

DRAFT - PNC/MLA Board Meeting October 14, 2005 - DRAFT

Start Time: 1:30pm	End Time: 4:00pm
Members Present: Kathy Martin, Chair Vicki Croft, Past Chair Lea Starr, Chair-elect Heidi Sue Adams, Treasurer Gail Kouame, Recording Secretary Anne Girling, Membership Secretary Dolores Judkins, Chapter Council Representative Kim Granath, Chapter Council Alternate Kathy Murray, Publications Committee, Conference Planning	

Subject	Discussion	Follow-Up/Action	Responsibility
Gail Kouame 3/5/05 meeting minutes	3/5/05 meeting minutes approved as amended		

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 Income from the 2004 meeting in Seattle was the highest ever partly due to the Hospital Library Forum and some of the CE speakers who did not charge for their services Banking and homeland security - banks are making it more difficult to open accounts	Discuss with the incoming treasurer and prepare a proposal for the Board	Heidi Sue Adams

	<p>on a short-term basis (eg for annual meetings) - a lot of documentation is required. Board discussed the possibility of opening a central account at a bank with branches in multiple states such as Bank of America or Wells Fargo. Canada would be an exception because of different banking rules, etc.</p> <p>Looked at possibility of selling wristbands as a fundraiser, but Board decided not to pursue this option</p>		
<p>Anne Girling Membership Committee Report</p>	<p>Current membership: 159 Discussion about offering free membership to people from outside PNC (chapter members from other chapters with whom we have joint meetings) Discussed Lifetime Membership - decided to call it Honorary Lifetime Member. Refer to the Membership Committee report. Will add Emporia State and University of Alberta students to list of those eligible to apply for student membership Institutional membership discussion Added category of Emeritus (mostly retirees who would join at a reduced rate)</p>	<p>Present at the business meeting and put up for a vote</p> <p>Add procedures regarding Honorary Lifetime Membership to the procedures manual</p> <p>Meet to discuss proposed bylaw changes regarding membership</p>	<p>Kathy Murray</p> <p>Anne Girling</p> <p>Kathy Martin, Vicki Croft, Lea Staff, Anne Girling</p>
<p>Committee Reports - written</p>	<p>Have been submitted and will be presented at to be approved at the business meeting</p>		<p>Kathy Martin</p>

PNC Meeting Updates			
Gail Kouame Program 2006 - Western Chapters	Decided not to use Acteva software for registration for 2006 meeting due to expense Theme for 2006 meeting is "Missions and Mountains: Believe and Achieve" Will take place at Red Lion 5th Ave. in Seattle October 15-18, 2006. Still lining up speakers. Will include papers, posters, and roundtables. Now includes Hawaii-Pacific Chapter, so total of four chapters will be represented Planning committee continues to meet monthly in person and via telephone conference.		Gail Kouame and Lisa Oberg program co-chairs
Lea Starr & Heidi Sue Adams 2007 meeting	Heidi Sue called Tori Koch at Deaconess Billings and Tori and the BAHSIC folks have agreed to host the 2007 meeting in Billings. Anne Girling and Kathy Murray will assist		Program committee for 2007 meeting
Lea Staff 2009 meeting	Vancouver BC folks have tentatively agreed to host the meeting. There will be a winter (Jan/Feb) meeting hosted by So. California/AZ chapter. No meeting is scheduled for 2008 – perhaps CE only		
Kathy Murray Standing Program Committee	Discussion about how to revise the planning manual - revisions should go through Kathy Murray - meeting planners		

	<p>can send proposed revisions to Kathy and she will decide if it's meeting-specific or more universal in nature</p> <p>Kathy Murray also has forms such as evaluations, speaker checklists, budgets, etc.</p>	Burn electronic versions of forms onto CDs and give them to program planners	Kathy Murray
Vicki Croft Nominating Committee	<p>A written report was given to Board members</p> <p>89 out of 130 ballots were returned in the Fall elections</p>		
Kathy Murray Publications/Newsletter/Website	<p>Kathy Murray demonstrated the mock-up of the new look for the website – www.pncmla.org</p> <p>For the website, the re-direct has been problematic from the new URL, but the workaround is to right-click on a link and choose “open in new window”</p> <p>A vendors section has been added</p> <p>Other Board members offered input for changes, especially a “member spotlight” section</p> <p>Blog – will use WordPress hosted at UAA. Registration to the blog will be a benefit to current members</p>	<p>Will add links to vendor websites</p> <p>Committee chairs need to flesh out their sections of the web site with minutes, past reports, etc. Would like a letter from Chair each quarter to keep content fresh</p> <p>Add web space for mentoring/recruitment</p> <p>Initiate blog</p>	<p>Kathy Murray</p> <p>Committee chairs</p> <p>PNC Chair</p> <p>Kathy Murray</p> <p>Kathy Murray</p>
Old Business			
Kathy Martin			

Logo	No progress as of yet	Kathy Martin will pursue this when her term ends. Will get entries from graphics students	Kathy Martin
Dolores Judkins Chapter Council	<p>Cunningham Fellowship – difficult to get people to re-locate for 3 months, so changing it to host international librarians to come to MLA annual meeting</p> <p>‘05’06 priorities: co-sponsor a Health Literacy program at ALA ‘06</p> <p>Hurricane Katrina – offering free membership to libraries most affected by hurricanes – also holding MLA mail for those who can’t receive it</p> <p>Revision to bylaws has been made to allow for electronic voting</p> <p>Evaluation of having JMLA available online - 20,000 - 30,000 unique visitors. Most users looked at articles about impact factors and the Brandon-Hill list</p> <p>Noted a need for professional development for middle managers</p> <p>Reimbursement of chapter council reps is difficult to track depending on the location of the meeting, etc. Rate is determined by PNC - currently it's up to \$1000. Some institutions don't support attendance at the conference. Chapter council is a 6-year commitment - 3 as current, 3 as alternate</p> <p>Board voted to increase the top limit for reimbursement to \$1500 effective in 2007.</p> <p>Chapter council reps should check with</p>		

	<p>their home institutions first. Reps get reimbursed for actual expenses.</p> <p>Roundtables - they would like chapters to support giving some free roundtable lunches - as it stands now, there is no guarantee that our chapter members would benefit so we don't contribute currently.</p> <p>Board members felt that there could be better use of funds - box lunches are too expensive</p>		
<p>Heidi Sue Adams</p> <p>Survey Monkey Guidelines</p>	<p>PNC is going over the limit of 1000 responses per month on it costs 5 cents per response over 1000. Proposal is to limit to surveys with 500 or less expected responses or institution conducting the survey will be charged. The use of the survey needs to be limited to the *library* not the library's host institution's needs.</p>	<p>Post an announcement to PNC membership regarding new guidelines for Survey Monkey usage</p>	<p>Heidi Sue Adams</p>
<p>Vicki Croft</p> <p>Responsibility and Procedures Manuals</p>	<p>Responsibility manual is posted on the web and open to public view</p> <p>Procedures = "how to" and timelines</p>	<p>Officers and committee chairs need to "flesh out" their sections of the *procedure* manual - think about what would be helpful for someone coming in fresh - send to Vicki Croft by December 1st</p> <p>Post forms, templates, etc on the web and have password protection</p>	<p>Officers and committee chairs</p>
<p>Vicki Croft</p> <p>Institutional Membership</p>		<p>Vicki will provide notes at the business meeting so we can vote on this</p>	<p>Vicki Croft</p>

Kathy Martin MAP checkup		Kathy will do a thorough review of this in the Spring	Kathy Martin
New Business			
Scholarship and Professional Development funds	Discussion took place about limiting the dollar amounts of awards given. Board feels that applicants should pay some of their own expenses and not expect PNC scholarships to cover the entire amount. It will be left at the discretion of the Board to determine the amounts of the awards. If one is out of scope, the Board can negotiate.	Review and revise application form to clarify some of the areas in question, such as the fact that it is a reimbursement award, not given in advance	Kathy Murray
Paperless Organization	Registration for 2005 conference was almost completely paperless, except for reminder postcards that were sent out. No registration packets went out		
MLA Leadership Education Challenge	Deadline is December 23, 2005 to apply	Will check with Maryanne Blake about possibility of applying	Kathy Martin (?)
Kathy Martin Katrina and Rita Relief	MLA has a website listing ways to help Academic libraries can choose to designate a displaced librarian from the hurricane-affected areas as visiting faculty	Announce at business meeting	Kathy Martin