

**PNC/MLA Board Meeting, October 13, 2006 - FINAL**

<b>Start Time:</b> 1:00pm		<b>End Time:</b> 8:35pm	
<b>Members Present:</b> Lea Starr, Chair Kathy Martin, Past Chair (“Kathy Ma” for the minutes) Cheryl Goodwin, Chair-Elect Nanette Welton, Treasurer Liisa Rogers, Recording Secretary Anne Girling, Membership Secretary Dolores Judkins, Chapter Council Representative Kathy Murray, Publications Committee, Conference Planning (“Kathy Mu” for the minutes)			
<b>MINUTES</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>04/06/06 and 5/22/06 meeting minutes</b>	Both 2006 meeting minutes approved as amended.  Board members will report in today’s meeting regarding planned actions taken & not taken since the spring meetings.		
<b>Business Arising from Spring 2006 Minutes</b>	Annual Report	Sent by Lea.	
	SurveyMonkey	On the website. Needs some revisions.	Dolores will make changes.
	Responsibility Manual	Error in MLA description still needs fixing.  Dolores will add mentoring committee description to the Responsibility Manual.	Kathy Ma will fix.  Dolores
	Continuing Education Scholarship form	Cheryl and Pamela Murray will draft a consortial purchasing section for the RM.  Completed by Kathy Mu.	Pamela & Cheryl

<b>EXECUTIVE BOARD REPORTS AND RELATED ISSUES</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>Treasurer's Report</b> Nanette Welton	<b>From Spring 2006 Meetings:</b>  1) Clarification of account balance as of 4/6/06.  2) Discussion about need for deadline for final report and funds from annual meeting.  3) Nanette found out that MLA does not offer disaster insurance for conferences.	Nanette will talk with Heidi Sue this month about the income from the 10/05 meeting.  Kathy Mu will update RM (and/or conference planning manual?) and the final report will be due by the end of January following the conference.	Nanette  Kathy Mu
	<b>Budget:</b>  Total assets are \$28,586.43 in the account as of 10/13/06. Nanette has moved the funds to an account that receives interest. The account can be accessed online, though it is connected to Nanette's SS #.  Report accepted. Nanette strongly suggests that future treasurers have a chance for mentoring from the previous treasurer.	Nanette will arrange for one other person on the board to have access to the account (e.g. a signature card). She will also investigate banking fees between states (at Wells Fargo) and the availability of CDs for the funds.  Nanette will draft a proposal for a mentoring program for PNC treasurers and bring it to the Spring 2007 meeting.	Nanette  Nanette
	<b>Other New Treasurer items:</b>  Reimbursement of travel costs for exec to annual meetings.	The board will propose to the membership that they give the board the latitude to, on an ad hoc basis, reimburse out of pocket travel expenses for those board members coming to the Fall meeting (not funded by their organization) who do not live in the city where the meeting is.	Nanette/Board

<b>EXECUTIVE BOARD REPORTS AND RELATED ISSUES, continued</b>			
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<b>Treasurer's Report, continued</b>	Reimbursement for supplies (envelopes, printing, stamps).	Nanette will put a line in the next budget for printing supplies and expenses. Board members can submit for expenses (organizational or personal) in these categories.	Nanette
	Wells Fargo allows online bill payment. Nanette suggests she be allowed to use this process for reimbursing board members.	Agreed treasurer can reimburse in this way.	
<b>Membership Committee</b> Anne Girling	<b>From the Spring 2006 Meeting:</b>		
	1) Targeting biotech companies for membership, especially in WA state.	Anne did not contact the RML, Deborah Buck (new biotech member), Mark Minnie at UW or UW SLA group for ideas. She will pass the idea to the next MC chair.	Anne/Next MC Chair
	2) Lending Library	Lea will follow up regarding the roles of the Board & RML re: this resource	Lea
	<b>Membership Report:</b>		Anne
	Current membership: 159 (about equal to 2005) Committee members remain about the same.		
	Early membership renewal drive is still successful. Anne suggested having a new member prize (\$25 gift certificate) for any new members since the previous fall meeting. New members can still be eligible for early renewal drive prize, but no one can win more than one prize and no one can win the MLA membership prize 2 years in a row. 4 prizes total.	Anne will implement these changes in the Procedure Manual	Anne

<b>EXECUTIVE BOARD REPORTS AND RELATED ISSUES, continued</b>			
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<b>Membership Committee Report, continued</b>	<p>Student membership awards were successful this year.</p> <p>Anne will follow the same procedure she has in the past to send out renewal forms with a brochure on the other side. Early renewal membership period will remain the same.</p> <p>Re: Saskatchewan HS librarians – we are open to them joining PNC.</p> <p>Honorary Lifetime Membership criteria research by Anne – criteria are similar across most chapters.</p>		Anne
<b>COMMITTEE REPORTS</b>	Lea hasn't received all reports yet.	Lea will request proposals from the chairs and have them sent to Kathy Mu.	Lea
<b>Government Relations</b> Bob Richart	Bob has kept up with the work, and posted relevant items to the website.	He will continue in his role.	Bob
<b>Technology</b> Neal Van der Voorn, by phone, 2pm	Neal proposed to disband the committee, stating that the work has been completed, that members are getting their technology information needs met at CE classes, and they do not see any current needs.	Discussed and agreed to make the Technology Committee an ad hoc committee.	Neal will bring this to the business meeting 10/17/06 to discuss with the membership.
<b>Consortial Purchase</b> Cheryl Goodwin	The only active purchases at this point are through <b>Ovid</b> – Tom is the rep and things seem to be running smoothly. Tom will be contacting Ovid consortial purchase members to inform them of changes and renewal options.		

<b>COMMITTEE REPORTS, continued</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>Consortial Purchase, continued</b>	<p>There were some <b>Ebsco</b> trials and a few people purchased.</p> <p><b>StatRef</b> is planning to approach PNC to have a contract with PNC rather than individual or institutional members.</p> <p>The relationship of the institutional membership to the consortial/group purchase option was discussed.</p> <p>We may need to come up with alternate terms for “group purchasing” in case there are legal implications that we do not want.</p> <p>The need for a person dedicated to group purchasing was discussed.</p>	<p>We will propose to the membership that we either need a committee to do the work or to hire a person to be responsible for managing group purchase agreements. Hiring a person would involve raising the institutional membership fee. Close communication with vendor representatives will be important re: any changes.</p>	<p>Cheryl</p>
<b>Bylaws</b> Jan Schuller	<p>Written report submitted by Jan. Report accepted as submitted.</p> <p>Kathy Ma brought up the fact that MLA requires that only MLA members vote on MLA-related positions in our elections in this region (chapter council representative and alternate as well as nominating committee candidate).</p>	<p>Agreed that Survey Monkey ballot will be designed such that MLA members will only be able to vote for these positions. Dolores will write this in the procedure manual.</p>	<p>Dolores</p>

<b>COMMITTEE REPORTS, continued</b>			
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<b>Bylaws report, continued</b>	Elected Officers: Article 4, Sect 4, Restrictions: Need to change the bylaws to state that elected officers cannot hold <b>the same</b> office for more than 3 consecutive years.	Kathy Ma will initiate bylaws change for this.	Kathy Ma
<b>Professional Development</b> Gail Kouame for Maryanne Blake	For the Western Chapters meeting starting 10/14/06, 7 CE (MLA-certified) classes are slated, 2 are full to capacity. Income will be close to \$5000 just from the classes. The Washington State Library will provide a laptop lab for no charge for the EBM for CAM class.		
	Maryanne will need a replacement as chair of the committee.	She has not yet talked with anyone as far as we know.	Maryanne
	Regarding agreements between the RML & PNC re: the Lending Library, the responsibility manual still needs to be updated.	The Professional Development section of the RM will be updated to reflect the fact that the PD Committee Chair will receive the requests from PNC members, purchase items where applicable for donation to the LL, and serve as the liaison with the RML.	Kathy Ma
	Professional Development Committee Goals.	Still need to be submitted to the website.	Maryanne
<b>Mentoring/recruitment</b> Dolores Judkins	Dolores is looking for one representative from each state, and is working on developing a website that will display schools that have practicum opportunities and so forth.	Dolores and Jim Morgan will meet with Cathy Burroughs to explore ideas for addressing the high number of retiring librarians over the next decade.	Dolores

<b>COMMITTEE REPORTS, continued</b>			
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<p><b>Nominating</b> Kathy Martin</p>	<p>Survey Monkey was used for board elections this year – successfully:</p> <p>Chair: Heidi Sue Chair-Elect: Gail Kouame Recording Secretary: Liisa Rogers Membership Secretary: Susan Barnes MLA Nominating Committee: Michelle Spatz</p> <p>Kathy has received Cheryl’s resignation letter.</p>	<p>Results will be reported at the business meeting and the membership will be asked if there were any problems using the survey.</p> <p>Survey Monkey needs to be cleared, and Kathy and Dolores will be working on making any changes.</p>	<p>Kathy Ma &amp; Dolores</p>
<p><b>Publications</b> Kathy Murray</p>	<p><b>From Spring 2006 Meetings:</b></p> <p>The URL will not change regardless of where users are on the PNC website.</p> <p>The Committee page is not updated because the names &amp; activity information has not been received. Adding the task of reviewing the MAP still needs to be added to the Responsibility Manual.</p> <p><b>Publications Report:</b></p> <p>The Blog is active! Kathy reported on the current status of it and the website.</p> <p>She will give a short tutorial at the business meeting re: how to use the blog.</p> <p>There will be a “board only” level of the blog and the blog will be members-only.</p>	<p>Kathy Ma will add this to the RM.</p>	<p>Kathy Ma</p> <p>Kathy Mu</p>

<b>COMMITTEE REPORTS, continued</b>			
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<b>Standing Program</b> Kathy Murray	Kathy Mu suggests in order to have continuity between conferences that she be an "ex-officio" member of the planning committee.	Kathy will let people know about this consultant position.	Kathy Mu
<b>PNC MEETING UPDATES</b>			
<b>Program 2005 Wrap-Up</b> Dolores Judkins	Profit of \$9836 was made; however not all final bills have been paid. Check for \$9000 will be sent to PNC. CE classes were very popular. Survey results: almost 66% took CE classes, some even 2 or 3 classes.  Re: the issue of what rate non-PNC MLA members pay for PNC conferences if they are members of another regional organization:  Dolores asked other chapter chairs and there currently are no reciprocal agreements; therefore they should pay a non-member fee.	Dolores has the full SurveyMonkey results.  Final report to be submitted later.	Dolores  Ann VonSagen and/or Ann Haines



<b>PNC MEETING UPDATES, continued</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<p><b>Program 2006 - Western Chapters</b> Gail Kouame/Lisa Oberg</p>	<p>175 registrants (70 from CA, 5 from HI), 8 for CE only, over 20 papers &amp; posters, (with equal representation among chapters), 27 exhibitors (Ebsco bought 2-3 spaces), rooms maxed out , onsite AV support employed...</p> <p>Committees have done a lot of work. Variety and quality of speakers is notable, as is the sponsorship. Vendors make budgetary decisions in the beginning of the calendar year, so it would be good to contact them sooner rather than later. Angela Ruffin will be here from the NNLM office in DC to give the NLM report. (new databases!)</p>	<p>Dolores will share the SurveyMonkey results and template from last year's meeting.</p> <p>Final report and funds transfer are due to PNC by January 2007.</p>	<p>Dolores</p> <p>Gail &amp; Lisa</p>
<p><b>2007 Meeting</b> Cheryl Goodwin</p>	<p>Conference will be held at MSU Billings Downtown Conference Facility Sept 28-Oct 2 2007. Technology needs will be met. Sheraton Hotel downtown will host the rooms and is centrally located. Theme: "Boot up under the big sky: libraries, computers and the west".</p>	<p>Heidi Sue Adams and Tori Koch are working on it. Contract from MSU will be sent to Kathy Mu.</p> <p>Suggest that Heidi Sue and Tori get plugged into conference calls for the 2006 meeting.</p>	<p>Program committee for 2007 meeting</p> <p>Lea</p>
<p><b>2009 Meeting</b> Lea Starr</p>	<p>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.</p>		

<b>OLD BUSINESS</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>Chapter Council</b> Dolores Judkins	Roundtables – do we want to pay for a few lunches at MLA? Suggestion re: PNC supporting a PNC member, or a first time MLA attendee and that they have to report on the blog in order to get reimbursed.	Agenda item for spring 2007 board meeting.	Dolores
	Dolores is on the Majors Chapter of the Year committee.	Dolores will help create a webpage highlighting what chapters did to receive previous (Majors) awards.	Dolores
	How can we give out more awards within our chapter?	Dolores will get information about what other chapters do and report at the spring 2007 board meeting.	Dolores
	Dolores will give report from MLA at the 10/17/06 business meeting, or on the website.		Dolores
	Chapter Council Alternate Kim Granath has not participated in her role over the past year.	Dolores will call her to ascertain her level of commitment at this point.	Dolores
<b>Logo</b> Kathy Ma	Kathy Ma has not received any volunteers for the logo project. Kathy Mu made the case for the necessity of having a new one at this point, and she suggested hiring a company to it.	Committee was formed: Gail, Dolores, and Kathy Mu will work on this and report back.	Gail, Dolores, Kathy Mu
<b>MAP Revision</b> Lea Starr	Kathy Mu posted it to the website and alerted the membership to review it for a vote at the business meeting.	Lea will briefly describe what the MAP is and solicit a vote of approval.	Lea
		Lea will also contact the chairs to encourage them to work within the MAP.	Lea

<b>OLD BUSINESS, continued</b>			
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<p><b>Scholarship Funds</b> Lea Starr</p> <p><b>Meeting Organizer</b> Kathy Ma</p> <p><b>Templates of letters for chair to write</b> Kathy Ma</p>	<p>Re: how to honor Bill Fraser</p> <p>Re: Jill Berkowitz/"Group to Go" services</p>	<p>Lea has been unsuccessful so far with our ideas and we agreed not to follow up at this point.</p> <p>Kathy will pass the information to Lea, as it might be important for joint meetings.</p> <p>Kathy Ma will put in the Procedure Manual</p>	<p>Kathy Ma</p> <p>Kathy Ma</p>
<b>NEW BUSINESS</b>			
<b>Chapter Documentation</b>			
<p>Availability of documents relating to decisions such as institutional membership. Difference between Responsibility Manual (general overview) and the Procedure Manual (details, tasks, timelines, tips).</p> <p>What board items need to go to the archivist?</p> <p>Should all committee reports be in the blog?</p> <p>Should the Recording Secretary have some responsibility in this?</p>	<p>Working papers need to go into the paper archives. The blog can serve as an archive.</p>	<p>Kathy Ma will collect materials for archiving and will contact Kathy Mu when she is ready to upload them to the blog. Liisa will help with this project.</p>	<p>Kathy Ma, Kathy Mu, and Liisa</p>
<b>Standing Committees</b>	<p>The committees were reviewed for appropriateness. The MAP should dictate much of their activities.</p>	<p>Lea will meet with Heidi to review the MAP and communicate with the committee chairs regarding their roles in implementing.</p>	<p>Lea &amp; Heidi</p>

<b>NEW BUSINESS, continued</b>			
<b>Subject</b>	<b>Discussion</b>	<b>Follow-Up/Action</b>	<b>Responsibility</b>
<b>Business Meeting – Tuesday 10/17/06 10:30am</b>	Call to order by Jan Schuller, introduction of the board, approval of minutes, announcements, thank you to the conference planners, have new attendees stand up, retirees, scholarship winners & total amounts, executive board & committee reports (including election announcements), MAP, give out blog handout.		Jan, Lea & Board  Pam Spickelmeier from St. Lukes RMC in Boise Idaho will take the business meeting minutes for Liisa Rogers who cannot attend.
Friday's meeting ended at 8:35 pm. Liisa will email the minutes to the Board Members.			