice-President/President-Elect should have the institutional support and capability to initiate conference calls to conduct mid-year board meetings.

Procedures

1. The Committee will solicit nominations from the general membership by publishing a nominations form in the fall and winter issues of *Easy Access* preceding the election.
2. Individual members may nominate themselves.
3. The Committee will also develop its own list of candidates, if necessary.
4. The Committee members will select a slate of candidates that will include at least one candidate for each position up for election in the given year. The slate will be prepared by February 1 of each year.
5. Candidates should prepare a brief resume of professional experience (including service to professional organizations), a short (100 words or less) candidate statement and submit a photograph to the Nominating Committee.
6. The Nominating Committee will prepare and mail a ballot and statements from each of the candidates to all current NWA members on March 1 of each year. Ballots should be designed so that members in each state vote only for their own state representative, and should include a provision for mailing back the ballot (either a folding postcard or self-addressed envelope). This is a separate mailing from *Easy Access*. State representatives are to send out an email reminder to vote to all their members by March 10.
7. All ballots will be mailed back to the chair of the Nominating Committee and should be postmarked by March 20. Ballots will be counted by the Committee chair by March 30. Ballots may not be counted by an individual running for a NWA office.
8. Ballots shall be retained until after the Annual Meeting, at which time they can be discarded.
9. Election results will be announced at the Annual Meeting and in the next available *Easy Access*.

5.0 Voting

Background

The NWA By-Laws vests certain powers in the general membership including decisions regarding dues, election of officers, and amendments to the By-Laws. Different voting requirements are established for each decision process.

5.1 Dues

Policy

Article I, Section 3 of the By-Laws stipulates that changes in dues are made by majority vote of the membership attending the annual business meeting.

Procedures

1. The Executive Board may recommend changes in the dues structure.
2. Recommendations regarding dues must be submitted to the general membership at least 30 days prior to the Annual Meeting.
3. Changes in dues are voted on at the Annual Meeting.
4. Such changes can be made by a simple majority of those present provided they constitute a quorum.
5. The vote will be a voice vote; if the outcome is not certain, a division of the house may be called.
6. If a majority of the membership attending the general meeting stipulates, the dues vote may be by secret ballot.

5.2 By-Laws

Policy

Amendments to the By-Laws are governed by Article VI of the NWA By-Laws.

Procedures

1. Any member may propose changes to the By-Laws.
2. Proposals must be filed with the Secretary/Treasurer at least 60 days prior to the Annual Meeting.
3. The Secretary/Treasurer will notify the general membership of the proposed amendment at least 30 days prior to the annual meeting.
4. Amendments to the By-Laws must be approved by two-thirds of the members present at the Business Meeting, provided they constitute a quorum.

5.3 Elected Officers and Board Members

Policy

The election of the Executive Board is governed by Article IV, Section 4 of the By-Laws.

Procedures

1. Officers and State Representatives constituting the Executive Board are elected by mail vote.
2. A simple majority from the ballots returned is required to elect officers and directors.
3. The Chair of the Nominating Committee ensures that the ballot is mailed to the general membership at least 30 days prior to the Annual Meeting.
4. All ballots will be mailed to the chair of the Nominating Committee.
5. The chair and the Committee (as needed) will count the ballots. The ballots may not be counted by an individual running for a NWA office.

6. The Nominating Committee Chair will announce the results of the election to the Executive Board and the winners prior to the annual meeting.
7. The Nominating Committee Chair will announce the results of the election to the general membership at the annual business meeting.

6.0 NWA Scholarships Committee

Policy

The purpose of the Scholarships Committee is to develop, promote and administer the scholarship and professional development awards approved by the Northwest Archivists Association membership. The Northwest Archivists Association is currently committed to \$1,400 annually in support of four scholarships, described below.

Committee Membership

1. The Committee is comprised of a Chair and two to four other members.
2. The Committee Chair is appointed by the NWA President.
3. The Committee members are selected by the Chair.
4. The Committee Chair is responsible for developing, implementing and recording committee functions, and representing committee activities to the NWA Board and general membership.
5. Term of service for all members is three years, with an option to serve a second consecutive term.
6. All Committee members must be members in good standing of NWA.
7. Members of the Scholarships Committee are ineligible to apply for NWA sponsored scholarships during their term of service and for one year thereafter.

6.1 Western Washington University Student Awards (Two Awards)

Background

A single \$300 scholarship was first approved by the NWA membership in late 1992, to be applied the following year. A second \$300 scholarship was approved in 1994 for use beginning in 1995.

Intent

These scholarships are intended to support individuals who have chosen to begin or enhance their professional career as students in the Graduate Program in Archives and Records Management at Western Washington University. In particular, they are timed to support student internships, which are generally scheduled to begin in the Spring Quarter of each academic year.

Guidelines

1. Applicants must be enrolled full time in the program cited above, and expected to have completed two quarters of coursework by the time of award.
2. Recipients are not required, but encouraged to attend the NWA Annual Meeting for a formal award presentation.
3. Scholarship funds must be used to allay direct educational costs, and may not be used to purchase supplies or equipment.

Application and Selection Procedures

1. Members of the Western Washington University History Department's Scholarships Committee set and administer application and selection criteria.
2. The Program Director provides the NWA Scholarships Committee with a written description of these general procedures and criteria, and any significant revisions that are applied.
3. The selection of recipients must be completed by early Spring Quarter of each academic year.

4. The Program Director provides the NWA Scholarships Committee Chair with a brief biographical profile of each selected recipient, including any specific professional interests and goals.
5. This communication must occur in advance of the NWA Annual Meeting.
6. Scholarship recipients are announced and introduced to the NWA membership at the Association's annual business meeting by the Chair (or the Chair's representative) of the NWA Scholarships Committee.
7. If in attendance, recipients are presented with their award at that time. If not in attendance, the Committee Chair presents the award to recipients by standard mail shortly following the NWA Annual Meeting.

6.2 At–Large Student Award

Background

Interest in this scholarship grew out of discussion about application eligibility criteria for the second Western Washington University scholarship. NWA membership approved a \$300 award at its 1999 Annual Meeting, and the first recipient was selected in Spring, 2000.

Intent

This scholarship is intended to support college-level students to develop their interest in archives administration as a career choice. It is intended as a resource for archival students from the NWA region, who are members of NWA and are attending archival training programs other than Western Washington University. Participation in research projects and internships, or attendance at related conferences, seminars, workshops and institutes is encouraged.

Guidelines

1. Applicants must be enrolled full time in an accredited higher education institution in Alaska, Washington, Oregon, Idaho or Montana.
2. They must have completed a minimum of 160 quarter-system undergraduate credits (or 110 semester-system credits).
3. Students already admitted to the Graduate Program in Archives Administration and Records Management at Western Washington University are ineligible.
4. Recipients are not required, but are encouraged to attend the NWA Annual Meeting for a formal award acknowledgement.
5. Scholarship funds must be used to allay direct educational costs, and may not be used to purchase supplies or equipment.
6. The scholarship related usage may occur at any time during the calendar year following application.

Application and Selection Procedures

1. Members of the NWA Scholarships Committee set and administer application and selection criteria.
2. Annually, the Committee ensures that adequate promotion and solicitation of applicants is included in the Summer and Fall issues of *Easy Access*.
3. The annual application postmark deadline is March 1. Applications are directed to the NWA Scholarships Committee Chair.
4. Required items in an application include a completed application form, a formal letter of application stating the applicants interest in archives administration and describing the proposed activity or project, and a current resume. Optional items may include a letter of recommendation and printed materials associated with the proposed educational opportunity. Electronic applications are encouraged.
5. Selection of a recipient is completed within the following month. The selection process is as follows:
 - a) The Chair first distributes all application materials of each applicant to all Committee members. Electronic means of distribution may be used.
 - b) After reviewing these materials, each Committee member then narrows the field to three applications, ranks them in order of relative preference, and reports this information back to the Chair.
 - c) When all Committee members have reported back, the Chair compiles a relative numerical scale for the applicant pool. Each first place recommendation is given 3 points, 2 points for a second place recommendation and 1 point for third place. All points assigned to identified applications are tallied. The application with the highest number of points is the Committee's numerical selection.
 - d) The Chair reports this selection to Committee members for approval, and facilitates resolution of any remaining concerns.
6. The Chair notifies all applicants of results by April 1.
7. Scholarship recipients are announced to the NWA membership at the Association's annual business meeting by the Chair (or a representative) of the NWA Scholarships Committee.
8. The Chair coordinates disbursement of scholarship funds according to the preference of the recipient.

6.3 Professional Development Award

Background

NWA membership approved a \$500 award at its 1999 Annual Meeting, and the first recipient was selected in Spring, 2000.

Intent

This scholarship is established to promote the professional development of practicing regional archivists by such means as attendance at workshops, institutes, conferences or other training opportunities. Specifically, it is intended as a resource for colleagues who are self-employed or receive inadequate employer-provided assistance for professional development.

Guidelines

1. Applicants must be currently engaged in the archival profession, broadly defined, in Alaska, Washington, Oregon, Idaho or Montana, and have a minimum of one year FTE paid or unpaid professional experience.
2. Current individual membership in NWA at the time of application is required.
3. Applicants should have limited or no access to institutional funding for continuing education activities.
4. Nominations by another party will not be considered.
5. Scholarship funds must be used to allay direct educational costs, and may not be used to purchase supplies or equipment.
6. The scholarship related usage may occur at any time during the calendar year following application.
7. Recipients are encouraged to attend the NWA Annual Meeting for a formal award acknowledgement, and are expected to provide a description of the scholarship related activity, when completed, in a subsequent issue of *Easy Access*.

Application and Selection Procedures

1. Members of the NWA Scholarships Committee set and administer application and selection criteria.
2. Annually the Committee ensures that adequate promotion and solicitation of applicants is included in the Summer and Fall issues of *Easy Access*.
3. The annual application postmark deadline is November 15. Applications are directed to the NWA Scholarships Committee Chair.
4. Required items in an application include a completed application form, a formal letter of application, a statement regarding the intended professional development activity, and a current resume. Electronic applications are encouraged.
5. Selection of a recipient is completed within the following month the application deadline . The selection process is as follows:
 - a) The Chair first distributes all application materials of each applicant to all Committee members. Electronic means of distribution may be used.
 - b) After reviewing these materials, each Committee member then narrows the field to three applications, ranks them in order of relative preference, and reports this information back to the Chair.
 - c) When all Committee members have reported back, the Chair compiles a relative numerical scale for the applicant pool. Each first place recommendation is given 3 points, 2 points for a second place recommendation and 1 point for a third place recommendation. All points assigned to identified applications are tallied. The application with the highest number of points is the Committee's numerical selection.
 - d) The Chair reports this selection to Committee members for approval, and facilitates resolution of any remaining concerns.
6. The Chair notifies all applicants of results by December 31.
7. Award recipients are announced to the NWA membership at the Association's annual business meeting by the Chair (or a representative) of the NWA Scholarships Committee.
8. The Chair coordinates disbursement of funds according to the preference of the recipient and in compliance with intent of the award.

7.0 Merle W. Wells/John F. Guido Distinguished Service Award

Policy

The Merle W. Wells/John F. Guido Distinguished Service Award is an occasional honor that recognizes a Northwest Archivists member who has made significant, sustained contributions to the activities and welfare of the association, or an institution that supports the goals of Northwest Archivists through service to the association.

Background

The NWA Board voted at the 2001 annual meeting to establish the Merle W. Wells/John F. Guido Distinguished Service Award. The award is named for Merle W. Wells, one of the charter members of NWA, and John F. Guido, a former president of the Association.

Frequency of Award

NWA may give no more than one Service Award per year, and nothing in this policy may be construed to require that an award be given each year. When the Award is given, recipients will be announced at the Annual Business Meeting.

Committee Membership

1. The Award Committee will be comprised of five members in good standing of NWA.
2. It will include the Vice-President/President-Elect who will serve as Committee Chair, one member appointed by the President from among the State Representatives, and three members at-large appointed by the President in consultation with the Committee Chair.
3. The three at-large members may be re-appointed annually for up to three years.

Guidelines

1. The award is given for lifetime service of a high caliber to NWA and exceptional service on particular projects or activities that benefit NWA.
2. Recipients of the award will have a long record of regular contributions in one or more of the following categories:
 - a) serving as an elected officer of NWA
 - b) serving on NWA committees
 - c) participating on programs
 - d) supporting the work of NWA in other professional activities

Procedure

1. Nominations for recipients of the Service Award may be generated by any NWA member in good standing or by the Award Committee.
2. The Committee will create a nominations form and publish it in Easy Access.
3. The first Award Committee will establish additional procedures, if needed, and establish a nominations deadline and be responsible for any revision of these as required.
4. Recipients of the award will be announced and honored at annual business meetings.

Form of Award

(A decision on the form of award will be made by the first Award Committee. The cost will be approved by the Executive Board.)

8.0 Retirement Recognition

Policy

The purpose of the Retirement Committee is to honor NWA members who have retired during the year between annual meetings.

Committee Membership

1. The Committee is comprised of a Chair and such number of committee members as the Chair deems necessary.
2. The Chair of the Committee is appointed by the President of NWA.
3. The Chair of the Committee appoints the other members of the committee.

Guidelines

1. Honorees must have been active members of NWA for a minimum of five years;
2. must have made significant contributions to the organization in areas that include leadership, committee participation, program participation;
3. must have made general contributions to the archival profession in at least one of the following areas--leadership, education, and scholarship.

Application/Selection Process

1. Committee members will solicit names from State Representatives and other NWA members, as appropriate, of individuals who have retired during the previous year.
2. State Representatives will provide names to the Committee along with any of the information noted in the Guidelines that they may have.
3. The committee will gather information required in Guidelines.
4. The committee will recommend recognition and the form the recognition should take.
5. The Board of Directors makes the final decision on who will be recognized.

Privileges extended

1. Lifetime membership at no charge, including receipt of Easy Access, membership directories, and other special mailings;
2. Member registration fees for annual meetings, workshops, and other NWA events.

9.0 Job Postings on NWA Web Site

Policy

As a service to members, job opening are posted on the NWA website at no cost. The web site is currently hosted by Oregon State University.

Guidelines

1. Only job openings in Alaska, Idaho, Montana, Oregon, and Washington will be posted.
2. Announcements must include all the information necessary for candidates to submit complete applications, including an email address to contact for additional information.

Procedure

1. Electronic versions of the job announcement should be sent to the NWA job listing coordinator. As of 4/2002, Elizabeth Nielsen at Elizabeth.Nielsen@orst.edu.
2. Job announcements will be placed on the web site as soon as possible after they are received
3. Job postings will remain posted until the deadline for application.
4. If the position is advertised as open until filled, the posting institution will specify an end date for posting or will contact the web site coordinator when the position is filled.

10.0 Distribution of Northwest Archivists, Inc. Mailing List

Policy

The Northwest Archivists, Inc., will under specified conditions distribute its membership mailing list to allied professional organizations, institutions, and vendors.

Guidelines

1. The NWA will provide a one time use of its membership mailing list that includes name and postal addresses only.
2. The NWA Board establishes the fees to be charged for use of the mailing list. As of September 2004, those fees are:

a) Commercial Vendors	\$100
b) Organizations and Institutions with a total membership of 500 or more	\$ 30
c) Organizations and Institutions with a total membership of less than 500	no charge
3. Advertising in the NWA newsletter, Easy Access, entitles a vendor, upon request to one free copy of the mailing list during the calendar year in which the advertisement appears.
4. The NWA membership application provides the member with an opportunity to request that his/her name be excluded from mailing list distribution outside the NWA.

Procedures

1. Vendors, institutions, and organizations must request a copy of the Northwest Archivists, Inc. Mailing List Request Form (see Appendix F).
2. The Request Form is returned to the NWA Membership Coordinator.
3. The NWA Board has authority to approve all mailing list requests based on the established guidelines.
4. The NWA Membership Coordinator will provide the mailing list to the requestor upon approval.

11.0 Professional Advocacy

Policy

Northwest Archivists, Inc., recognizes the importance of advocating on behalf of the interests of the archival profession and archival institutions at the regional and national level. NWA, therefore, has established an ad hoc committee to be known as the Advocacy Committee.

Guidelines

1. The Advocacy Committee will provide leadership and direction on issues of policy importance to the archival profession both at the regional and national level.
2. The Committee will act as a primary point of contact for NWA members and other interested parties to submit issues of concern to archives and the archival profession.
3. All direct advocacy actions taken by the committee must be approved by the NWA Board.
4. NWA State representatives will assist the committee by acting as liaisons at the state level and by disseminating information to the membership.

Committee Membership

1. The Advocacy Committee will be comprised of at least three members.
2. It will include the immediate past president who will serve as Committee chair, the president, and the vice-president/president-elect.
3. Additional Committee members may be appointed by the chair as needed, provided those appointed are members in good standing of NWA.

Responsibilities

1. The Committee will monitor ongoing archival issues at the national and regional level, including acting as a liaison to the Society of American Archivist, and submit periodic updates to the NWA membership and board

2. The Committee will evaluate advocacy issues submitted to it and provide recommendations for action to the NWA board.
3. The Committee will respond to issues occurring in the NWA five-state region on behalf of the organization.
4. The Committee will advocate for NWA at the regional and national level.
5. The Committee will write letters and make public statements for issuance by NWA.

Appendix A

By-Laws of Northwest Archivists, Incorporated

Article I. Name, Membership, and Dues

Section 1. The name of this organization is Northwest Archivists, Incorporated. Northwest Archivists, Incorporated is incorporated as a non-profit organization under the laws of the state of Idaho.

Section 2. Any person interested in the preservation and use of archival materials who applies for membership and who pays the necessary dues shall become a member of Northwest Archivists, Incorporated.

Section 3. Annual dues shall be determined by a majority vote of members attending the annual business meeting.

Article II. Annual Meetings: Schedule, Quorum, and Agenda

Section 1. Northwest Archivists, Incorporated will hold at least one meeting a year to transact any business brought before the meeting and to provide a program of general interest. The meeting date will be determined by the Executive Board.

Section 2. Special meetings may be called by the President, with the consent of a majority of the Executive Board, or at the written request of ten percent (10%) of the membership of Northwest Archivists, Incorporated.

Section 3. The membership must be notified at least ninety days in advance of an annual meeting and thirty days in advance of a special meeting.

Section 4. 10% of the Northwest Archivists, Incorporated membership will constitute a quorum.

Section 5. The Executive Board will meet as directed by the President. Four voting members of the Executive Board, one of whom must be the President or Vice-President, will constitute a quorum.

Article III. Terms of Office, Elections, and Duties of the Officers and Directors

Section 1. The officers will be a President, a Vice-President, and a Secretary-Treasurer. The Vice-President shall serve as President-Elect of the corporation and shall automatically become President at the adjournment of the annual meeting the year

following his or her election.

Section 2. The terms of office of the President and Vice-President shall be one year and of the office of Secretary-Treasurer two years. The President and Vice-President shall assume their duties and receive their predecessor's files at the adjournment of the annual meeting at which they are elected. The Secretary-Treasurer shall assume his/her duties and receive his/her predecessor's files at the end of the fiscal year immediately following the annual meeting at which they were elected.

Section 3. The government of the corporation shall be vested in an Executive Board composed of the three elected officers, the immediate Past President, and five directors. The five directors shall be elected, based upon regional representation, one each from the states of Alaska, Idaho, Montana, Oregon, and Washington, for terms of two years with two being elected at one annual meeting in one year and three being elected the following year.

Section 4. Candidates for officers and directors, as selected by the Nominating Committee, shall be elected by a majority of members returning votes by mail prior to the annual meeting. The new officers will be announced and introduced at the annual meeting.

Section 5. In the event of a tie vote, the Nominating Committee shall offer a second ballot containing only the names of the tied nominees within fifteen (15) days of the first tally. These ballots shall be returned to the Nominating Committee within fifteen (15) days.

Section 6. The President shall have executive supervision over the corporation within the scope provided by these by-laws, shall preside at all meetings, and shall report annually on the activities of the corporation. The President shall appoint committee chairs and delegates not otherwise provided for in the by-laws.

Section 7. The Vice-President shall serve as President in the absence, incapacity, or resignation of the President, and shall hold the office for the remainder of the unexpired term, whereupon the Vice-President shall commence the term as President as designated by the by-laws.

Section 7. The Secretary-Treasurer shall keep the minutes of meetings of the corporation and of the Executive Board, maintain a list of members, and render an annual financial report to the President and membership; and shall be responsible for the safekeeping of corporation funds, for maintaining adequate financial records, and shall deposit all corporation funds with a reliable banking company in the name of the corporation.

Section 9. The Executive Board shall conduct all affairs of the corporation and shall decide questions of policy that for any reason cannot be acted upon at a meeting of the corporation. The Executive Board shall perform such other functions as designated in the by-laws or otherwise assigned to it by the President or by the membership in annual meeting. Directors shall serve as liaison with national, state, and regional institutions and organizations as assigned by the President, and shall undertake special projects as

determined by the Executive Board.

Section 10. If a vacancy should occur in any of the offices except President, the office shall be filled by a majority vote of the Executive Board. The person so designated shall hold the position for the unexpired term.

Article IV. Committees

Section 1. The standing committees shall consist of a Nominating Committee, a Program Committee, a Local Arrangements Committee and a Publications Committee. Other committees may be formed as the Executive Board deems necessary.

Section 2. All committee chairs, except the chair of the Nominating Committee, shall be appointed by the President for one year terms.

Section 3. The rules of operation of the standing committees shall be determined by the chair of the respective committees.

Section 4. The chair of the Nominating Committee shall appoint the committee members based upon regional representation. The immediate Past President shall serve as chair of the Nominating Committee, and shall appoint two committee members provided that they are from different states and neither is from the same state as the chair. No member of the Nominating Committee shall be appointed from among the members of the Executive Board. The Nominating Committee shall consider candidates for the offices of Vice-President, Secretary-Treasurer, and directors of the Executive Board. Candidates currently must be members of Northwest Archivists, Incorporated. The recommendations of the Nominating Committee shall be formally reported to the membership at least thirty (30) days preceding the annual meeting. Recommendations may go out as part of the vote by mail ballots or as a separate mailing. The Nominating Committee shall nominate at least one candidate for each office. The Nominating Committee shall solicit nomination advice from the membership prior to selecting the final slate of candidates.

Section 5. The chair of the Program Committee shall appoint and direct a committee to plan and arrange the program for the annual meeting of Northwest Archivists, Incorporated.

Section 6. The chair of the Local Arrangements Committee shall appoint and direct a committee to plan and make host arrangements for the annual meeting of Northwest Archivists, Incorporated.

Section 7. The chair of the Publications Committee shall appoint all Committee members except that the editor of Easy Access, the official newsletter for Northwest Archivists, Incorporated, shall also serve on the Committee. The Publications Committee shall be responsible for overseeing all publications, whether hardcopy or electronic, of Northwest Archivists, Incorporated. These publications include Easy Access, the corporation's website, the membership directory, and any other publications deemed suitable and

necessary by the officers and directors of the corporation.

Article V. Records

Section 1. The records of each office of Northwest Archivists, Incorporated shall be maintained as current for two terms of office, unless otherwise required by law. All current records shall be transferred to the respective incoming officers at the adjournment of the annual business meeting - excepting the records of the Secretary-Treasurer which shall be transferred at the end of the fiscal year.

Section 2. When records of officers, directors, and committees are no longer deemed current, those records shall be sent to the permanent depository, determined by the Executive Board, in accordance with an approved records retention and destruction schedule.

Section 3. The fiscal year of the Northwest Archivists, Incorporated shall be July 1 through June 30.

Article VI. Amendments to By-Laws

Section 1. Amendments to these by-laws must be proposed in writing and filed with the Secretary-Treasurer at least sixty days prior to an annual meeting. The Secretary-Treasurer in turn shall notify the membership of proposed amendments at least thirty days in advance of the annual meeting.

Section 2. Amendments to the by-laws will be voted on at the annual business meeting. An affirmative vote by two-thirds majority of those members attending the annual business meeting will constitute passage.

Article VII. Dissolution

Section 1. In the event of the dissolution of Northwest Archivists, Incorporated, its assets and records shall be turned over to the Executive Director of the Society of American Archivists.

Revised: May 6, 2000

Appendix B

Northwest Archivists Officers Job Descriptions

October 14, 2002

President

- Executive supervision over NWA as delineated by corporation By-Laws
- Chair of Executive Board
- Presides at all Board and general meetings
- Reports annually to the membership
- Appoints committee chairs (except for Nominating Committee and Distinguished Service Committee), and special task force chairs.
- Convenes two to four Executive Board meetings per year, including one at the annual meeting. Meetings may be conducted by conference call.
- Maintains necessary contact with all permanent and ad hoc committee chairs to ensure that all projects are proceeding appropriately
- Writes column for every issue of Easy Access
- Assigns liaisons to local, regional, and national organizations as appropriate
- Sets priorities and projects of the organization, in consultation with the Executive Board and in response to membership.

Vice-President/President-Elect

- Serves as President in the absence, incapacity, or resignation of the President
- Member of Executive Board
- Assists the President in any manner required
- Chairs Distinguished Service Committee
- Becomes familiar with projects and priorities of organization

Secretary-Treasurer

- Maintains minutes of Executive Board and general membership meetings
- Maintains the financial books of the organization
- Pays all bills
- Prepares and presents an annual financial report to the membership
- Prepares period financial reports for the Executive Board

Membership Coordinator

- Maintains a database of membership with accurate and complete contact information
- Collects dues and issues reminders of dues to be paid
- Produces membership directory annually

Appendix C

Northwest Archivists, Inc. State Representative Roles and Responsibilities

May 25, 2001

The role of the Northwest Archivists director (state representative) as defined by Article 3, Section 8 is to "serve as liaison with national, state, and regional institutions and organizations as assigned by the President, and shall undertake special projects as determined by the Executive Board." As such, the state representative's responsibilities have been loosely relegated to soliciting local news and articles for Easy Access.

As more institutions submit news directly to the Easy Access editors, two results have occurred: 1) state representatives spend less time communicating with institutions within their states, and 2) representatives are eager to evaluate and more closely define their roles. This statement serves to formalize and expand the state representative's responsibilities.

A state representative's primary duty is to act as a liaison to their state's NWA members. This duty encompasses many facets, some which may change over time, as membership needs change. At this time, the following areas are identified as liaison responsibilities.

1. Membership -- act as key contact for the respective state
 - Identify potential members
 - Welcome new members
 - Identify retiring members
 - Solicit feedback from non-renewing members
 - First contact for membership issues
2. Coordinate information for Easy Access, particularly State repository news.
3. Annual Meeting
 - Conduct roundtable meetings with members attending conference in order to facilitate camaraderie among institutions, discuss issues of interest to the state and to elicit ideas for NWA priorities.
 - Meet with state representatives to decide on specific projects for the year that would be facilitated by the representatives.
4. Education
 - Collaborate with other state representatives on issues pertaining to professional educational opportunities for the membership.
5. Report to NWA committees as necessary to fulfill representative responsibilities.



Appendix D

Northwest Archivists Membership Application

Dues Year: July 1st – June 30th

New Renewal

Individual (\$15)

Institutional \$15)

Individual Sponsor (\$25)*

Individual Associate (\$50)*

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (____) _____ FAX (____) _____

E-MAIL _____

INSTITUTION _____

*Additional gift supports Scholarship Committee

May we include the above information in a NWA membership directory?

Yes No

(Distributed to NWA members only)

May we include your name and address in a NWA mailing list for distribution?

Yes No

(May be distributed outside NWA)

When did you join NWA? _____

Please check the committee(s) on which you are willing to serve:

Program

Education

Nominating

Scholarship

Electronic Access

Retirement Recognition

Local Arrangements Bylaws

Please print and fill out this form. Make checks payable to Northwest Archivists, Inc. and mail to:

Diana Shenk, Membership Coordinator - NWA

Washington State Archives - Northwest Regional Branch

Western Washington University MS-9123

Bellingham WA 98225-9123

Appendix E

Vendor Letters and Information

- E.1 Invitation to Exhibit
- E.2 Vendor Information
- E.3 Vendor Registration
- E.4 Vendor Receipt
- E.5 Vendor Confirmation



Appendix E.1
Vendor Invitation

Northwest Archivists

[Date]

Vendor Company
Address

Dear Sales Staff:

On behalf and the Northwest Archivists, we invite you to participate as a vendor or exhibitor in our upcoming Annual Meeting to be held _____ (dates) at the _____ (conference hotel) in _____ (city). This meeting will attract archivists, librarians, historians, genealogists, scholars, and other interested individuals from institutions and organizations concerned with the management and preservation of archival resources throughout the Pacific Northwest. Past meetings in have generated high attendance. We are pleased to provide the opportunity for you to interact with hundreds of archival professionals who evaluate products and make purchasing decisions for their institutions or repositories.

This year's vendor exhibition space at the _____ (conference hotel) is located adjacent to the meeting rooms on the first floor of the hotel and offers excellent access to conference participants during the entire conference. You may ship materials to the hotel before the meeting. Exhibition days are _____ (dates).

Please review the accompanying Vendor Information and Vendor Registration forms for additional details about participation in the conference. There are also opportunities to increase your visibility by sponsoring a coffee break or agreeing to become a conference co-sponsor. These sponsorship opportunities will provide additional publicity for your organization while helping to make the conference a memorable event.

We sincerely hope you will join us in _____ (city). The NWA Annual Meeting offers an excellent opportunity to display your products and services to a receptive and interested audience. Should you have any questions, please don't hesitate to contact me at _____ (phone, email).

Sincerely,

Name
Local Arrangement Chair
Address



Appendix E.2 Vendor Information

Northwest Archivists

Exhibition Fees: Standard 2-Day Fee: \$150.00

The fee for each vendor includes conference registration and meals for one (1) representative and a hotel table charge (8-foot table). The exhibit space will be available on Friday, May 7, 2004, from 8:00-5:00 and on Saturday, May 8, 2004, from 8:00-2:00. Vendors may also choose to set up and staff their tables on Thursday, May 6, during pre-conference workshops. There will be no charge for exhibits on May 6, but participants must notify conference planners in advance if they would like to participate on that day. Vendors who want a table for only one day or who have other needs should also contact the conference planning committee members listed below.

Sponsorships:

The Northwest Archivists, the Northwest Oral History Association, and the Pacific Northwest History Conference believe that this event will encourage and celebrate collaborative efforts among archivists, scholars, and heritage professionals throughout the Northwest. Companies, organizations, or individuals may want to take advantage of additional opportunities to highlight their participation and support the goals of the conference. Vendors may choose to sponsor a break or to serve as a conference co-sponsor.

Break Sponsor: \$ 150 and \$ 250

Breaks offer participants the opportunity to mingle in a congenial setting and to view vendor displays. Break sponsors will be recognized with prominent acknowledgements on the food and beverage tables and in the final program. This optional sponsorship is in addition to the standard exhibitor fee.

Conference Co-Sponsor: \$ 300 and up

Conference co-sponsors will provide a higher level of support for the conference and will be recognized in several ways. Co-sponsors will be given podium time during one of the conference's plenary sessions and will also be recognized prominently in the final program and on the conference Web site. Co-sponsors may include advertising materials in the packets provided to each attendee. Please contact conference planners for further information on sponsorship opportunities.

Planning Committee Contacts:

Please direct any questions or comments about vendor participation in the conference to the following planning committee member:

Name, Local Arrangements, Address, Phone, Email.



Appendix E.3
Vendor Registration Form

Northwest Archivists

Annual Meeting, City, State
Dates

Vendor Name: _____

Company/Institution: _____

Address: _____

Please check your level of participation below and enter appropriate fees:

Exhibition Fees (Required):	Fee Enclosed
_____ 2 Days \$150.00 Basic fee for all vendors includes conference registration and meals for one (1) representative; hotel table charges	\$ _____
_____ We are interested in exhibiting during pre-conference workshops (date)	NC

Sponsorships:

_____ **Break Sponsor (Optional):** \$150 and \$250 \$ _____
 Break sponsorship gives you additional opportunities to reach attendees while supporting the goals of the conference. Benefits include significant recognition at break and in final program.

_____ **Co-Sponsor (Optional):** \$300 and up \$ _____
 Co-sponsorship allows you to join other major sponsors and assure the success of the conference. Additional benefits include podium time; recognition at conference events and in final program; opportunity for inserts in conference packets.

Total \$ _____

Please make check payable to the **Northwest Archivists** and mail to the following:

Name, Treasurer
Address

**Appendix E.4
Vendor Receipt**



Northwest Archivists

Date: March 7, 2002

To: The Hollinger Corporation
P.O. Box 9401
Northeast Drive
Fredericksburg, VA 22404

Attn: Ms. Elizabeth Williams

Received from The Hollinger Corporation

\$175.00 for 2-day exhibition space at the SCA Annual General Meeting 2002

\$150.00 for a full page advertisement in the meeting program

Total received (ck#2151)\$325.00

Thank you for your support!

**Appendix E.5
Vendor Confirmation**



Northwest Archivists

March 4, 2003

April 1, 2003

Vendor Organization
Address

Dear Vendor:

Thank you for your participation in the Northwest Archivist Meeting in _____ (city/date). This letter is to follow up on a few logistical details relating to the conference.

1. Meeting Registration. You should have/will receive confirmation of your participation from NWA treasurer. As a vendor, you do not have to formally register for the meeting, you have already paid your fees. If, however, you plan to attend the Friday/Saturday lunch or dinner, you must register and pay for these meals. The deadline for payment is _____ (date). You may contact _____ to purchase meals.

The deadline for our group room reservation rate at the (conference hotel and date), but I would recommend making arrangements as soon as possible. Please consult our website <http://www.lib.washington.edu/nwa/> for hotel contact information or phone _____.

2. Nametags. We will have nametags available for the individual listed in this letter, along with the name of your organization. If you are bringing a colleague, or require changes to the nametags, please contact me with any updates.

3. Shipping Exhibit Materials.

(Confirm this information, vendors will want to know when and how to ship).

Example:

Exhibit materials may be shipped to the _____ conference hotel. The hotel will store your materials up to two days prior to the meeting. Address packages to your organization, to the attention of _____ (hotel representative and address). Please indicate "Northwest Archives Annual Meeting" and the name of your organization" on each box.

4. Electricity/Audiovisual/Internet. The costs of technical services are not included in the exhibition fee. The hotel prefers that exhibitors arrange electrical, audiovisual, or Internet support through NWA.

- Electricity: \$\$\$
- Internet service: \$\$\$

- Phone service: \$\$\$
- Power strips: \$\$\$
- Extension cords: \$\$\$

Please contact _____(NWA LAC Rep.) regarding your technical needs.

5. Location of the Exhibition Space. This year’s exhibition space is located directly across from our main meeting rooms, in the _____ room.

6. Exhibit Setup. The exhibition area will be available for set up at _____(time and date) and as early as _____(time and date). The hotel will provide a skirted table and two chairs. Electrical and audiovisual services will be in place at _____(time).

7. Storage. The exhibit area will be locked overnight on Friday, but the hotel suggests removing any valuable such as laptop computers each night. The hotel will not be responsible for any missing items.

Please let me know if you have any questions, or if there is anything I can do to facilitate your participation. Contact Information _____

I look forward to meeting you in _____.

Sincerely,

Name
NWA Local Arrangements Committee

Appendix F
Mailing List Request Form



Northwest Archivists, Inc.
Mailing List Request Form

Requestor Name
Address

One time use of NWA mailing list
*names and postal addresses only

TOTAL
*payable to Northwest Archivists, Inc.

Purpose of Mailing List Request
*one time use by the requestor only

Signature

Date

**Please return this form with payment to: Northwest Regional Archives, WWU MS: 9123,
Bellingham, WA 98225, Attn: Diana Shenk**