

PNW Chapter of the American Society for Indexing
Board Meeting Minutes
April 30, 2015
Seattle, Washington

Call to order: The PNW Board Meeting was called to order at 5:15 pm by President Madge Walls.

Board Members present: Madge Walls (President), Carolyn Weaver (Vice-President), Linda Stumbaugh (Secretary)

Other attendees: Erica Caridio, Scott Smiley, Maria Sosnowski, Ruth Satterlee

Madge indicated that there were 4 items on the agenda to discuss:

- 1) The Fall 2015 Conference Program
- 2) Non-chapter member participation in chapter leadership
- 3) Admin Loop member list
- 4) Proposed changes to chapter by-laws

1) Fall Conference. The program for the fall conference was discussed. Several options for the morning program/speaker were presented. Do Mi Stauber's *Naked Indexer* presentation was recommended as a good overview for newcomers and a good representation of an EIS winner. Fee was not discussed in detail although the chapter could provide a small honorarium. Carolyn Weaver also indicated that the chapter could consider asking Kate Mertes or Charlee Tarantino to be presenters. Scott Smiley suggested that if Do Mi were to be the presenter she should be asked to bring the book for which she won the EIS award. The afternoon portion of the conference could be a panel on the Wilson award judging. A discussion of how to structure the panel/discussion/workshop followed. The exact format of the afternoon program will be discussed by the Board.

A tentative date for the conference are October 3rd or October 10th.

4) Proposed changes to chapter by-laws (discussed out-of-agenda-order). There was a discussion of ASI membership requirements for chapter committee chairs.

Changes to the chapter By-laws were proposed in order to clarify the requirements for Committee Chairs.

The proposed changes are as follows:

Article X, Section 7. Elections will be held no later than ~~one month before the fall meeting~~ September 1 of each year. Elections will be conducted electronically through email votes, through a service such as ~~surveymonkey~~ SurveyMonkey, or through ASI's electronic ballot procedures. Only Chapter members may participate in elections. The voting period for an election will be no less than one week.

ARTICLE XII. Section 1. Regular meetings shall be held at least ~~once~~ twice a year unless otherwise ordered by the chapter membership or the Executive Committee.

ARTICLE XII. Section 4. A minimum of 10 Chapter members or 20% of members, whichever is smaller, shall constitute a quorum.

~~Article XIV. Section 1. The standing Committees of the Chapter shall be the Program Committee and the Publicity Committee.~~

~~Article XIV. Section 2. Only Chapter members shall be eligible to be Coordinator of a standing committee.~~

~~Article XIV. Section 3. Committee Coordinators and members shall be appointed for a term of 1 year and may be reappointed.~~

Article XV become Article XIV.

Article XVI becomes Article XV.

Madge moved that the proposed changes to the by-laws be accepted by the Board and presented to the chapter membership. Carolyn seconded the motion. The motion was carried unanimously.

Erica suggested that the by-laws listed on the PNW website should always be the most current.

2) Non-chapter member participation in chapter leadership. By approving the changes in the chapter By-laws the issue of non-chapter members participating in chapter leadership was resolved.

3) Admin loop. The maintenance of the Admin loop was discussed. In 2008 the Volunteer Coordinator was given the job of maintain the Admin loop and that the loop should consist of all current offices, those who left office within the past year, committee coordinators, candidates for offices (who should be removed if they are not elected) and any ASI board members from our chapter.

It was agreed that Madge and Erica will work on updating the Admin loop.

There was a discussion of whether Sherry Smith will be part of the Admin loop if she remains as Volunteer Coordinator and Pro Bono Coordinator. There was also a discussion of Sherry's status as a non-ASI member and whether or not she should continue to serve as Volunteer Coordinator and Pro Bono Coordinator. There was also a discussion of the role of the Volunteer Coordinator. Madge volunteered to talk to Sherry about whether she wished to remain as Volunteer Coordinator and Pro Bono Coordinator.

5) New Business. Scott Smiley suggested that there should be a PNW Chapter award similar to the Order of the Kohlrabi given by ASI. No action was taken on this suggestion.

6) Adjournment. The meeting was adjourned at 5:45 pm.

