

PNC/MLA Board Meeting, Thursday, February 25, 2010 FINAL

Meeting Start Time: 1:10 pm Thursday, 2/25/10		Day 1 End Time: 9:00 pm Thursday, 2/25/10	
Day 2 Start Time: 9:00 am Friday, 2/26/10		Meeting End Time: 4:35 pm Friday, 2/26/10	
Location: Hotel Monaco, Portland, OR			
PNC/MLAWebsite			
Bylaws			
MAP			
Members Present:			
Noelle Harling, Chair		Kathy Murray, Past Chair	
Sally Bremner, Membership Secretary		Rose Campbell, Chapter Council Alternate	
Judith Hayes, Treasurer		Leilani St. Anna, Ex-Officio as Chair, Publications Cte.	
Valerie Lawrence, Recording Secretary		Laurel Egan, Chair Elect	
Members Absent: Kim Granath, Chapter Council Representative			
MINUTES			
Subject	Discussion	Follow-Up/Action	Responsibility
I. Call to Order			
II. Introductions	Board members introduced themselves.		
III. Review Minutes of Board Meeting from October 2009	Minutes were approved unanimously as corrected.		
IV. Additions to Agenda	Items from Fall 2009 minutes – added below		
V. EXECUTIVE BOARD REPORTS AND RELATED ISSUES			

Subject	Discussion	Follow-Up/Action	Responsibility
a) Treasurer's Report and related issues	<p>See Treasurer's report. Beginning Balance - \$47,933.39 2009 Expenses – \$55,541.55 2009 Income – \$36,333.10 Balance at the end of the year - \$28,739.61</p>		
Other Treasurer items:	<p>2009 Annual Meeting expenses were almost \$20,000 more than meeting income. Food costs appear to be the major outlier (averaged approx \$320 per person); other costs appear to be commensurate with previous meeting costs. CE was in line to cover its costs.</p> <p>RegOnline does not include an accounting with its statements (no indication of their handling fee) so we don't know what that breakdown is.</p> <p>Board will encourage the meeting planning committee to stick to a budget that supports the meeting, hopefully ends up with a \$2500 surplus, but that definitely does not lose money. Board recommends that Annual Meeting committees return to using a separate checking account for each annual meeting as had been done with previous meetings, rather than using the chapter treasury as was done for 2009. Board will also expect a preliminary report outlining registration numbers, CE attendance, and projected income/expenses from each meeting planning committee prior to the Fall Board meeting.</p> <p>Board will look into other ways the organization's</p>	<p>Obtain a detailed report and financial accounting from 2009 Annual Meeting Committee</p> <p>Verify final meeting income figures and fees with RegOnline</p>	<p>Noelle</p> <p>Judith</p>

b) Membership Committee – Sally Bremner

funds can also support members who can't attend the annual meetings.

See report.

Total membership: 121

Approximately 45 members have not as yet renewed. Membership Committee has been reconstituted (see report) with members from each state and province. Four free student memberships were awarded for 2010. Membership data has been entered into RegOnline.

Issues:

Holding both institutional and individual memberships is not supported by RegOnline in a single membership record; separate membership records are required, each tied to a unique e-mail address. Sally suggests amending some of the information on the PNC website to clarify this information.

There are issues with people logging in using different email addresses from those in their membership records; RegOnline then requires a separate account to be set up. Kathy suggested Sally and Leilani put clarifying information on the PNC website indicating that the emails listed on the Individual and Institutional Members Lists are the email addresses they need when renewing or updating each type of membership through RegOnline.

Members who renew before March 15 will have continued access to SurveyMonkey; passwords will be

Send membership spreadsheet to Leilani regularly

Sally

Sally

	<p>changed at that time and non-renewed members will lose access to SurveyMonkey; renewed members will receive notice of the new password via email.</p>		
<p>c) Chapter Council Rose Campbell</p>	<p>Nothing new since the last meeting. Rose is developing a plan for the Chapter to sponsor members for the Roundtable lunch seats, rather than going through MLA.</p> <p>Judith recommended some criteria for applications and expectations that the sponsored attendees report back to the Chapter.</p>		Rose
	<p>MLA is transferring to a new online management system and mailing lists for members that will give us access to our chapter mailing list.</p>	<p>Find out what the parameters of the mailings lists are</p>	Rose
<p>VI. Committee Reports</p>			
<p>a) Archives - Janet Schnall</p>	<p>No report</p>		
<p>b) AHIP Credentialing – Joan Wilson</p>	<p>No report</p>		
<p>c) Bylaws – Jan Schueller</p>	<p>Division of institutional membership categories into single and multi-site would require a change in the bylaws. Board unanimously accepted the Bylaws Committee’s terminology for the membership categories as written in the committee report.</p>	<p>Bylaws amendment to be done via SurveyMonkey</p>	<p>Jan Schueller</p>

<p>d) Conference Planning – Kathy Murray</p>	<p>The Conference Planning manual is being revised by Susan Barnes, Gail Kouame and members of the 2009 Annual Meeting group..</p> <p>Kathy suggested advising the annual meeting committees to consider including a reduced rate for retirees and that Life Members attend the Welcome Reception at no cost.</p>	<p>Add these suggestions to the Conference Planning Manual.</p>	<p>Kathy Murray</p>
<p>e) Government Relations – Bob Richart</p>	<p>See report. The Committee’s website was updated in September 2009.</p>		
<p>f) Group Purchasing – Pam Spickelmier</p>	<p>Pam Spickelmier became chair of the committee in mid-2009.</p> <p>Committee met in January and discussed how to disseminate information about group purchasing agreements to the PNC memberships.</p> <p>It’s uncertain to what extent the agreements are actually consortial and to what extent the coordinator has been able to make progress. While the contract with the Group Purchasing Coordinator outlines duties, it seems responsibilities are still unclear.</p> <p>Robin Braun has not been under contract since December 31, 2009. Robin and the committee have had little success in obtaining information and documentation from the vendors. Obtaining information from Marcy has not been successful.</p>		

<p>g) Mentoring and Recruitment – Dolores Judkins</p> <p>h) Nominations and Elections – Kathy Murray</p>	<p>Questions that need to be answered: Who is participating in group purchasing? What arrangements still exist and who is participating in which ones? What institutions are included in the agreements that are not PNC members?</p>	<p>Try one more time to obtain historical information from Marcy.</p>	<p>Judith</p>
	<p>What resources do hospitals currently subscribe to and how are they contracted – consortia, PNC group purchase, or individual? Board will direct the committee to poll the entire PNC membership and compile this information into a matrix so that data can be used going forward to inform what the committee charge needs to be. Committee also to ask for information about non-PNC member institutions that are participating in group purchase (as part of the original agreements).</p>	<p>Committee will poll membership and gather data</p>	<p>Noelle to communicate with Pam S.</p>
	<p>Board will notify Robin that since we are between contracts and are re-evaluating the group purchase activities, she must stop all group purchase activity for the time being.</p>	<p>Communicate with Robin</p>	<p>Noelle</p>
	<p>Obtain historical information about the LWW contracts</p>	<p>Contact Christian</p>	<p>Kathy</p>
	<p>No meetings held this year.</p> <p>Kathy discussed issues around naming a slate of officers, including the difficulties people have in</p>		

	<p>committing to multi-year terms. The group brainstormed ideas for people who might be willing to serve on the Board.</p>		
	<p>Recess 9 pm Thursday 2/25/10 Resumed 9 am Friday 2/26/10</p>		
<p>i) Professional Development – Chris Shaffer</p>	<p>See report. Committee has established a Google Group workspace and established working groups to accomplish its goals.</p>		
<p>j) Publications – Leilani St. Anna</p>	<p>See report. Chapter blog has been reconfigured and opened to anyone to both read and comment. More discussion under Old Business.</p>		
<p>k) Technology Committee – Rose Campbell</p>	<p>See report. Committee evaluated several web conferencing applications. Each package has different capabilities regarding meeting configurations and price. Dimdim appears to have the best combination of price and features.</p>	<p>Technology, Annual Meeting, Membership, Group Purchasing, and Professional Development committees (and perhaps Board) will trial Dimdim over the next few months</p>	<p>Rose</p>
		<p>Purchase a subscription to Dimdim Pro for three months and</p>	<p>Judith</p>

		gather data	
		Set up a Google calendar for committee meetings to reserve Dimdim as well as for accountability and transparency	Rose/ Alison /Technology Committee
		Create a page detailing how to set up and use Dimdim, test the instructions, and post them to the website	Technology Committee
VII. Old Business			
MegaMeeting	V. C. vii – no action from last meeting	Look into implications of MegaMeeting for chapters	Rose
Sponsoring Round Table discussion attendance	V. C. ix – Board approved sponsoring up to three seats for PNC members at the Chapter Round Table discussions at the annual MLA meeting and making this information available to members via the website and the hlib-listserv. Members receiving this support will share information from this session via the blog before being reimbursed..	Look into mechanism for sponsoring seats at Chapter Round Table discussions	Rose
2010 Budget	Board needs a budget from the Treasurer for 2010.		

Spring 2009 Meeting Minutes	Spring 2009 Board Meeting Minutes were approved as corrected.		
Procedure Manual	Kathy proposed adding materials to the Procedure Manual, based on each position's description in the Responsibility Manual and current issues pertaining to the position, such as templates, timelines, sample letters, deadlines, etc.; basically, things that would be helpful to succeeding Board members or committee chairs.	All members will supply Kathy with whatever information they feel would be helpful for the next person coming into their position, to be added to the Procedures Manual. Members will also submit changes for the Responsibility Manual to Leilani.	Kathy Murray, Board Members, Committee Chairs
Responsibility Manual	Leilani will check whether the Responsibility Manual has been updated with recent changes.		
Blog	Kathy still needs to add committee chairs to the blog; all Board members are already added as authors and can post without restriction. HLIB gets notified of new posts to the blog; members can comment but new commenters need to be approved the first time they post. Blog needs an editor/champion. Letters from the Chair; committee updates; news and information, Around the Region, are existing categories.	Add committee chairs as blog posters Approach Hope Lehman or Heidi Sue Adams about taking on the blog editorship	Kathy Noelle

<p>Google Groups</p>	<p>Membership needs to be made aware of the changes to the blog (increased ease of use etc.)</p> <p>Drafts of minutes, Treasurer’s report, other working documents, as a repository and workspace prior to posting final versions on the PNC/MLA website. Only Board members can currently access PNC Board Google Groups.</p>	<p>Message will go to HLIB from blog post about changes</p> <p>Add new Board members to Google Groups.</p> <p>Post working documents to Google Groups.</p>	<p>Kathy in collaboration with (Hope)</p> <p>Kathy</p> <p>All</p>
<p>Promotion/Advocacy “mini-grants”</p>	<p>This meeting’s minutes will be approved by the Board by April.</p> <p>Small grants (~\$250 per project to a total of \$5000 & then review) to help members market their services within their organizations, provide members with information about marketing specialists, graphic designers, etc. Kathy had sent a proposal to Susan Barnes that got positive feedback, but it did not move forward.</p>	<p>Upload minutes to Google Groups</p> <p>Create an application form and web content that explains the project to the membership.</p> <p>Approvals will use the same process as the Scholarship applications.</p>	<p>Val</p> <p>Kathy</p>
<p>VIII. New Business</p>			
<p>a) Annual Meeting, 2010 Dolores Judkins, Todd Hannon</p>	<p>One theme from the 2009 meeting was that newer people felt the group was “closed” and it was hard to</p>		

	<p>meet the longer term members, who “all knew each other.” The committee is developing more structured activities to make it easier for newer attendees to meet long-term members at the 2010 meeting, such as holding Stat! Talks and other activities early in the meeting, to facilitate networking and introductions.</p> <p>There will be no theme for the meeting. The committee is still in the process of engaging speakers and has made several contacts. Exhibitors are being contacted to save the dates. The committee will make it clear to the exhibitors that they are welcome to attend sessions.</p> <p>The group discussed last year’s meeting loss. The Board reiterated the need for the annual meeting to make ~\$2500 if possible, but if not, simply not to lose money; and for the committee to work closely with Judith.</p>			
	2011	Liisa Rogers – still not confirmed	Confirm w/ Liisa	Noelle
	2012	MLA in Seattle – CE only meeting.		
	2013	Kim Granath – confirmed		
	2014	No location or chair confirmed as yet	Email Lea to see if Vancouver, BC is a possibility	Kathy
b) CHLA Southern Alberta Chapter		This CHLA chapter (12 members) approached Judith about joining PNC/MLA as a group (similar to		Judith

<p>c) Advocacy/marketing – member benefits to spend down the treasury</p> <p>d) Sponsorship of SPARC Portland symposium</p>	<p>WMLA, OHSLA etc.) as a different kind of “institutional” membership for communication, outreach, member benefits etc.</p> <p>Recommended all individuals just join PNC as individuals (US\$25/year) and/or join HLIB on their own for communication</p> <p>See f) below.</p> <p>Symposium for Portland Area Research in Complementary and Alternative Medicine put on by OCCAM (Oregon CAM institutions) April 17, 2010</p> <p>Want to bring librarians to this symposium to raise awareness and promote research literacy, evidence-based practice. Noelle is applying to MLA for accreditation for CE credits and MLA requires a chapter or section to sponsor (no expense for the chapter)</p> <p>Board voted unanimously to sponsor this opportunity.</p>		
<p>e) PNC note cards</p>	<p>Organization currently does not have letterhead stationery or note cards. These could be useful for many occasions.</p>	<p>Sally and Kathy will look at printing note cards and will put the master in Google Groups.</p>	<p>Sally and Kathy</p>

f) Estimated budget 2010	<p>Estimated income 2010 - \$11,000 (assumes annual meeting profit of \$2,500) Estimated expenses 2010 – \$17,950 (includes proposed marketing mini-grants total \$5,000)</p> <p>Board discussed a possible dues increase in the next year due to the fact that member dues cover only about 50% of the expenses to run the chapter. Board will examine all expenses during this coming year to determine whether this will be necessary.</p> <p>Reduce marketing mini-grants to total expense of \$2500, not \$5000</p>	List an unbalanced budget for the moment and add further data as available to discuss at April Board meeting; ask Archives for data going back to 10 years ago	Judith
Chapter MAP revisions	Separate document; Chapter MAP was revised and approved by the Board.		
IX. Adjourn			
<p>February 2010 meeting was adjourned at ~ 4:35 pm Friday, February 26, 2010. Val will post the minutes to Google Groups for the Board Members' feedback.</p>			