

Start Time: 4:15 pm		End Time: 9:30 pm	
Members Present: Vicki Croft, Chair Peggy Baldwin, Past Chair Heidi Sue Adams, Treasurer Anne Girling, Membership Secretary Kathy Martin, Chair-Elect Kathy Murray, Publication Committee Dolores Judkins, Chapter Council Susan Barnes, Technology Chair/ Recording Secretary			
Subject	Discussion	Follow-up/ Action	Responsibility
Vicki Croft Agenda Changes	Move Membership Chair Report from Committee Reports to Executive Board Reports between the Treasurer's and Chapter Council Representative's Reports. Combine Committee Reports with Old/New Business		
Anne Girling – 10/17/03 Sacramento Board Meeting Minutes	1/28/2004 Board Meeting Minutes – no changes proposed. Proposed that the meeting minutes be written using the format currently being used.	Approved as written. Moved, seconded, and approved. Use of this format will be placed in the PNC/MLA Procedure Manual.	Peggy Baldwin
Executive Board Reports and Related Issues:			
Heidi Sue Adams Treasurer's Report	A printed copy of the Treasurer's Report was given to each Board Member Comparison of 2003 (Jan-Dec) and 2004 (Jan-Sep) Assets / Income / Expenses was discussed. High income in 2003 was due to the inclusion of the 2002 Conference income and 2004 dues paid during 2003. Dues income for 2004 is low because many renewed during Nov/Dec of 2003. 2004 Conference income amount is unknown at this time. 2004 Insurance rates are the same as the 2003 insurance rates; we will be receiving a refund of \$170.	Approved as written.	
Anne Girling Membership Committee Report New Member Registration / Membership Renewal Form	2004 PNC Membership: 163 (137 renewed, 7 lifetime, and 19 new members) Changes discussed— Place year and form title at top of form Under Membership Benefits, add Survey Monkey, Group Purchasing, and change Annual Meeting to Annual Meeting Member Rates. Under Committees change the title to: Request Information about and/or Volunteer for PNC Committees. Delete Electronic Resources, Nominating and Elections, and Program from the list. Add Mentoring & Recruitment, Group Purchasing, and Technology to the list.	These changes to the form will be made by the Membership; an electronic copy of the changed form will be sent to Leilani St. Anna for placement on the PNC website.	Anne Girling

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Membership Renewal	Renewal forms will be mailed to current members the first week of November to encourage early renewals. The names of all who have renewed by Dec 15 th will be included in a drawing for one Grand and two lesser prizes.	Chapter Representative will see if MLA plans to give a free Membership to each Chapter on an Annual Basis. And also find out why this year's Membership was sent to Robin Braun rather than the Chapter Representative or the Membership Chair.	Dolores Judkins
Lifetime Membership	Criteria for Lifetime Membership: this may already have been decided and be written down somewhere.	Table until Spring Board Meeting; ask Janet Schnall to check the Archives and check the By-laws for qualifications for Lifetime Membership.	Anne Girling
Student Membership	The Membership Committee unanimously recommends that we establish a Student Membership Category with a \$10 fee. To qualify she/he must be "currently enrolled in a degree program". Student Membership does not include access to Survey Monkey.	Take to the PNC/MLA Business Meeting for a vote of the general membership.	Anne Girling
Late Renewal Fee	Should we establish a set renewal period and a fee for renewals received after that date?	Look in the By-laws for references to Late Fees.	Anne Girling
Other membership categories	Should we establish other membership categories: e.g. non-voting, limited memberships for part-time/ retired/ para-professionals?	Not needed at this time.	
State Reports	2004 State Reports should be sent to Kathy Murray for placement on the PNC Website.	Membership Chair will remind Membership Committee members to write and submit a State Report ASAP.	Anne Girling
Dolores Judkins Chapter Council Representative CReport	2004 MLA Chapter Projects – Majors Award. Dolores passed around the award we won for our Survey Monkey project. The award was \$500 plus an award certificate. 2005 MLA Chapter Projects Award.	The award certificate will be given to Janet Schnall for the Archives. PNC's OVID LWW Group Purchase will be entered for the award.	Dolores Judkins Cheryl Goodwin
Peggy Baldwin Nominations/Elections	New PNC Officers for 2005 Chair-Elect: Lea Starr Recording Secretary: Gail Kouame MLA Nominating Committee: Linda Milgrom		
Peggy Baldwin Responsibility Manual Updates and Procedure Manual	Job descriptions were distributed to the PNC/MLA Board members.	Job descriptions should be updated and returned to Peggy Baldwin by November 15, 2004	Each PNC/MLA Board member will review and return to Peggy.
Committee Reports and Related Issues			

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<p>Kathy Murray Publications</p>	<p>The Web domain pncmla.org is available for a low annual fee.</p> <p>The Newsletter has not come out this year and no one has complained—do we still need it?</p> <p>We still need a new logo.</p> <p>Committee and state reports will be placed on the PNC/MLA Web site.</p>	<p>This was approved by the PNC/MLA Board.</p> <p>We will experiment with creating a Weblog (a.k.a. “blog”) for communicating newsletter-type information</p> <p>An institutional graphics department might be able to help with this</p> <p>Submit reports to Kathy Murray.</p>	<p>Kathy Murray</p> <p>Kathy Murray</p> <p>Kathy Martin</p> <p>Kathy Murray</p>
<p>Dolores Judkins Archives/50th Anniversary</p>	<p>The Banquet Committee has planned some fun stuff for Monday night’s banquet, and compiled some great pictures for the archives.</p>		
<p>Dolores Judkins Mentoring & Recruitment</p>	<p>Due to loss of records, work needs to be recreated.</p>	<p>A Web site will be created.</p>	<p>Dolores Judkins</p>
<p>Vicki Croft By-Laws</p>	<p>Recent revisions have been completed.</p>	<p>Approved by PNC/MLA membership earlier in year.</p>	
<p>Susan Barnes Technology</p>	<p>The committee has repeated a survey of electronic document delivery use in the region; is leading a discussion of library management systems for small libraries after the reception on Sunday evening, and is creating a Web page with details about accessing and using SurveyMonkey</p>	<p>This report has been provided to Vicki and will be summarized at the Business Meeting on Monday morning.</p>	<p>Susan Barnes</p>
<p>Heidi Sue Adams Professional Development</p>	<p>Arleen Libertini and Ann Haines received PNC/MLA Professional Development awards to attend this meeting.</p>		
<p>Susan Barnes Group Purchasing</p>	<p>The PNC/MLA Board had charged the Group Purchasing Committee with investigating an institutional membership option for the association. A task force used SurveyMonkey to question the PNC/MLA membership about their opinions. Discussion at this board meeting led to a draft institutional membership proposal.</p>	<p>Proposal to be discussed at Monday morning PNC/MLA business meeting:</p> <ul style="list-style-type: none"> • Create institutional membership category • Institutional membership required for participation in group purchase coordinated by PNC/MLA • Each institutional member must have an individual to serve as representative; institutional representatives will not have voting privileges but will be able to attend meetings and CE sessions at member rates. • No SurveyMonkey access provided to institutional members • Fee \$100, to be deposited in PNC/MLA general fund 	<p>Susan Barnes will draft proposal and lead discussion at Business Meeting</p>
<p>Vicki Croft AHIP Liaison</p>	<p>2005-2007 Appointment/Re-appointment—Terry Jankowski would like someone to take her place.</p>	<p>A volunteer will be solicited at the Business Meeting on Monday.</p>	<p>Kathy Martin</p>

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<p>Vicki Croft Governmental Relations</p>	<p>Bob Richart continues to forward information to the HLIB-NW email discussion list. New committee members would be welcomed.</p>		
<p>PNC Meeting Updates and Issues</p>			
<p>Robin Braun 2004 Seattle Meeting Update</p>	<p>Robin shared some lessons learned from being a “Virtual Planning Committee” organizing a meeting in a remote city, in particular: the Planning Manual is in need of major revision since many, many procedural details are not documented (e.g. guidelines for fees for speakers, teachers, etc., enforcement of late fees, and what the vendor fee covers); a local representative should be on the planning committee from the beginning, hotels seem to be expecting to make as much, or more from food service these days as from room rental and guest rooms. This meeting has 89 attendees; 53 registered for the reception and 58 for the banquet. Financially, the meeting is in the black.</p>	<p>The 2004 Seattle Meeting Committee will revise the Planning Manual with documentation and forms for use by future meeting planners.</p>	
<p>Ann Von Segen Ann Haines 2005 Portland Meeting Update</p>	<p>The meeting will take place in Portland, Oct 15-18. The theme will be “Medical Libraries: Core of Discovery.” The location will be Governor’s Hotel, which is 3 blocks from Powell’s. 50 rooms per night have been reserved at \$119 per night. CE ideas include: an evidence-based medicine course, Andrew Hamilton’s Beyond Google, grantwriting, developing a business plan</p>	<p>Meeting Co-chairs and Vendors Hospitality and Contributed Papers CE and Keynote Speaker Registration Poster Sessions</p>	<p>Ann Von Segen and Ann Haines Dolores Judkins and Patrice O’Donovan Carolyn Adams Rose Jackson Judith Hayes</p>
<p>Vicki Croft 2006 Tri-Chapter Seattle Meeting</p>	<p>Chairs and Chair-Elects from NCNMLG, MLGSCA, and PNC/MLA are proposing a Tri-Chapter meeting in Seattle for fall, 2006. We need to decide and let the other Chapters know by the end of the year.</p>	<p>This will be proposed at the Business Meeting on Monday morning. WMLA should be informed.</p>	<p>Vicki Croft will present this proposal. Susan Barnes will inform the WMLA Board</p>
<p>Dolores Judkins Survey Monkey Annual Meeting Survey results</p>	<p>Respondents favored a rotation among Seattle, Portland, and a third city. 75% favored Vancouver, BC as the third city; 20% favored Boise; several others were mentioned. 60% favored meetings to be held in cities, 30% in resorts. 64% favored occasional joint meetings.</p>		
<p>Kathy Martin/Vicki Croft Future Meetings and Rotations</p>	<p>There are several possibilities for future meetings. Eugene is marketing itself as a possible location for our 2007 meeting. The BC members are discussing whether they can accommodate a 2008 meeting in Vancouver, BC. In 2009 there may be a tri-chapter meeting in California.</p>	<p>These possibilities will be presented at the Business Meeting on Monday morning..</p>	<p>Kathy Martin</p>
<p>Vicki Croft Business Meeting Agenda – finalized and approved by the PNC/MLA Board.</p>			

Respectfully submitted by:: Susan Barnes, Recording Secretary, 11/5/04.