

PNW Chapter of the American Society for Indexing

Board Meeting

September 17, 2017

Springhill Suites

Vancouver, Washington

Attendees:	Carolyn Weaver, Past-President	Sam Arnold-Boyd, 2017 Vice-President
	Scott Smiley, President	Amber DeDerick, 2017 Treasurer
	Maria Sosnowski, Secretary	Judy Staigmilller, Archivist

President Scott Smiley called the meeting to order at 8:30 a.m.

Sherry Smith Award change:

The board discussed changes to the Sherry Smith Award criteria. Motion made to add “of the Pacific Northwest Chapter of American Society for Indexing” after the name of the award in the first sentence, add that individuals can only win once, and clarify the criteria to indicate that the one year period is as of the date of the “annual” conference rather than “fall” conference. Approved 5-0.

Reports:

Maria reported that we have 42 members. Scott had a list sorted geographically. A discussion ensued about possibilities for future officer involvement, increasing participation in the chapter, etc. Amber reported on balance and meeting cost information. Currently there is about \$3,100 in the account, and she expects a balance of \$2,700 after meeting expenses of approximately \$800 are paid.

Conference debriefing:

Maria collated the Program Evaluations for the 2017 meeting and data was reviewed. The findings are attached to these minutes.

There was a discussion of topics for future meetings, as well as the possibility of a spring Zoom meeting, either in 2018 or 2019. Outreach was discussed, and it was agreed that having a Zoom meeting would allow members to participate regardless of distance. Something like a one hour peer review was proposed as being feasible, workable at a distance, and not intensive in terms of preparation. Sam will pursue this. Suggestion made that future presenters be asked to include a work-flow portion as it was agreed that having Therese include some information on how she approached cookbook indexing was particularly helpful.

Website:

We discussed renewing the website hosting, and Amber will find out if that is automatic or not. The board will put leadership documents on the website, to include a job description of each new officer position. This will help with institutional memory and turnover of officers as people will have a ready source of information on the role of each person. Those descriptions will include reference/links to the charter, past minutes, and other information that would be helpful. Website notices should be sent to webmaster rather than treasurer.

Reporting to ASI:

By November 1 of each year we must report an estimated budget for the next year as well as anticipated activities. By April 30 of each year we must report a statement of income and expenses for the previous year as well as activities.

Chapter charter and restructuring officer positions:

Discussion about continuing as committee of ASI and what is involved in that. Motion made to vote on signing the charter, approved 5-0.

Discussion about roles of new officers, involvement by subcommittees and volunteers, and structure going forward occurred. Board decided that there will be three officers: Chair, Program Chair, and Treasurer. Secretary and past-president duties will be divided among those three roles. Job descriptions will be written up for each position. Job descriptions will be circulated among the board for approval and then posted on the website. Each officer can delegate some duties to a volunteer to ease the burden.

Qualifications for chair and program chair: Must be PNW/ASI chapter member and must have attended one of our chapter meetings within the last ten years. Active involvement or previous experience within Chapter or at the national level is encouraged. Qualifications for treasurer: PNW/ASI chapter membership. Previous relevant experience with organizational finances or accounting software (e.g., Quicken) encouraged.

General agreement reached on the following ideas:

Program chair will take over the secretarial duties related to the program, such as getting conference packets ready. Responsibility for annual reporting to ASI and nominations will reside with the Chair. Treasurer will take minutes at the meetings. Delegation of tasks is encouraged.

Carolyn will act as the nomination subcommittee and will pursue nominations for 2018 and will post job descriptions to list. Maria will act as membership subcommittee for 2018 and will continue to welcome new members each month and remind lapsed members about membership renewal as well as answer general questions about chapter sent to her. Approved 5-0.

TO DO LIST

Sam will write up job description for program chair.

Scott will write up job description for chair.

Amber will write up job description for treasurer.

Maria will send relevant portions of current secretary description to Sam.

Sam will pursue Zoom peer review meeting.

Amber will look into renewal of website and see if website notices can be sent to webmasters.

Carolyn will encourage nominations and arrange for the Fall election.

Maria will continue work as membership chair.

Scott declared the meeting adjourned at 10:45 a.m. Minutes approved by 5-0 vote on September 20, 2017.

Respectfully submitted,

Maria Sosnowski

Secretary, Pacific Northwest Chapter/American Society for Indexing

Program evaluations Fall 2017

Tax Deduction Tips – Scott Smiley

5	4	3	2	1
10	5	0	0	0

Comments:

1. Thanks for the thoughtful handouts
2. would like to see this again there is lots to discuss
3. some good info that was new to me
4. good general overview
5. excellent course, great info. More detail and time for questions would be good
6. Good overview/reminder
7. great interactive discussion. Good tips made me rethink.
8. Very helpful – much new info
9. I learned a lot – just wish it was longer and could have gone into more detail

Speed networking

5	4	3	2	1
11	6	0	0	0

Comments:

1. I think this was a great idea although I'd suggest spreading out the chairs so we can hear more easily. I hope we can do this again (much better than going around introducing ourselves)
2. great but too loud to hear. Maybe could've used an extra minute per round
3. worked better than I expected
4. very fun, needed more time and space
5. this worked amazingly well. Really enjoyed it.
6. Noise was a major issue, almost impossible to hear with hearing aids
7. this was great!
8. great networking opportunity. Needs to be first event after intro to meeting
9. fun and useful
10. very fun and useful. I learned a lot about people I thought I already knew. Very clever format!
11. well organized. maybe some instructions/thoughts/encouragement for follow up. Let's do again!
12. Despite it being difficult to hear I really enjoyed the session

Cookbook Indexing – Therese Shere

5	4	3	2	1
13	2	0	0	0

Comments:

1. great slides
2. I had no idea cookbook indexing was so complex
3. Brought in a few things I had not thought about
4. great info. ready to try indexing cookbooks. Need more "how to" classes like this
5. this one needed more time. good presenter, very clear and thoughtful. she had a really nice way of talking with people
6. we needed more time for her
7. awesome I would have liked more and longer
8. great information. I just wish we had more time. I like the hands on part to help illustrate ideas

Knotty bits

5	4	3	2	1
7	7	1	0	0

Comments:

1. this worked well and I'm glad that it was at the end so we could adjust timing
2. want more and longer
3. good insights
4. wanted more depth on some of these but ran out of time
5. really good questions and great participation in answering them. I thought it was a good discussion
6. good info very in the weeds in some places but good to hear for newbies who may not have encountered the problems yet
7. fun!
8. very good – good different point of view highlights that there is seldom one right answer
9. lots of good ideas shared
10. madge did a nice job

How valuable was the program for you personally

5	4	3	2	1
8	8	0	0	0

Future topics:

1. more like knotty bits
2. more hot –to, intro courses for newbies, business skills
3. digital/linked indexing
4. working faster
5. bookkeeping

Time indexing:

0-2	3
5-10	1
11+	9

Facilities:	5	4	3	2	1
Location	9	5	1	0	0
Meeting room	11	4	0	0	0
Food	8	2	4	1	0
Parking	13	1	0	0	0
Accommodations	7	1	1	0	0

One person rated both parking and accommodations as unacceptable

Comments:

1. great location and hotel!
2. lunch sucked
3. food options in the area not fantastic but perfectly okay
4. great facility and staff, but traffic was really a problem
5. it's fine just not convenient from a mass transit standpoint

6. good for the size of the group, excellent price range and staff is very responsive. food is generic though lots of good options in walking distance, average overall.

Attendance factors:

Topic	12
Connections	8
Location	4
Cost	2

Comments:

1. All items are important to me. My decision to attend is often influenced by other obligations.
2. I really appreciate going out for lunch rather than having bag lunches
3. #1 and #2 are both more important than cost
4. program is always first, location second
5. I learn so much from other indexers beyond the formal sessions
6. I find travel from portland area difficult
7. move chapter business discussion to first or last thing of the day so non-chapter members don't feel obligated to attend. politics is disheartening for newbies and not necessary. Either don't include as main part of day or move, or offer alternative course for others

General comments:

macrex workshop was a big benefit to me

I'd like to revisit the idea of holding meeting on another day of the week in order to avoid Friday afternoon traffic