

PNW Chapter, American Society for Indexing
Board Meeting
September 16, 2018
Springhill Suites
Vancouver, Washington

Attendees: Scott Smiley, Chair; Sam Arnold-Boyd, Program Chair; Carolyn Weaver, Treasurer;
Judy Staigmiller, Archivist; Judi Gibbs.

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

Treasurer's Report:

Carolyn reported that the Chapter's only sources of income as a committee of ASI are a \$10 per member annual allotment from ASI, plus registration fees for Chapter meetings. The revenue goal for the 2018 fall meeting was to set registration fees at a level that would cover most of the projected costs for the event (\$2,094) while using the existing balance in the Chapter account (\$2,745) to keep fees affordable for members. In setting registration fees of \$80 for early bird member registrations, we projected a budget deficit of \$774 for the meeting. With 19 registrants for the 2017 meeting (including 5 non-members), the actual meeting deficit was \$431, or 55% less than projected. The current budget balance for the remainder of the year is \$2,385.67. (See attached balance sheet for details.)

The board discussed these findings and agreed that keeping registration fees artificially low is not a sustainable long-term model. We therefore recommend to future boards that meeting fees be set at a level that can reasonably be assumed to recover the full costs of hosting the event.

Conference debriefing:

Sam compiled the Program Evaluations for the 2018 meeting and data was reviewed. The findings are attached to these minutes.

There were a couple of reports of members having problems reserving hotel rooms at the conference rate. Sam will follow up with the hotel and consider adjusting the room block size next year.

The Chapter's spring 2018 Virtual Peer Review was well received and is being used as a prototype for similar presentations by other Chapters and SIGs. The board discussed the possibility of offering another virtual meeting in Spring 2019, which will be referred to the incoming board as a possible action item.

Technology issues:

The possibility of creating a Facebook page for the chapter was discussed. The consensus of the current board is that this is not a priority at this time.

Due to the reduction in size of the Board to only 3 members, the board agrees that Zoom meetings could be an effective replacement for face-to-face board meeting at the annual meeting. This will be recommended to the incoming board for consideration in 2019.

Scott pointed out that the Chapter Bylaws page on the PNW website is now out of date and of historical interest only. The alternatives for remedying this are to remove the page entirely, or to replace it with a

copy of the ASI Charter for Chapter Committees and SIGs. Carolyn introduced the following motion:

Moved, that the PNW/ASI Chapter Bylaws page on the website be replaced by a copy of the "Charter for ASI Committee Chapters and SIGs". The motion was seconded by Sam and passed unanimously.

Continuity between boards:

One of the major concerns with the transition of the Chapter to ASI committee status with its requirement that every officer must be elected annually, is the loss of continuity between Boards. Under the Chapter bylaws, board members served two or three-year terms and rotated off the board in different years. Now that continuity is gone. This Board recommends that incoming board members be encouraged to run for at least two consecutive terms before stepping down.

Elections (2019):

The following members have agreed to run for the 2019 Board:

Judy Staigmiller, Chair

Sam Arnold-Boyd, Program Chair

Angela Howard, Treasurer.

The online election will be managed by Maria Sosnowski, who will continue to serve as volunteer Membership Coordinator.

The Board meeting was adjourned by Scott Smiley at 10:10 am.

Respectfully submitted,
Carolyn Weaver

Income Statement

Pacific NW Chapter, ASI
January 2018 - September 2018

Income

Beginnng Balance, 1/1/2018
Chapter allotment,
Fall conference Registrations
Total Revenues

\$	2,536.81	
\$	280.00	
\$	1,460.00	
		\$ 4,276.81

Expenses, 2018

Conference facilities rental
Speaker expenses
Sherry Smith Award*
Meeting supplies/copies

Total Expenses

\$	393.49	
\$	1,405.06	
\$	20.00	
\$	72.59	
		\$ 1,891.14

Net Income (Loss)

\$	2,385.67
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Program Evaluation
PNW/ASI September 15, 2018 Meeting
Marriott SpringHill Suites
Vancouver, Washington

***Indexing in Digital Environments* by Pilar Wyman (presentation)**

5 – 5 votes 4 – 4 votes 3 – 2 votes

Comments:

Very good general background
Very informative
Hard to follow for newbies
Great info on Index Manager

***Indexing in Digital Environments* by Jan Wright and others (panel discussion)**

5 – 6 votes 4 – 4 votes

Comments:

Fun presentation
Very informative

***New Tax Law and You* by Greg Bessert**

5 – 8 votes 4 – 2 votes

Comments:

Good info
Excellent info

***Disaster Planning for Your Business* by Carolyn Weaver**

5 – 5 votes 4 – 3 votes

Comments:

Hard topic to think about, but glad we had the session
Discussion good
Lots and lots of good points
Good reminders of what I need to do

Knotting Bits group discussion

5 – 4 votes 4 – 3 votes 3 – 2 votes

Comments:

Very informative

How valuable was the program for you personally in terms of content, the registration fee, and travel?

5 – 6 votes 4 – 4 votes

What topics would you like to see addressed in future meetings?

Speeding up the intellectual process

Facilities:

What is your opinion of the meeting facilities in the following areas?

Location:	5 – 7 votes	4 – 3 votes
Meeting room:	5 – 8 votes	4 – 2 votes
Food:	5 – 3 votes	4 – 2 votes
Parking:	5 – 8 votes	4 – 1 votes
Accommodation:	5 – 5 votes	4 – 1 votes

If you ranked the facilities as less than excellent, please explain:

In July, no rooms left at group rate.

Would like 2 real beds.

Food isn't as good as in previous years

When you are deciding whether or not to come to Chapter meetings, which of the following (setting aside individual scheduling issues) is probably the primary decision point for you? Please select and comment.

- 1) Topic and/or speaker (probably would not attend if the topic does not appeal to me) – 9 votes
- 2) Connection with other indexers (probably would attend regardless of topic) – 4 votes
- 3) Location – 1 vote
- 4) Cost
- 5) Other _____ Time in schedule _____

Comments:

Topics and networking are important to me.

All of the other points are important to me. I doubt there would ever be a topic that do not appeal to me.

Do you have any other comments?

Thanks for great presentations!