

CIMA Council Meeting Minutes
Monday, May 1, 2017
2:00 p.m. (PST)

Present: Su Kim Chung, Ellen Ryan, Jim Kichas, Karla Irwin, Steve Hussman, Lizeth Zepeda, Dennis Preisler, Cynthia Laframboise, Alex Meregaglia, Paula Mitchell, Melissa Johnson,

Absent: Ryan Lee, Tod Robbins, Todd Welch, Cory Nimer

1. Approval of CIMA Council Meeting Minutes by Jim Kichas, seconded by Dennis Preisler
2. Ryan's financial report (see attached) – reported by Su Kim Chung in Ryan's absence
3. Annual Meeting updates provided by Su Kim Chung
 - a. 127 registrants as of last Monday (April 24, 2017), between CIMA, NWA, and non-members
 - b. SAA going ahead with workshop despite low number of registrants
 - c. Free workshops filling well
 - d. 124 registered for reception (CIMA/NWA)
 - e. 55 registered for CIMA lunch/business meeting
4. Local Arrangements for CIMA/NWA Conference provided by Alex Meregaglia
 - a. \$3,400 from sponsorships, advertising, and vendors
 - b. There will be ten vendors at the conference
 - c. Print program will be finalized by May 5th
 - d. Final numbers for food will be due in two weeks
 - e. Native American prayer not happening due to cancellation
 - f. One session on Friday has been cancelled
 - g. 45 registered for Basque tour
 - h. Conference room rate (as of this meeting) is still available by calling the hotel's front desk
5. Election – moving forward, adhering to the CIMA handbook in regards to election duties

Old Business

6. CIMA Manual update report by Jim:
 - a. Provisional Final Draft sent to Council for review and comment by May 5th, and paying special attention to Part II – committees, and the Annual Conference planning section of the Handbook

- b. Request at Annual Meeting for vote from membership on the Provisional Final Draft
- 7. Melissa talked about providing the newsletter three times/year: prior to and after the Annual Meeting, and one in late fall (March, Summer, Fall)
 - a. March issue: information on Annual Meeting, upcoming elections
 - b. Summer issue: recap of Annual Meeting/highlights
 - c. Fall issue: special topic section, with two Council members helping to develop content, including spotlights on individuals and institutions
 - d. Melissa will be working with Corey Nimer to develop better access to the older newsletters already online

New Business

- 8. 2020 Western Roundup will take place in California; an agreement is being drafted and signatures are needed from all four regional archives prior to moving forward. Su Kim requested permission to sign now so planning can begin.
- 9. Business meeting will take place at the luncheon/awards meeting in Boise

Meeting adjourned at 2:30 p.m.

**CIMA 2017 Business Meeting
Financial Report
May 1, 2017**

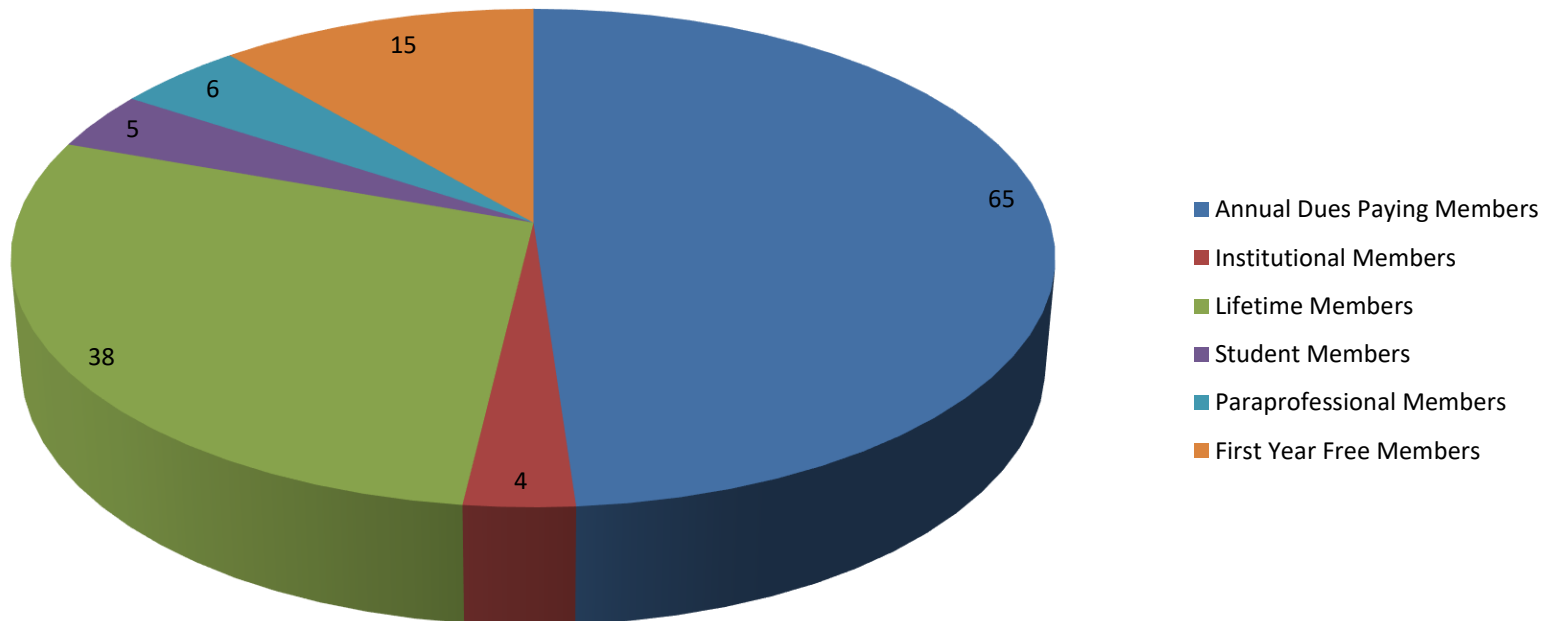
CIMA Account Balances as of May 1, 2017

- Primary Checking.....\$4,904.77
- Savings.....\$15,036.23
- Woods Scholarship.....\$1,427.55
- Journal of Western Archives.....\$8,445.25
- **TOTAL.....\$29,813.80**

CIMA Budget Highlights, February-April 2017

- Starting in late February, the decision was made to have Northwest Archives, Inc. pay for all conference expenses from here on out, to simplify things. We will work together after the conference to determine how much revenue will be split between the two institutions. I will keep the Council apprised of this as much as possible.
- Society of California Archivists renewed their sponsorship for JoWA in February.
- In March, checks of \$500 were sent to the three CIMA Travel Scholarship recipients. As of May 1, the Scholarship account is at \$1,427.55, which means we only have to use about \$72.50 from Checking to cover the additional scholarship costs.
- We renewed the P.O. Box for \$94.00 in March. Cost of this rose \$12.00 from last year.
- Membership has increased from 126 to 133 since last meeting. However, renewals have gone down and many memberships may go inactive this month. We average about one membership going inactive each month. I am giving them two chances to renew, which often helps. At least two to three members have renewed after receiving their second notice.

CIMA Memberships as of May 1, 2017



133 Total Members