

PNW Chapter of the American Society for Indexing

Board Meeting Minutes

October 5, 2014

Vancouver, Washington

(Amended March 17, 2015)

Call to order: The PNW Board Meeting was called to order at 8:05 by President Madge Walls.

Board Members present: Madge Walls and Linda Stumbaugh

Other attendees: Judy Dunlop, Judi Gibbs, Ruth Satterlee, Sherry Smith, Judy Staigmiller

Board actions since last meeting on September 29, 2013:

1. December 17, 2013. Moved by Madge and seconded by Erica to accept Sherry Smith's offer to take the job of Liaison to the Board in 2014, which includes forming an *ad hoc* committee to organize the Fall 2014 Conference, with the understanding that Sherry will not serve as chapter vice-president. Approved unanimously.
2. December 30, 2013. Moved by Judi, seconded by Madge, to nominate Linda Stumbaugh to a 2-year term as Secretary and hold a chapter-wide vote via Survey Monkey. The rest of the slate in place for 2014: Madge Walls, President; Erica Caridio, Treasurer; Paul Sweum, Past President.
3. January 2013. Linda Stumbaugh was elected as chapter secretary by way of a chapter vote via Survey Monkey.
4. March 17, 2014. Erica moved that we approve sending a deposit of \$300 to the Water Resources Education Center to reserve a meeting room for October 4, 2014. This amount includes a \$200 refundable damage/cleaning deposit and a 25% (or \$100) non-refundable reservation deposit. The motion was seconded by Linda. Paul Sweum voted aye. Madge was unavailable to vote. The motion carried.
5. August 8, 2014. The Board unanimously voted to accept Sherry Smith's and the committee's proposed Fall 2014 conference program. The meeting location was moved from the Water Resources Education Center to Marriott Springhill Suites. The \$100 deposit to the Water Resources Education Center would be forfeited, but finances are favorable for holding the meeting at Marriott Springhill Suites.
6. October 5, 2014. Linda moved that the minutes of the previous Board meeting be accepted as circulated. Madge seconded the motion. The motion carried unanimously.

Committee Reports:

Pro Bono Committee: The Pro Bono Committee Report was submitted by Sherry Smith and is hereby incorporated into the minutes of this meeting. The report was reviewed and accepted by the Board.

Marketing/Communications Committee: No report was submitted.

Publishers' Recognition Committee: No report was submitted. This committee has not been dissolved.

Volunteer Recognition Committee: The Volunteer Recognition Committee Report was submitted by Sherry Smith and is hereby incorporated into the minutes of this meeting. Sherry reported that the number of volunteers has diminished and that newer indexers seem reluctant to volunteer. It was also suggested that a factor in the declining number of volunteers might be that meetings are only held once a year. The meeting program is also a factor in meeting attendance. Sherry suggested that instead of meeting twice a year that a formal communications system be established so that members are hearing directly from the Board. There was a discussion of how to bring more established indexers to the meetings. A monthly discussion forum was also suggested. The status of the newsletter was raised as an ancillary discussion. The newsletter has mostly been sent via email. The report was accepted by the board.

Archives Committee: No formal report was submitted. Judy Staigmiller indicated that she gets very little email for the archives and that it has been very quiet this year. She suggested that Board emails should be sent to the archives. Linda will make sure that Judy gets emails and reports.

Treasurer's Report: The Treasurer's Report was submitted by Erica Caridio and is hereby incorporated into the minutes of this meeting. Madge reviewed the report. The chapter bank account is healthy. The Water Resources Education Center did not refund the meeting deposit. Meeting attendees agreed that Marriott Springhill Suites is a good venue for the meeting and should be considered for the next meeting in Vancouver. Madge moved to accept the Treasurer's Report. Linda seconded the motion and it carried unanimously.

Program Team: The Program Team Report was submitted by Sherry Smith and is hereby incorporated into the minutes of this meeting. Sherry reported that the team approach to program planning worked well and that the Vancouver Regional Tourist Board played a significant role in meeting planning. The report was accepted by the Board.

Chapter membership statistics: Madge reviewed membership statistics. Membership is almost half of what it was in 2010. Judy Dunlop noted that that reflects the membership in ASI. She suggested that holding face-to-face meetings with new members might be helpful, and that Skype or a phone call would also be useful in making new members feel welcome. A welcome letter to new members was discussed and Linda indicated that she will send out letters to new members and perhaps an email to long-time and former members reminding them of what PNW chapter membership offers. Ruth Satterlee discussed her experience as a new indexer and the difficulties of making connections. She said she was willing to coordinate a monthly meeting in the Seattle area. Judi Gibbs discussed the history of peer review in Seattle and suggested contacting Paul Sweum for additional contacts other than ASI members. Linda will help Ruth to get a list together.

Old Business: Judi Gibbs said that someone needs to keep track of ASI and PNW memberships. She noted that committee chairs need to be ASI and PNW members. An issue has arisen because Sherry Smith was no longer an ASI member by the time the October 2014 meeting actually took place, although she was a member in 2013 at the time she volunteered to form the Program Team for the 2014 meeting. Madge indicated that she would review ASI by-laws to clarify the role of non-members.

New Business:

The slate of officers for 2015 is as follows:

President – Madge Walls

Vice President – Carolyn Weaver

Treasurer – Margaret Berson

Secretary – Linda Stumbaugh

The structure of the Board was discussed, particularly the position of Vice President which has been difficult to fill. Sherry Smith suggested that the Vice President did not necessarily have to move to the position of President and that a person could be elected either as Vice President or President. Judi Gibbs said that she thought the current structure was a good one. Madge said that experience as a Board member was valuable to the President's position and that she appreciated the advice she received from those who had been Past President. She is not in favor of changing the current Board structure.

Sherry Smith discussed past meeting structure. She is concerned that because the national conference is being held in Seattle this year that there will be no annual PNW Chapter conference. It was suggested that a survey be conducted to see how many people would attend a PNW Chapter conference in 2015.

Adjournment: Linda Stumbaugh moved to adjourn the meeting. Madge seconded the motion and it carried unanimously. The meeting was adjourned at 9:15 a.m.

Respectfully submitted,
Linda Stumbaugh
Secretary

January 13, 2015