

PNC/MLA Board Meeting, June 9, 2010

Start Time: 1:00 PM Pacific		End Time: 2:00 PM Pacific	
<p>Location: Web Meeting using WebEx PNC/MLAWebsite Bylaws MAP</p> <p>Members Present: Noelle Harling, Chair Sally Bremner, Membership Secretary Judith Hayes, Treasurer Valerie Lawrence, Recording Secretary Rose Relevo, Chapter Council Representative</p> <p style="text-align: right;">Kathy Murray, Past Chair Leilani St. Anna, Ex-Officio as Chair, Publications Cte. Laurel Egan, Chair Elect</p> <p>Members Absent: Todd Hannon, Chapter Council Alternate</p>			
MINUTES			
Subject	Discussion	Follow-Up/Action	Responsibility
I. Call to Order			
II. Review Minutes of Board Meeting from May 5, 2010	Minutes of the May 5, 2010 meeting were approved as amended.		
III. Additions to Agenda			
a) Stationery designs			

Subject	Discussion	Follow-Up/Action	Responsibility
<p>a) Treasurer's Report and 2010 Budget – Judith Hayes</p>	<p>2010 meeting committee is budgeting for an anticipated \$7500 profit. This is separate from any CE profit. Judith will be establishing a conference bank account next week.</p> <p>No expenses for the 2010 meeting except the \$1000 upfront money are indicated on the anticipated expenses. Meeting expenses will be broken down after the meeting and included on the report that goes to MLA.</p> <p>Total budget is \$5500 over anticipated income excluding 2010 conference expenses. Several anticipated expenses are not listed in this version.</p> <p>Kathy proposed listing all anticipated expenses relative to income and showing the projected loss, in the interest of transparency.</p> <p>Rose moved, Leilani seconded, and the Board unanimously approved the budget with changes as proposed.</p>	<p>Revise the budget to include all anticipated figures including expenses above anticipated income. Post budget to Google Group.</p>	<p>Judith</p>

<p>b) Chapter Council Representative – Rose Relevo</p> <p>V. Committee Reports</p> <p>None submitted</p> <p>VI. Old Business</p> <p>a) Treasury data from archives? – Leilani</p> <p>b) Review of changes to Responsibility Manual</p> <p>i) Progress of updates – Technology Committee</p> <p>ii) question about website responsibilities</p> <p>iii) Professional Development’s role in selecting scholarship awardees</p>	<p>See report.</p> <p>Meeting scheduled with Janet Schnall during the last week of June.</p> <p>Deferred to Google Groups.</p>	<p>Report to be posted to Google Group.</p>	<p>Rose</p> <p>Leilani</p>
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<p>c) Promotion/advocacy “mini-grants” – status</p>	<p>Since the last meeting, Kathy has created an application form for the mini-grants. She received some feedback and is ready to... →</p>	<p>Post revised document to Google Groups</p>	<p>Kathy</p>
<p>d) 2009 annual meeting final report – status</p>	<p>There is still no information from 2009 committee and as of last month, the final report is still not done. Susan has been indisposed and Gail is now out of town. Suspect the Conference Planning Manual is in a similar state.</p>	<p>Continue to follow up with Gail.</p>	<p>Noelle</p>
<p>VII. New Business</p>			
<p>a) Annual Meeting 2010 Update</p>	<p>Noelle reported on behalf of Todd that the survey has gone out; meeting logo will be done this week; the web site will have content next week; publicity will begin; and Judith and Lana will set up a bank account next week.</p>		
<p>b) Bylaws changes procedure – Noelle</p>	<p>Deferred</p>		
<p>c) Web conferencing software. WebEx test and issue re: billing & hosts</p>	<p>Consensus is that WebEx works well; having the option to connect via either VOIP or phone is preferable.</p> <p>Cost is \$49 per month and includes only one host.</p>	<p>Discuss cost and hosting options with WebEx representative</p>	<p>Noelle</p>

d) Blog posts by committee chairs – content? -- Noelle	Deferred		
VIII. Adjourn	Moved by Rose and seconded		
The June 9, 2010 meeting was adjourned at 2:00 Pacific Time. Val will post the minutes to the Board Google Group website.			