CWAM BOARD MEETING MINUTES  
Wednesday, April 27, 2016 / Casper, WY


BOARD MEMBERS ABSENT: Britt Scholnick*, Katie Heidsiek*, Sarah Saxe, Caitlin Mans, Caitlin Barrett, Bethany Williams, Ronda Frazier

CALL TO ORDER: The meeting was called to order at 5:35 pm by President Katy Lewis.
Roll call and greetings.

Holly Turner, Executive Director of Art 321. Intro and welcome to Art 321.

DISCUSSION OF MINUTES:
Rebecca Hunt  moved that the minutes from the February Board meeting in Denver, CO be approved. Brian Briggs seconded. All in favor. The motion carried.

OFFICER’S REPORTS:

PRESIDENT:  Katy Lewis reported: Great job to everyone involved in board meetings this past year and especially during our discussions of CWAM sustainability.

VICE-PRESIDENT:  Katie March: No new report.

SECRETARY:  Isabel Tovar reported:
I generated and submitted PDFs of all approved minutes for 2015/2016 for the website to Communications. Brooke shared that the minutes had been loaded to the website and were accessible by the public.

I also wanted to check in regarding if we wanted to pursue the Event Cancellation Coverage as discussed previously. We needed to have an idea of what the true cost of a cancelled annual meeting would look like from our contracts. Michelle Bahe also brought up the question of insurance for buses during the Annual Meeting. Again something that is not covered with our plan so we should keep an eye on how we choose shuttles and other transportation during the Annual Meeting. The Board felt comfortable with the current setup and does not feel it is necessary to pursue special insurance at this time.
TREASURER: Michelle Bahe reported:

**Colorado-Wyoming Association of Museums**  
Fiscal Year 2015-2016  
April 20, 2016

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**Total Expenses:**  
$39,768.00  
$7,766.32  
$32,001.68
Colorado-Wyoming Association of Museums  
Fiscal Year 2015-2016  
April 20, 2016

### Revenue:

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### Expenses:

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### Balance Revenue vs. Expenses:

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Respectfully Submitted:

Michelle Bahe  
Treasurer
COMMITTEE REPORTS:
ADMINISTRATIVE TEAM LEADER: Katy Lewis reported: no new report.

NOMINATIONS:
People and positions who will term out in 2016 at the Annual Meeting:
Rebecca Hunt (eligible for re-nomination) – Colorado-at-Large
Katie March (eligible for re-nomination) – Colorado-at-Large
Nathan Doerr (not eligible for re-nomination) – Wyoming-at-Large
Cecil Sanderson (not eligible for re-nomination) – Wyoming State Representative

People interested in open 2016 positions:
Rebecca Hunt, University of Colorado at Denver – for Colorado-at-Large
Katie March, Golden History Museums – for Colorado-at-Large
John P. Woodward, Sheridan County Historical Society & Museum – for the Wyoming State Representative
Angela Beenken for Wyoming Director-at-Large

HISTORIAN/ARCHIVIST: Ronda Frazier reported: Everyone please collect one of everything for the Archives and bring back to her.

MEMBERSHIP CHAIR: Alison Salutz reported:

Alison put together a membership survey to be distributed during the Annual Meeting.

ANNUAL MEETING TEAM LEADER REPORT: Britt Scholnick reported:
- Thank you to the amazing local arrangements team and programming committee as well as the communications team and executive committee for the support and help in planning the annual meeting! Thank you also to everyone who is stepping in to make sure things run smoothly, since I cannot be there. Good luck with the meeting!
• An update on the 2017 Annual Meeting: We met with Lisa Langer from the Glenwood Chamber and they are very excited about CWAM’s next meeting being in Glenwood Springs. She will be presenting to the membership on our location at the business lunch. She has also been a great help with giving us new contacts.

• With everything going on for the 2016 annual meeting, I have not made enough progress on the P&P to share. I intend to present my changes at the next meeting, apologies!

• Regarding participation in the ColoradoGives program, an organization must be:
  o A 501(c)(3) tax-exempt nonprofit organization
  o Headquartered or providing services with a physical office in Colorado
  o Reporting at least one previous year of financials with $50,000 in annual revenue or $25,000 in net assets as shown on a 990, 990EZ, audit, review or compilation
  o Registered with the Secretary of State with:
    o A valid Certificate of Registration
    o A valid Certificate of Good Standing
  o Given that CWAM is headquartered in Wyoming we will not be able to participate.

2016 Casper Meeting Updates

LOCAL ARRANGEMENTS: Rick Young, Michelle Bahe reported: Everything is on track, no concerns. We’re hoping for no snow. We have 108 full registrations, 3 two-day registrations and 11 one-day registrations. We also have 7 vendors and 8 guests.

PROGRAM CHAIRS: Jessica Brunecky, Anne Amati: We are still missing volunteer room monitors for Sat. sessions, please let us know if you can help! Jessica will be handing out the forms.

The Professional Developments meetups are new this year, so we will see how they go, but the local universities/colleges that train museum professionals have been very responsive to funding them.

SCHOLARSHIPS: Meghan Vickers: We had 15 applicants. We initially chose to give 7 with $150 stipend (rather than 6 with the full $200) so that we could get one extra person there. One person canceled so we were able to give the remaining 6 awardees $200.

- Lauren Bishop, Global Village Museum, Ft. Collins, CO
- Darlene Bos, Heart Mountain Wyoming Foundation, Powell, WY
- Halena Kapuni-Reynolds, Denver Museum of Nature and Science, Denver, CO
- Kevin Smith, History Colorado/Broomfield Depot Museum, Denver, CO
- Katie Chock, Wings Over the Rockies, Denver, CO
- Glendon Butterfield, CU College of Nursing History Center, Aurora, CO

We had one winner back out of attending due to getting a job in Montana, so we decided to give the 6 other winners the full $200 stipend since we had money left over.

- The registration fee waiver ($145 x 6) $870
- Stipend ($200 x 6) $1200
- Total awarded $2070
- Total budgeted $2070

FUNDRAISING: Caitlin Mans: Jessica reported that sponsorships were secured for all three meet-ups.

SERVICES TEAM LEADER: Rebecca Hunt reported:

COOPERATIVE PURCHASING: Rachel DeShong. Since the beginning of the year we have had six requests for the Co-Op list.

EMK (CO/WY): Sarah Saxe: Colorado/Wyoming EMK: The Wyoming EMK was transferred from the Tate Geological Museum to the Wyoming Veterans Memorial Museum on March 24th. It will remain on loan to Douglas Cubbison at the Memorial Museum until May 29th, at which time Douglas will return the EMK to me during the CWAM Annual Meeting.

CWAM GRANTS: Brooke Rohde and Anne Amati: The CWAM grant applications are out and due May 13. Anne and Brooke will announce the grant applications at the annual business meeting in Casper. They will also be presenting a grant
writing for small museums session.

**EMERGENCY PREPAREDNESS CHAIR**: Rebecca Hunt reported: I met with Dana Echohawk and Isabel Tovar to work out the details of the Peer Assessor contract and operations plan. Isabel will present this work to the Board later this meeting. I have committed to work on an NEH Preservation and Access Education and Training grant. The next deadline is May 3, 2016. The next feasible deadline is May, 2017. I am also checking into applying for a Wyoming Community Foundation grant. Its deadlines are June 15 and December 15.

As the CWAM liaison to CCC and to CHR I am participating in a disaster preparedness webinar on June 10, 2016. It will cover developing disaster preparation and mitigation networks.

Peer Assessor Program: Isabel asked for additional feedback on the program adoption document and contract as submitted to the Board (see Appendices I and II). There was general support for moving forward with the program on a trial basis. Work will include expanding the program into Wyoming and looking for funding to make the program free for those requesting assessments again.

Katy Lewis motioned to accept the proposal for the Peer Assessor program as submitted to the Board, all in favor, motion carried.

**RESOURCE GUIDE – COLLECTIONS / REGISTRATION**: Isabel Tovar reported: I reviewed the Collections/Registration Resource Guide and checked all links for accuracy, updating anything that was out of date and adding new information. I submitted the updated 2016 Resource Guide PDF to Communications for uploading to the CWAM website. It is now live on the website.

**RESOURCE GUIDE – EDUCATION / LIVING HISTORY GUIDE**: Rebecca Hunt: no new report.

**PROFESSIONAL DEVELOPMENT TEAM LEADER**: Nathan Doerr reported:
Life and work have kept me from meeting my goals for the professional development survey of the membership. I had intended to launch that a month out from the Annual Meeting, and finalize the data collection during the Thought Café. Having not been able to complete that, however, my new plan is to launch the survey at the Annual Meeting and then send it out to the membership as a whole after that. I will then provide a final report of the data, as well as a list of suggestions for moving forward, to the new Professional Development Team Leader for review prior to the summer meeting.

As this is my last official report as an elected member of the CWAM Board, I wanted to take a moment to thank everyone for their support over the last 8 years. Even more-so, I especially want to thank everyone for all of the amazing work that you do for the organization and its membership. I’m proud to have been part of this great organization, and to have worked alongside so many wonderful people.

**COLORADO & WYOMING WORKSHOPS**: Nathan Doerr reported: no new report.

**ACADEMIC LIAISON**: Valerie Maiers reported: no new report.

**MENTORING PROGRAM**: Bethany Williams reported: Request for mentors have been paired. Please make sure we make all the new folks welcome.

**FELLOWSHIP PROGRAM**: Caitlin Mans reported: I am mainly working on drafting the proposal for the Fellowship Program. I hope to have a draft completed by May.

**COMMUNICATIONS TEAM LEADER**: Brooke Gladstone reported:

**WEBSITE CHAIR**: Brooke reported: No continued problems with the back end of the website. Seems to be working well. We have uploaded the new resource guide to the website.

**SOCIAL MEDIA/MARKETING**: Brooke Gladstone reported: I created a new Google calendar that was shared with the few board members who have permissions to post to the CWAM Facebook in an effort to keep our posts more coordinated. Please keep an eye on this calendar or add your post to the calendar if you'd like to post something. Our Facebook continues to be growing and engaging and we really did a thorough push around annual meeting announcements. Twitter, Instagram, and Facebook will all be used for the annual meeting. Jessica Brunecky will be helping with posts through the meeting, if
others would like to add content please let us know so we can coordinate. The meeting packets have a social media toolkit and we hope this helps our members engage with us on social.

Hashtags for the meeting are #cwamannualmeeting or #cwam2016

**E-BLAST EDITOR:** Kelly Rasmussen: no new report.

**ADVOCACY TEAM LEADER:** Katie March reported: no new report.

**COLORADO STATE REP:** Katie Heidsiek reported: no new report.

**WYOMING STATE REP:** Cecil Sanderson: Thank you for giving me the opportunity to be WY State Rep for the last four years.

**COLORADO LEGISLATIVE AND TOURISM CHAIR:** Caitlin Barret reported: no new report.

**WYOMING LEGISLATIVE AND TOURISM CHAIR:** Brian Briggs: I'm attaching a tentative schedule for Wyoming's First Annual Museum's Advocacy Day 2016. Herschler Building on June 10th. I've yet to hear from two members on hard commitments, but we will have a full boat regardless. Live broadcast Skype and record to distribute across the state. As for the # of legislators visited in 2015 I have a count of 22 that we reach out to on different items. This year we haven't made that a high priority as we've shifted to prepping the advocacy effort in 2016, hosting programs to teach advocacy, and building the groundwork for an educational effort across the state. That being said, 2016 will provide a much better metric as the entire goal will be the outreach in every even year as befits the legislative cycle in Wyoming. Unfortunately, we simply aren't there yet but for good reasons. As mentioned the intention here is to push advocacy as an idea throughout the state, build networks, and give museum interested individuals the ability to advocate. Advocacy day will then be the big push for those efforts.

I'll be in touch again soon with more. Digital Public Library of America will make a new splash (in session and Thought Cafe) for Colorado-Wyoming Museums at the Annual Meeting next week which connects to advocacy as does the Advocacy Update. I've held off on adding any e-blasts as I will have a host of materials to show at next week’s event and will offer them for e-blast at next week’s meeting as well.

Continued work on developing the videos on how to do advocacy.

**NEW BUSINESS**
- Annual Meeting committee is comfortable with how everything will roll out this weekend.

Next Meeting
- June/July CO

Rebecca Hunt motioned to adjourn. All in favor. Motion carried.

**ADJOURN:** The meeting adjourned at 6:27pm.

Respectfully Submitted,
Isabel Tovar, Secretary
Appendix I: Proposal for CWAM adoption of C2C Peer Assessor Program
Isabel Tovar
4/17/2016

- CWAM Service Team:
  o Appointed liaison position to be created under the Services Team Leader responsible for the Peer Assessor Program. For the first year, liaison position will be shared by Dana EchoHawk and Isabel Tovar so that EchoHawk can train Tovar on how to coordinate the program and Assessors.
  o EchoHawk would like to hand off duties by December 2017 at the latest.
- The Program and liaison position will not be added to the P&P at this time, but will go through an annual review period to ensure the viability and budgetary sustainability of the program. It is imperative that the program remain budget neutral at this time to ensure no negative impact to the CWAM budget.
- CWAM support of the program will be to provide volunteer coordination and training. CWAM will function strictly as a coordinating entity between the Requesting Institution and the Peer Assessor. CWAM will not be responsible for payment of the Assessor. The Requesting Institution will be required to pay $200 for each Peer Assessor per assessment and will pay the Assessor directly.
- Contract has been developed for signature by all parties to ensure fulfillment of responsibilities:
  o Peer Assessor will receive $200 per contract
  o One Peer Assessor to be assigned to one Requesting Institution. If there is a need or desire to have more, then the Liaison can update contract and expectations as needed.
  o Request is for a single service location, the visit should only take 2-3 hours on-site, the total trip time not to exceed two days including travel.
  o Final report is to be delivered to requesting location by Peer Assessor, no later than two weeks after visit.
  o Requesting location is responsible for paying Peer Assessor directly via check upon successful report completion.
- Training:
  o CWAM Peer Assessor Program liaison will coordinate continued Peer Assessor trainings, either to maintain the current Assessors appropriate knowledge or to train new qualified individuals to participate in the program.
  o Current plan is to hold a training at the 2017 CWAM Annual Meeting as one live in person training. This training can be held during the workshop component of the CWAM meeting to not incur extra cost.
  o Online trainings can be held over Skype, GoToMeeting, or a similar service to be determined.
  o CWAM Peer Assessor Program liaison will update C2C Peer Training program materials to reflect CWAM coordination of the program.
- Future funding:
  o CWAM Services Team is reviewing option of applying for an NEH Preservation and Access Education and Training grant to fund the work going forward including expansion of training and Peer Assessor Program to reach further into Wyoming.
- If this proposal is approved by the Board, EchoHawk can repost availability of Peer Assessors and get program back up and running.
COLORADO-WYOMING ASSOCIATION OF MUSEUMS
PEER ASSESSOR PROGRAM AGREEMENT

I. THIS AGREEMENT is made and entered into this ___ day of _________, 2016 by and between the COLORADO-WYOMING ASSOCIATION OF MUSEUMS, (“CWAM”), the Requesting Institution, and ＿＿＿＿ (“Assessor”).

II. CWAM hereby coordinates the services of a Peer Assessor scheduled for the following date(s) and location(s):

_____________________________________________________

III. It is understood and agreed that _________________ hereinafter referred to as “Assessor,” is an independent contractor and has the authority to control and direct the performance and details of the services which are the subject of this contract. The services contemplated by this Agreement must meet the approval of CWAM and shall be subject to CWAM’s general right of supervision to secure the satisfactory completion thereof.

IV. TAXES. Assessor is not an employee of either CWAM or the Requesting Institution and neither will withhold or cause to be withheld federal or state taxes or social security payments from Assessor’s compensation.

V. RESPONSIBILITIES. Assessor shall complete assessment of at Requesting Institution and provide follow-up report within _______ days to representatives of hiring location.

VI. QUALIFICATIONS. Assessor hereby represents to CWAM that he/she is qualified to perform the foregoing services and has the training, education and experience to perform the duties of a Peer Assessor to a competent and professional level.

VII. INDEMNIFICATION. To the fullest extent permitted by law, the Assessor shall indemnify and hold harmless CWAM, its board members, and insurers, from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Assessor or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph. The Assessor agrees to investigate, handle, respond to, and to provide defense for any such liability, claims, or demands at the sole expense of the Assessor, and agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent.

VIII. COMPENSATION. Compensation for the above services will be in the amount of $200.00 for assessment, transportation to and from the assessment location, lodging and meals while at the assessment location, as well as successful report submission. Payment by check will be made directly to the Assessor by the Requesting Institution upon completion of the above agreement. CWAM is not obligated by this agreement to make any payments. Under this Agreement, CWAM will not acquire direct or indirect debt or other financial obligation. CWAM functions strictly as an intermediary to connect the Assessor to the Requesting Institution.

VIII. TERMINATION OF AGREEMENT. This Agreement may be terminated by CWAM upon ten (10) days written notice. Such notice shall be deemed effective upon deposit into the U.S. Mail.

_________________________  __________________________
CWAM Representative Signature  Date
Caitlin Lewis, President, CWAM

_________________________  __________________________
Assessor Signature  Date
Print Name: __________________________
Full Address: __________________________
Phone/ Email: __________________________

_________________________  __________________________
Requesting Institution Rep. Signature  Date
Print Name: __________________________
Full Address: __________________________
Phone/ Email: __________________________