

PNC/MLA Board Meeting March 4, 2005

Start Time: 9:03am	End Time: 3:20pm
Members Present: Kathy Martin, Chair Vicki Croft, Past Chair Lea Starr, Chair-elect Gail Kouame, Recording Secretary Anne Girling, Membership Secretary Dolores Judkins, Chapter Council Kim Granath, Chapter Council Alternate Kathy Murray, Publications Committee, Conference Planning	

Subject	Discussion	Follow-Up/Action	Responsibility
Kathy Martin Agenda Changes	Added discussion of conference planning manual		
Gail Kouame 10/02/2004 meeting minutes	10/02/2004 meeting minutes approved as written		
Executive Board Reports and Related Issues			
Heidi Sue Adams (not present) Treasurer's Report	A printed copy of the Treasurer's Report was given to each Board Member Question arose about income from the 2004 annual meeting Several adjustments were recommended to accomodate travel expenses, proposed income from awards, and proposed expenses	Check with Bob Pringle about 2004 annual meeting income Correct report per comments	Vicki Croft Kathy Martin/Heidi Sue Adams

<p>Anne Girling Membership Committee Report Student memberships Lifetime memberships Late fees for renewals</p>	<p>A printed copy of the Membership Committee Report was given to each Board member 2 free student memberships will still be offered Discussed qualifications for lifetime membership It was decided not to charge late fees for membership renewals Dolores clarified that the free MLA membership that gets sent to the program chair should then go to the PNC chair, then to the membership secretary for the drawing</p>	<p>Add student membership to bylaws Put together proposal re: lifetime membership for Board vote at next meeting in Oct 2005 Create a letter to send to people new to the region</p>	<p>Anne Girling/Jan Schueller Anne Girling Anne Girling</p>
<p>Janet Schnall Archives Committee</p>	<p>Nothing new to report since compiling the powerpoint for 50th anniversary event Chapter received a gavel from MLA in honor of the 50th anniversary</p>	<p>Send thank-you notes to Janet Schnall, Lisa Oberg, and Dolores Judkins for service at the 50th anniversary event</p>	<p>Kathy Martin</p>
<p>Heidi Sue Adams Scholarships/Professional Development</p>	<p>Discussed amounts to allocate for Lindberg and Cunningham scholarships and student scholarships</p>	<p>Approved \$250.00 each for the Lindberg and Cunningham scholarships and \$400.00 for student scholarship to be sent to MLA</p>	<p>Heidi Sue Adams</p>
<p>Kathy Murray Publications Blogging software Website backup</p>	<p>Kathy has been trying Drupel software - one of her colleagues uses it so she has support if needed Discussed using a blog vs. hlib-nw Need to use the web site as an archive for items for which we need historical information and the Chair's quarterly report There needs to be a web presence for each</p>	<p>Do more investigation and set up accounts for board members to try it out Roll out re-designed web site by March 15th Establish web presence for</p>	<p>Kathy Murray Kathy Murray/Leilani St. Anna Kathy</p>

<p>Conference Planning Manual</p>	<p>committee It was noted that the MLANET website links to outdated chapter information for PNC Questions arose about how to access server space for posting each year's program web sites Has been re-written Kathy Murray clarified that the manual belongs to the Board, not each year's program chair</p>	<p>committees Follow up on this Investigate this Update/edit manual and distribute</p>	<p>Murray/Leilani St. Anna Dolores Judkins Kathy Murray/Leilani St. Anna</p>
<p>Dolores Judkins Mentoring & Recruitment Kathy Martin</p>	<p>Letters from OHSLA, PNC, and Sherri Fuller (RML Director) went out to hospital with new librarian/new library.</p>	<p>By next meeting, mentoring section will have a presence on the web site</p>	<p>Dolores Judkins</p>
<p>Kathy Martin Logo</p>	<p>Needs to be a mini logo for the web site</p>	<p>Have a "contest" for logo design for some Portland-based graphic design students as well as the chapter membership. Criteria/specs will be sent out with May 1st deadline</p>	<p>Kathy Martin</p>
<p>Cheryl Goodwin Group Purchasing/Institutional Membership</p>	<p>PNC won the Majors chapter award for the group purchasing project! Currently there are 60 members of the consortium, potential for 75 according to Christian Patrick Membership is limited to PNC members StatRef on hold until decision about institutional membership MD Consult being considered by about 35 libraries EBSCO - need to survey membership</p>	<p>Accept award at MLA on behalf of the chapter. If Pamela Murray cannot attend via the award ceremony invitation, PNC will pay for her lunch</p>	<p>Cheryl Goodwin/Susan Barnes Kathy Martin Dolores Judkins/Cheryl Goodwin</p>

	<p>Need to formalize PNC as an "institution" to sign contracts for group purchases Proceeds from institutional member dues could assist in paying access fees or pay for legal advice on contracts, etc. Discussion about need for higher membership fee or an added access fee May be easier to justify expense of an access fee to administrators as opposed to association membership dues Need to contract with someone to work on contract negotiations and billing, etc. Access fees would go into separate budget - won't be implemented until institutional membership goes through Access fee would apply to each product Access fee should be percentage as opposed to flat fee</p>	<p>Have Jan revise bylaws with proposed changes Develop proposal for access fee structure and for contracting with someone to administer group purchasing and bring back to Board Go through membership for comment on proposed changes - needs to take place 30 days in advance of a vote Go through MLA bylaws committee Complete by Fall renewal of licenses</p> <p>Vote: Accept proposal for institutional membership as outlined in Susan Barnes' email - thank you Susan!</p>	<p>Vicki Croft</p> <p>Jan Schueller</p> <p>Jan Schueller</p>
Vicki Croft	Discussed issue of incentive for Board	Promote "perks" of board	Vicki Croft

Nominating Committee	participation. Decided not to offer free membership	membership Send letters to supervisors of board members to acknowledge service Need to recruit new members, at least one from each state	Kathy Martin Vicki Croft
Bob Richart Governmental Relations	Each board member received a written report. Bob continues to monitor relevant mailing lists. Forwarded 18 messages to hlib-nw in 2004. Also updated committee web page on pnc site.		
Vicki Croft Responsibility Manual	Each officer should "flesh out" their portion of the Responsibility Manual with a time line, forms, sample letters, templates, etc.	Send drafts to Vicki by October Board meeting; final by December 15th	All officers
Dolores Judkins Chapter Council	Reimbursement for chapter council reps is intended to cover expenses related to extra day at MLA plus luncheon which is about 2 days into the conference. It was proposed that we increase the reimbursement amount	Calculate expenses for chapter rep reimbursement and bring back suggested figure to the Board	Dolores Judkins
Kathy Martin MPA/Strategic Plan checkup	1) Publications award for members - has not happened yet. 2) "Column" in NW notes 3) Outreach projects were and will be highlighted at Jan 2004 and Oct 2005 meeting 4) Negotiating contracts	1) Have centralized place on the web site to link to these things. State membership reps can field input - reflects the richness of the chapter 2) Move over to blog 4) Done - consortial purchasing has now taken over	? Kathy Murray Cheryl Goodwin
PNC Meeting Updates			

<p>Ann vonSegan 2005 Annual Meeting Portland, OR</p>	<p>All board members received a written report from Ann vonSegen regarding the 2005 annual meeting along with a proposed preliminary program</p>	<p>Meeting will be held October 15-18, with CE on the 15th and 16th</p>	<p>2005 annual meeting planning group</p>
<p>Gail Kouame 2006 "Tri-Chapters" meeting Seattle, WA</p>	<p>Reviewed preliminary plans for 2006 meeting with the two other western chapters. The Red Lion Hotel on 5th Avenue in Seattle will be the meeting site</p>	<p>Meeting will be held October 15-18 with CE on the 15th and the 18th</p> <p>Send copies of Red Lion contract to Kathy Murray and Lea Staff</p>	<p>2006 meeting planning group (Lisa Oberg/Gail Kouame, co-chairs)</p>
<p>Lea Starr 2007 meeting</p>	<p>Lea has petitioned Alaska and Montana for this meeting. Alaska has agreed to help Montana - thanks to Kathy Murray and Anne Girling for stepping up to help in Montana, or this might not have gone forward</p> <p>Canada as possible meeting location is difficult as there is not a big pool of librarians for local arrangements. Many medical librarians are regionalized. The conference planning committee would like a response from the Canadian librarians (HLABC) about regular rotation or not</p> <p>PNC members feel we are richer for having Canadian members.</p>		<p>Lea Starr</p> <p>Program committee for 2007 meeting</p>