

**Members Present:**  
 Peggy Baldwin, Chair  
 Vicki Croft, Chair Elect  
 Heidi Sue Adams, Treasurer  
 Anne Girling, Recording Secretary/ In-Coming Membership Secretary  
 Kathy Martin, Membership Committee  
 Kathy Murray, Publication Committee/ In-Coming Chair Elect  
 Patrice O'Donovan, Chapter Council Representative  
 Dolores Judkins, Chapter Council Alternate  
 Bob Pringle, Past Chair & Nominating Committee  
 Maryanne Blake, Professional Development Committee  
 Susan Barnes, Technology Chair/In-Coming Recording Secretary

**Written Reports provided:**  
 Terry Jankowski  
 Liason to MLA's Credentialing Committee  
 CA Meeting  
 Jan Schueller, PNC Bylaws Committee  
 Bob Reichart, Government Relations

**Members Not Present/No Written Report:**  
 Susan Long, MLA Nominating Committee

Subject	Discussion	Follow-up/ Action	Responsibility
Anne Girling – 10/17/03 Board Meeting Minutes	Approved as written.	Send to Web-mistress for placement on the PNC Web site.	Anne Girling
Agenda Changes	None	Moved, seconded, and approved.	

**Reports:**

Heidi Sue Adams <b>Treasurer's Report</b> <b>2003 Actual</b>  <b>2004 Budget</b>	A written copy of "2003 Actual Income/Assets and Expenses" and the approved "2004 Budget" was given to each member.  Treasurer's Report approved after suggested changes have been made.  It was suggested that we institute a Student Membership Fee of \$10. Reimbursement of Board Member Expenses	Under Proposed Income – Scholarships \$3000 to include, but listed separately: Lindberg Scholarship \$250 Cunningham Scholarship \$250 Student Scholarship up to \$400 Dollar amount of each scholarship to be approved annually by the Board. This needs to be discussed with the full membership during the Business Meeting. Members in need of expense reimbursement should submit a Travel Reimbursement Request Form and the receipt (or reasonable facsimile) for the gift purchased for the PNC Gift Basket to Heidi Sue Adams.	Heidi Sue Adams          Kathy Martin to bring up during Business Meeting.
Kathy Martin <b>Membership Committee</b>	Should we continue to send Lifetime Members an annual membership renewal forms. Lifetime Members- Treasurer needs a list of all lifetime members  Criteria for Lifetime Membership- they need to have contributed something to the organization. Criteria need to be written down. How can we promote Canadian Membership?	Yes, it is the only way we can update their current address, etc.  Incoming Membership Secretary to send this list to Heidi Sue Adams. Membership Secretary to ask Janet Schnall for a copy of the 1998 Business Meeting minutes regarding qualifications for Lifetime Membership. Ask them to run for office, serve on a committee, teach a CE class, etc.?	Membership Committee   Anne Girling Anne Girling

	<p>Should we institute a Late Registration Fee?</p> <p>Should we include a Registration Form for the following year with the Annual Meeting forms?</p> <p>Registration Forms need to identify the year to which they apply. Dues paid prior to the Annual Meeting will be for the current year. Dues paid after the Annual meeting will be for the following year.</p> <p>Should we offer an MLA Membership annually to the first person renewing his/her PNC membership?</p>	<p>Membership Committee will look into the structure of a Reduced Membership Fee Category (student, unemployed, etc.) and establishment of a late fee.</p> <p>No, but they should be available at the Annual Meeting registration table and their availability should be advertised during the Business Meeting.</p> <p>Membership Secretary will see that the year is added to the Registration Form. Past Chair will add this to the Procedure manual.</p> <p>Chapter Representative will see if a free MLA Membership is available to each Chapter on an Annual Basis.</p>	<p>Membership Committee</p> <p>Membership Secretary to provide the forms to the meeting's Registration Chair.</p> <p>Anne Girling Peggy Baldwin</p> <p>Dolores Judkins</p>
<b>Committee Reports</b>			
<p>The following Committee Reports were e-mailed to all Board Members prior to this meeting:</p> <p><b>Liaison to MLA's Credentialing Committee</b>  <b>Bylaws Committee</b>  <b>CE at Jan 2004 Joint Meeting</b>  <b>Governmental Relations Committee</b>  <b>Professional Development</b>  <b>Technology Committee</b>  <b>Group Purchase Committee</b></p>	<p>All reports accepted as written.</p>		
<b>Old Business</b>			
<p>Peggy Baldwin</p> <p><b>Business Meeting Agenda</b></p>	<p>Finalized Business Meeting Agenda</p>		
<p>Susan Barnes, Pamela Murray, Cheryl Goodwin</p> <p><b>Group Purchase Committee</b></p>	<p>Do we want to create an Institutional Membership and make it a requirement for participation in the group purchase?</p> <p>OVID Contract – access to 235 LWW journals</p> <p>Current participants – 45</p> <p>Hospitals without librarians/libraries will be allowed to participate.</p> <p>Access via password, IP validation, Proxy Server</p> <p>Christian Patrick (OVID) will assist members with setting up access.</p> <p>Questions to be answered: cost analysis – how will cost be decided? Should non-PNC members pay more? Should the group include both hospital and academic facilities? Do other MLA Chapters have Institutional Members? How to market to hospitals</p>	<p>No decision yet. The Group Purchase Committee will present its recommendation at the Fall 2004 Board Meeting.</p>	

**PNC/MLA Board Meeting**

**Jan 28, 2004**

	without libraries? Central Billing – preferred by OVID.		
Dolores Judkins <b>Survey for Group Purchase</b>	Survey has not been initiated yet.	Dolores will create a draft and turn it over to the Group Purchasing Committee for refinement and distribution.	Dolores Judkins Group Purchasing Committee
Bob Pringle <b>2004 Annual Meeting – Seattle October 2-5, 2004</b>	Publicity – bookmarks will be passed out at Joint Meeting, PNC Business Meeting, and MLA. Board Meeting – Oct 2 <sup>nd</sup> at 4:00 PM CE – Oct 2 <sup>nd</sup> & 3 <sup>rd</sup> (Sat & Sun) Business Meeting – Oct 4 <sup>th</sup> (Mon) Program – Oct 4 <sup>th</sup> & 5 <sup>th</sup> (Mon & Tues) concurrent sessions Keynote Speaker – an architect		
Maryanne Blake <b>CE for 2004 Meeting</b>	Hospital Librarian Forum - Oct 2 <sup>nd</sup> 10am to 4pm “The Hospital Librarian is In”	Advertise to area library schools, on HLIB-NW, and in MLA News.	Maryanne Blake, Mary Woods, and the Professional Development Committee
Vicky Croft <b>50<sup>th</sup> Anniversary Committee</b>	Committee Members – Janet Schnall, Edith (?), Isobel (?), and Dolores Judkins		
Kathy Murray <b>PNC Website</b>	Proposed changes discussed with Leilani St. Anna – added links to MLA Programs / Services / Activities	Everyone is encouraged to review changes to the Website and send comments to Kathy Murray.	
Peggy Baldwin <b>Suggestions for 2005 Officers</b>	Many suggestions (including many Canadians) given to Peggy as possible candidates for 2005 PNC Officers. It was recommended that members would feel more comfortable serving as committee members before being asked to volunteer for Board Offices. Review past election ballots to identify those who had run for office and lost.	Get a nominating committee together to review the names suggested and add to those suggestions. Send a list of PNC Members, sorted by length of membership, to Peggy Baldwin.	Peggy Baldwin  Anne Girling  Nominating Committee
Kathy Martin <b>Leadership and Management Section Grant</b>	This grant is not healthcare oriented; it does not meet with our CE requirements.		
Dolores Judkins <b>MLA Chapter Project Award</b>	All the paperwork has been sent in, but the winner has not been announced yet.		
<b>New Business</b>			
Patrice O'Donovan, Dolores Judkins <b>Chapter Council Representative &amp; Alternate – term</b>	Term – suggested that the Alternate be elected annually for a 2-year term; he/she would serve as the alternate the first year and the representative during the second year.	Discuss with Kim Granath and bring up again at the 2004 Fall Board meeting.	

<p>Dolores Judkins  <b>MLA Request Regarding Chapter Recruiting Activities</b>  <b>Mentorship</b></p>	<p>How can chapters seek out new members and encourage student librarians?                  Provide a list of Distance Education Programs and Library Schools with Internship Programs on the PNC Website                  Mentor a Student Librarian                  Encourage participation in the MLA Mentorship Program                  Establish a student PNC Membership Fee                  Publicize the availability of a student scholarship for attending the PNC Annual Meeting                  Sponsor a Library Intern                  Encourage Library School Representatives to give presentations at PNC Annual Meeting and offer them a free table among the exhibits                  Membership Ad Hoc Committee                    Provide a Mentorship Roundtable during the 2004 Annual Meeting in Seattle                  Organize a PNC Mentorship Committee</p>	<p>Recommend to membership at Business Meeting                  Wed4                  Recommend at Business Meeting                    Committee members to act as Liaison to area Library Schools                    Dolores Judkins has volunteered to Chair this committee. She needs members.</p>	<p>Dolores Judkins                    Kathy Martin</p>
<p>Heidi Sue Adams  <b>Scholarships – how to handle requests</b></p>	<p>Professional Development Scholarship                    Student Scholarships</p>	<p>Needs to be publicized to PNC members, along with a link to the application, on the PNC Web site, HLIB-NW, and in State meetings.                  Student Scholarship must be applied for; it is to be advertised in the MLA News, MLA Mentoring Web page, &amp; PNC Web site; applicants will be required to submit a 150-word essay – “Why I Want to be a Medical Librarian”; student may be offered an Assistant Trainer spot to defray the cost of attending a CE class.</p>	<p>Applications will be reviewed by Heidi Sue Adams and two other PNC members.</p>
<p>Peggy Baldwin  <b>Procedure Manual</b></p>	<p>How does the Chair-elect go about soliciting volunteer members for Committee Chairs?</p>	<p>Change the wording in the Responsibility Manual to read, “The Chair-Elect is to contact Committee Chairs to see if they need assistance with obtaining members for their committees.”</p>	
<p><b>2005 Annual Meeting</b></p>	<p>Portland – October 15<sup>th</sup> – 19<sup>th</sup>                  Governor Hotel \$125/day</p>		<p>Ann von Segan, Program Chair</p>
<p><b>Thank You</b></p>	<p>PNC Board Members signed a “Thank You Card” to be presented to the Joint Meeting Planning Committee by Peggy Baldwin.</p>		

Respectfully submitted by: *Anne Girling, Recording Secretary*