

Pacific Northwest Chapter, American Society for Indexing
Chapter Board Meeting
Bastyr University – Kenmore, Washington
Sunday, June 12, 2011

The meeting was called to order at 9:15 am.

Present were Ann Yager, Judi Gibbs, Cathy Martz, Erica Caridio, Sherry Smith, and Paul Sweum.

Minutes of the previous meeting were distributed.

Board actions taken since our last meeting on August 27, 2010:

1. 10/04/2010 – Board approved expenditure of \$557 to reprint Chapter brochures; via email.
2. 10/13/2010 - Board approved payment for the Publishers Weekly ad after application of the raffle monies; via email.
3. 11/11/2010 – Board approved Board meeting minutes for August 28, 2010 via email.
4. 11/12/2010 – Board approved following statement for inclusion in chapter newsletter in lieu of full or highlighted minutes; via email:
The Board met on August 28, 2010 during the 2010 Annual Chapter Meeting. Minutes are available at <http://www.pnwasi.org/mtgs-collected.htm>
5. 2/14/2011 – June 2011 meeting plan and budget submitted to admin loop for comment.

Report on June 11, 2011 chapter meeting:

Judi expressed her gratitude for the work of the program committee: Cheryl Landes, Paul Sweum, Scott Smiley, Nancy Gerth, Tracy Wilson-Burns, and Madge Walls.

Judi reported on the meeting evaluation forms. (Numbers 5 through 1 indicate “exceeded expectations” through “did not meet expectations” respectively.)

Program content:

Secrets of Rekeying by Charlee Trantino

5 = 10 responses

4 = 6 responses

Do or Die – The Ebook’s Impact on Indexing by Charlee Trantino

5 = 8 responses

4 = 7 responses

3 = 1 response

Bastyr meeting location:

5 = 13 responses

4 = 3 responses

Preliminary meeting financials:

Expenses	(\$1,187.00)
Registration fees	<u>1,417.00</u>
Potential profit	\$230.00

Erica will ask for other receipts to be turned in. According to the board's agreement with Charlee, she will receive an honorarium, after all other meeting expenses have been paid, and only from funds from registration fees, up to a maximum of \$300.00.

Ann will survey non-attending PNW members for more information about why they did not attend.

Cathy has prepared a historical summary of previous chapter meetings going back to 2002. Sherry, Erica, and Cathy will continue to refine the data. Paul explained the benefits of a wiki for possible use by the chapter for this type of information.

Discussion of results of Nancy Gerth's membership survey of March 2011, notably that members prefer face-to-face meetings. (Survey results are attached.)

Next chapter meeting:

The board would like to hold a fall meeting in late September or early October at the Water Resources Center in Vancouver. The meeting should be low-cost, using the talents of local indexers. Some suggested topics or presenters:

1. Margaret Berson on technology;
2. Sherry Smith on problem-solving in indexing;
3. Indexing from a publisher's point of view;
4. Lee Lawton and/or Cynthia Landeen on marketing strategies;
5. Ann Yager on Inbound marketing;
6. Panel discussion on indexing during the recession;
7. Kay Schlembach has offered to do a Wilson Award session, but this would be better at another time;

The chapter has some newer members, and we should draw on their energy. Specifically, Nancy Ball and Beth Nauman-Montana might add new ideas to the planning committee; Joni Savage has skills in search engine optimization.

Madge Walls will handle the raffle until Jane Henderson gets back.

Discussion of format and location of chapter meetings:

Previous board decisions were to have a formal fall meeting and a free and informal spring meeting (board meeting minutes, August 24, 2008) and using the Water Resources Center as a central location (board meeting minutes, September 27, 2009.) This does not give us much flexibility for planning meetings. Since the Board is ultimately responsible to the chapter, it needs to maintain authority for location and format.

Motion: The program committee will recommend a location for upcoming meetings and the Board will vote to approve it.

The motion passed unanimously.

Motion: We will rescind the 2008 decision to have a formal meeting in the fall and an informal meeting in the spring.

The motion passed unanimously.

Leadership development: Discussion about strategies to deal with difficulty in recruiting future officers.

Meeting planning guides (“How to Meeting” and Carolyn Weaver’s e-mail about meeting planning) will be exchanged on the Admin Loop and will be updated and merged into the Continuity Folder. Both are attached to these minutes.

The meeting was adjourned at 11:10.

Respectfully submitted,
Cathy Martz
PNW Chapter Secretary

Attachments: Nancy Gerth’s 2011 membership survey results
How to Meeting Guide
Carolyn Weaver’s e-mail about meeting planning

Results of e-mail membership survey taken by Nancy Gerth in March 2011

I received 25 responses from approximately 88 emails that went out, including three from out of the area. Not everyone answered every question and a couple of answers were ambiguous.

Would come to a F2F meeting in the fall of 2011: 15 yes 4 no

How much would you pay: 9 people answered this question. The range was \$95-\$200. A couple of people said that what we've charged in the past was OK. One said "the lower the better"

Rather have a webinar: 6-7 yes, 12 no, 2 maybe

Would attend InSync: 5 yes, 11 no, 2 maybe

Other comments:

Four people said they preferred Seattle, one because he's handicapped;

One prefers Portland or Seattle;

One prefers Vancouver;

One prefers GoTo Meeting;

A Canadian said she would consider coming to a meeting if we had reciprocity with their org;

One said the speaker was not the main attraction;

One intimated that she didn't like our programs (she also said she'd come to a F2F this fall);

One said the total cost was more important than just the registration.

Nifty PNW/ASI Chapter Meeting Checklist and Guide

Or How to Meeting

(Revised 4/01 by Martha Osgood, but it still needs more revisions. These are NOT rules - more of a history so you don't have to invent some wheels again. M.)(Revised 5/24/02 DFS post Spring 2002 meeting)

1. Background -

This guide includes general comments about planning Chapter meetings; suggestions for making the planning process easier and more efficient, a basic checklist and copies of previous forms and announcements. This guide has been written from experience to help make the process more clear and smooth.

The chapter met twice each year prior to 1999--once in the spring and once in the fall. In 1999, a summer meeting was added. As long as attendance is high enough, that many meetings should continue. It allows more members to participate more often. The planning process needs to be shared by regional indexers and officers to prevent overwork and burnout, though, so if there are not local volunteers, that locale may not get their meeting that year.

Currently, these dates are the ones planned for the meetings---2nd Saturday in April; 1st Saturday in August; 1st Saturday in October. These dates were chosen mostly with the weather considerations in mind. Many members have to travel over mountain passes and through the Columbia Gorge. Snowstorms are common in late Oct and all through March and sometimes into April.

Since the chapter covers such a large geography, it is appropriate that the location rotate. If there are only a few people who are willing to help plan the program and implement arrangements, meetings will be held where there are members able to help out. As of 2000, the meetings are held in Portland in the fall; Seattle in the spring and Richland, WA in the late summer. If there is enough local member support, we'd like the meeting to be in the same building every year to minimize the work needed for room arrangements. Using the same room/building each year also makes it easier for members to find it. A hotel seems to work VERY WELL - the convenience is amazing.

2. Topics Need to be Chosen and Speakers Recruited

There is a wide range of interests in the Chapter and a wide range of employment differences. There are in-house indexers, freelance indexers, librarians, catalogers and more. Experience levels range from 20 years plus to Zero. All types of materials are indexed--books, journals, technical manuals, CD-ROMs and on-line documents. The

panels and speakers should reflect these interests and experiences.

Many of the topics mentioned below have been requested by Chapter members through "wish List" sign-ups at the meetings or through phone or online surveys. Most of the topics would fit into either the panel discussion format or the speaker format. PNW Chapter members or ASI national members can address many of the topics.

- marketing (speaker or panel?)
- pricing/profitability (speaker?)
- specialties, e.g.. medical, legal, technical, etc. (panel topic?)
- web/on-line document indexing (panel topic?)
- embedded indexing
- beginning indexing
- intermediate indexing (also called refresher courses)
- editing and evaluating indexes
- difficult clients
- publisher relations
- preparing bids/proposals
- indexing software, primary and supportive (voice recognition)
- indexing images
- business of indexing, e.g.. taxes, self employment issues, etc. (panel topic?)
- document comparison, e.g.. business cards, brochures, contracts
- Other

For the Speaker, you'll need to consider

- Get your speakers and meeting space lined up 4-6 months in advance
- Fees and budget matched
- Honorarium or gift if no fee requested
- Travel expenses and budget matched
- Volunteer selected as designated host to care for the Speaker
- Travel logistics for speaker
- AV equipment procured and set up if necessary

3. Budget Parameters

For an all day workshop with low speaker fees, the Chapter should plan to spend a minimum of \$15 per person including lunch, two snacks, beverages, and meeting space. As speaker fees and travel costs for those speakers are added to the agenda, the costs will go up.

Members are used to spending \$45-\$70 for registration. Other chapters charge considerably more (\$55-\$95 - or nothing at all for non-workshop meetings). You need to plan to cover minimum room costs even if attendance is low. You also need to cover the lack of workshop fees from board members and the presenters themselves. If there are higher speaker fees, the registration fee should reflect this additional quantity of program.

But note that members commonly travel 200-300 miles minimum to attend these meetings- too high registration fees may discourage attendance because of these heavy travel costs in our Chapter.

4. Meeting Space -

The room should be large enough to easily support smooth traffic flow during registration and during breaks - one of the primary purposes of the meeting is to give members opportunities to network, to get to know each other and share ideas.

There should be an 8' table at the entrance that does not block the doorway - we've found that a table that provides its width to the incoming registrants, allowing them to step up to the table without needing to form lines works best. The refreshment table should be placed in another part of the room to facilitate socializing during the registration period. And three 8' tables for handouts are also needed and should be located in yet another corner to facilitate traffic flow. Another 8' table will be needed if there are speakers or a panel. Special presentation equipment arrangements should be made if the presenters need it.

The space MUST be checked in advance by someone with this list in hand. Each of these problems has happened in the past and has disrupted the meeting

Quiet confirmed - consider street and air traffic noise, droning ventilation systems and ice machines, noisy hallways, background Muzak, kitchen sounds, playgrounds, etc.

Easy Parking and clear entrances

Space to mingle, space for registration table and three display tables

Lighting confirmed

Non smoking confirmed

Comfort confirmed - air conditioned, restrooms nearby and adequate to our needs

Layout appropriateness confirmed for four 8' tables for Registration, Info, Beverages/Snacks, Presenters. For attendees, round tables offer better small group dynamics but they make it more difficult for everyone to easily face speakers. Smaller, rectangular tables may serve both purposes IF the chairs are easy to move and can be set up all facing forward. Break large "O" formations into smaller pieces, avoid "T" formations.

Reservation and Room Use Fee paid (either get receipts to submit with voucher to Secretary/Treasurer, or ask them to bill the Secretary/Treasurer)

Map and easy directions planned for the registration announcement

Volunteers confirmed for early room layout, for Greeting and general attention (bussing, crumbs, trash, Gofer) through out the day, for room pick-up/clearing up

Be sure you have the phone number of the person who is in charge of the building

- 25 women and three men have twice been locked out in the misting rain at 6:30 AM while the person with the key snores away in his warm bed, thinking that he can show up to let us in at 8:00 like most conventions.

Holding the workshops in a hotel solves most of these problems.

5. Food

For an all day meeting, there should be refreshments in the morning and afternoon, as well as lunch. Morning snacks can include fruit, muffins, sweet rolls, coffee, tea and juice. Afternoon snacks might add a cookie, brownie, or soda pop to the list. Many members have requested a "less sweet" afternoon snack - perhaps bagels and cream cheese, and fruit. Ice water, coffee and tea with whole milk and sugar should be available all day long. Arrangements should be made with either the caterers or member volunteers to keep the refreshment table bussed and nice looking throughout the day.

Lunch can be a vegetarian style. That minimizes food requests and makes it less confusing. A variety of food, e.g.. buffet style, also minimizes food requests. A hot lunch is always welcome, especially in the cooler months. If there is no catering, don't forget silverware, cups, plates, napkins, and trash bags.

Holding the workshops in a hotel solves most of these problems.

6. Support

__Reservations should be made at low to moderate priced restaurant close to meeting for a Saturday evening dinner and social beginning soon after the meeting. Optionally another smaller dinner for Friday night would be nice for those who arrive the night before. Rather than reserving one huge table or a bunch of tables pulled together, seating of only 4-6 help people get to know each other - they'll mingle from table to table on their own

__Maps and Directions written for members with freeways, bus and train depots and the meeting location in mind are useful, to and from bus and train stations should be available

__Sidelights - publish the area highlights = what spouses can do while Indexer is at the meeting, what family can do in the area if they make a whole weekend out of it

__Lodgings - Indexer Inns should be researched ahead of time, list motel contact numbers and possible prices and distance from meeting room

__Holding the workshops in a hotel solves most of these problems.

7. Announcements and Publicity

The Board Members can be especially useful here -

__INDEX-NW __Index-L __ASI-L __STC chapters

__City and University libraries (internal memos) in the cities near the workshop site

__Bookstores in the cities near the workshop - Barnes and Noble, Borders

__E-mailing to members

__Invite an interview with the local newspaper or TV news stations - this is a unique niche that they might find interesting enough to do a piece on (the PR people can make an outline for what to be sure to cover during the interviews).

__Telephone tree (plan this well, if you have the volunteers to do it. Use this to encourage attendance, answer questions, get wish lists, get family situations, travel

restrictions, etc)

__STC and other publishing professionals - A good future project for the Chapter would be to identify other professional arenas for publicizing the meetings, e.g. STC publications, publishing discussion lists and publications.

__Publicizing the Chapter event in communities will raise the profile of the indexing profession. Paid advertisement is expensive so it is best to use the meeting announcement systems for local area newspapers, television, radio (announcements, not ads) For example, the book section of the Sunday Oregonian? Ask folks to do LOCAL newspaper announcements in their local business section - give them copy and instructions

__Other e-discussion lists - Canadians?

It is most important that members be notified in a timely, all inclusive, manner.

Electronic announcements of the "upcoming" Chapter meeting can be made on INDEX-NW, Index-L, ASI-L and a direct e-mailing to each member. Registration

forms should be snail mailed AND posted on INDEX-NW. Copies of previous forms and announcements are included with these guidelines. Some members are not yet online - they should receive the snail mailing. The Secretary Treasurer can help with the snail mailing labels.

8. Registration Form

__email it to yourself first to make sure it "breaks" nicely. Then to everyone on PNW Indexers and ASI

Consider mailing to members several days before general announcement as courtesy/member benefit (dfs)

__Snail mail registration forms should be snail mailed to all members at least one month prior to the meeting, and should also be posted on INDEX-NW with the meeting announcement. Copies of previous forms are available from the Secretary Treasurer, and a basic format is included here.

__A divided registration charge is useful. Divided between members plus \$20 for non-members, and divided between early and late registration dates. Pre-registration gets your name in the Roster that is handed out, and helps us plan the space and food requirements more precisely.

__Include on a single page: name, category (member/non, early/late), address, phone, email, Fri reception/dinner, Sat dinner, Board Meeting, Peer Review, meals (veggie/carnivore, special diets), name of biz...

__Include info to make checks payable to PNW/ASI (not to secretary)(dfs)

__Include info that registrations are due by the Wednesday of week prior to meeting (10 day before) to allow time to process and prepare onsite packets the weekend prior to meeting(dfs)

9. Meeting AGENDA (and Registration Form content)

General:

(Optional Dinner or Reception the night before for those who arrived early)

7:30 AM Peer Review (optional)

Informal peer review groups have sprung up around the region as a response. The groups should be 3-5 people. The experience levels should vary BUT this is one activity that the experienced indexer (more than 2 years) should be given extra consideration. The newer/new people often have instructors and are being given direct feedback for their work. It is ESSENTIAL that this activity NOT become one just for the new guys. Make sure there are always at least two experienced people at each table.

8:30-9:30 Registration and social networking

This time allows members to meet each other and do some networking. It has been a requested activity and it also allows for some flexible arrival time for those traveling long distances. Having munchies and coffee available is nice.

9:00-9:30 Introductions, announcements, volunteer recognition, ballot counting This amount of time is barely enough but it is the activity members are least interested in. The business announcements can always be put on paper and treated as a handout. It is most important to do introductions all around and to do the volunteer recognition - pre-made, named bookmarks for every meeting; certificates and more hooaaa at the spring meeting. Plan accordingly.

9:30-11:45 Panel discussion or first workshop

This type of format allows a variety of opinions, no matter what the topic. It can often be done for less money. Panel topic ideas are listed below. Many panel discussions can be offered by Chapter members; e.g.. indexing specialties, the business of indexing. If members participate, they should be given a gift certificate in appreciation and should not be charged the registration fee.

11:45- ? Lunch and networking opportunities

1:30- 2:30 Second speaker or workshop

This is an area to spend a little more money if necessary to bring in special, big, or unusual speakers.

2:30- 2:45 Refreshment break

2:45- 5:00 Continuation of Workshop then Wrap up and invitation to dinner after the workshop.

Afterwards----informal dinner at a local restaurant. Dinner may be included in the registration fee, if the day is held at a hotel. Dinner has been one more way for members to network.

Preregistration Deadlines

\$AA early bird member if by XX date, \$BB if by a later date (but not after XX date)

\$CC if not a member and early bird, \$DD if non-member of ASI and late (till XX date

5 days before the workshop)

All registration and checks are sent to Secretary who will keep organizers apprised of numbers, and send the checks on to the Treasurer. Proper addresses and contact #s included, directions, support volunteers, maps and directions, etc. need to be included on the registration form. Also include PR, agenda, and registration form on the website. If folks want to just show up, that's really fine. I imply I won't accept that, but I just want folks to sign up early enough that I can sleep in the days before the conference without having to change numbers, menus, packets, rosters, etc. to accommodate late wafflers.

See note above about registration deadlines needing to be 10 days before meeting(dfs)

10. Registration Process

Head count and food choices given to hotel and to presenters

Room layout RE-confirmed

Confirmation notes (etc.) sent to attendees by email (see example below)

Volunteers Reconfirmed for registration process - think ahead about what you will ask of them (see example below)

Roster of all registered people (as handout)

Sign-in sheet (for national ASI accounting)

Dinner sign-up list with pre-registered people on it - Holding the workshops in a hotel

solves this one

Name tags, volunteer ribbons (i.e. volunteer list prepared in advance

Pens, tape, staplers, paper clips, stamps,

Committee, coordinator and officer labels, volunteer ribbons and double-stick tape

Signs and Table Tents (if needed, dfs)

Vouchers (to hand out by request)

Receipts/proof of attendance forms(used mail merge to create, signed, and put in packets, dfs)

Extra registration forms at the door with the late-price listed (only if late registrations are allowed, dfs)

Registration Set-up to begin 3/4 hour early

Holding the workshops in a hotel solves many of these problems

This process starts before the meeting date. Registration forms should be mailed to all members at least one month prior to the meeting. The form can also be posted on INDEX-NW with the meeting announcement. Copies of previous forms are included with these guidelines. A divided registration charge is useful, divided between both members plus \$20 for nonmembers, and divided between early and late registration dates. Preregistration gets your food ordered for you and your name in the Roster that is handed out.

Sample Confirmation of Registration letter (be email) for the following purposes:

- To welcome them warmly
- To let them know you have received their registration and check and that all is well
- To remind them to bring index copies for the Peer Review
- To remind them what the speakers will be presenting (use different descriptors than the Announcement uses) and what the attendee needs to do to prepare for the workshop
- To remind them to bring their business cards and Peer Review indexes (four copies)
- To request volunteers for early room layout, for Greeting and general attention (bussing, crumbs, trash, Gofer) through out the day, for room pickup/clearing up, for transportation from rail and bus stations to the meeting, for Indexer Inns, for Registration help, etc.
- To survey what they are looking for at the meeting (then try to make that happen)
- To learn what their needs are for the meeting - transportation, IndexerInns, etc.
- To confirm carnivore or vegetarian

- A split of confirmation and later tips note worked well (dfs)

11. Information Table

This table should have a large placard/sign that tells people what it is. The volunteer/committee sign-up board should be placed next to or on it. An easel works well for this, as might a tri-fold display board. (tri-fold did not work well for committee sign-up, needs to be firmer, dfs)

- Signs and Table tents as needed
- Treasurer's Reports
- Minutes of previous meetings
- Chapter Accomplishments / History
- Committee Descriptions, with contact information, and sign-up opportunities
- SideLights sheet of what to do in this new town
- Directories - national and regional
- Special Announcements - book festivals, conferences, picnics
- Chapter business cards, brochure, newsletters
- Other - ASI national brochures, Indexer Locator, Membership list, ASI membership forms, annual conference announcements, Key Words display copies
- Documentation-sharing area - attendee business cards
- Wilson Award Criteria
- Index Eval forms
- Editor info forms
- Brochures from each software company
- Photo album of previous meetings
- Special announcements, e.g.. the Portland Book Publisher Conference, 11/99
- Display copies of the Directory, Chapter brochure, Chapter business cards and newsletters ASI (national) materials

- Display copies of ASI brochure; membership directory; Indexer Locator
- Membership forms
- Annual conference announcements
- Display copy of Key Words
- SIG (Special Interest Group) info

Other options/ideas

- STC, WISP, Genealogy Society, Historical Society brochures and membership forms
- Brochures/membership forms for other professional organizations, WISP, Freelance Editorial Association, Western Historical Society, etc.
- Space for member business cards
- ITI catalogs
- Display copies of professional books, e.g.. Wellisch, Mulvany, ASI publications
- Wilson Award specifications and winners
- Previously submitted questions for panel members

PACKETS

- Treas Report
- Minutes
- PR for next meeting
- Map of next town, map of this town
- Agenda for workshop, agenda for Bd Meeting if after workshop
- Roster
- Receipts for tax purposes or proof of attendance for employer
- Eval form, Wish List
- Bookmarks
- Pub Guide for new folks
- Brochures (ASI) for new folks
- Committee List w/contact information (dfs)

BOARD MEETING INFO

- Extended Treas Reports
- ALL Previous Minutes plus those that were sent out before the meeting
- Policies and ByLaws
- Volunteers list
- Committee descriptions and members
- Archive material to give to mail to Archivist
- Agenda

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Other materials needed (maybe) for the meeting

- Panel member placards
- Round table/lunch table placards, table tents
- PA equipment

---Projection equipment
---Extension cords

12. Post Meeting Coverage / Reporting / Thank yous / Reimbursements

- __Newsletter volunteers pre-assigned for *photos*, articles, etc.
 - __Volunteers assigned to place reports on INDEX-NW, Index-L
 - __Volunteer assigned to gather copy of all meeting materials for archives (electronic and physical)
 - __Bookmarks can be made ahead of time to present as thank yous to volunteers at the meeting, but can also be made afterwards and mailed as thank yous
 - __Send further reimbursement requests to Treasurer WITH vouchers (found on the website)
- DO NOT ACCEPT RECEIPTS WITHOUT VOUCHERS - PERIOD**
- __Send appropriate thank you notes to Speaker, your local volunteers, others (decide at board meeting who will send what to whom, dfs)

It has been a tradition to report on the meeting and to take photographs of members and speakers. This report is then posted on INDEX-NW and ASI-L and the website within two weeks after the meeting. The report is also included in the next newsletter. Photographs are published in the newsletter, on the website, and stored in the archives maintained by Elspeth Pope.

- __ Send list of new volunteers to Committee Chairs and to WebMaster to update website
- __ Send WebMaster information on next meeting to post on website
- __ Update ASI chapter information to reflect next meeting
- __ Update How to Meeting Guide as needed

Contact numbers -

Kristin Manke, President feldman@3-cities.com 509-372-6011

Robin Hilp, Vice-President

Debra Spidal, Secretary indexer@eoni.com 541-962-6259

Nancy Donnelly

Barbara Kempf, Past-President zeldak@halcyon.com 206-368-2449

Carolyn Weaver's timeline for planning meetings:

[Note: this e-mail was written in 2004; changes have been made since then. Consider this a working draft.]

Two months prior to meeting:

- Location decided on; contracts signed
- Program concept approved by the board; potential speakers identified and contacted
- Confirm speakers & any special needs as to equipment, handouts, length of presentations, etc. If stipends are involved, get board approval.
- Lodging: Identify options; book room block if feasible.
- Volunteers identified for key assignments
- Treasurer provided with cost info for budget
- Preliminary "hold this date" announcement sent to Index-NW & Index-L and posted to the PNW website

Seven weeks prior:

- Draft tentative agenda and get board approval
- Decide on any social events; identify a volunteer to find a restaurant & handle group reservations
- Send preliminary info to the person doing the registration packets.
- Provide Treasurer with final budget info so that registration fees can be set

Six weeks prior:

- approval of final registration materials; posting to ASI and PNW/ASI websites, discussion lists, and snail mail mailings.

Four weeks prior:

-- email reminder of approaching deadline

Two weeks prior:

-- Early bird registration deadline

One week prior:

-- Drop-dead registration deadline

There is also an excellent meeting planning guide available on the website at <http://www.pnwasi.org/guides/> (Martha created most of this), along with some other documents that should be helpful for the incoming officers.