

## PNW ASI Board Meeting Minutes October 12, 2022, 10:00 a.m. via Zoom

Attendees: Judy Staigmiller, Chair; Sam Arnold-Boyd, Program Chair and Co-webmaster; Angela Howard, Treasurer; Elizabeth Bartmess, new Co-webmaster; Amber DeDerick; Carolyn Weaver

Minutes by Sam Arnold-Boyd with assistance from Elizabeth Bartmess

### Welcome to new Co-webmaster, Elizabeth Bartmess

Elizabeth Bartmess will be joining Sam Arnold-Boyd as Co-webmaster. Carolyn Weaver will welcome a well-earned retirement from PNW webmaster duties. Attendees thanked both of them!

### Fall Elections and Volunteer Recruitment

Judy will be sending out a call for officer nominations to chapter members that will also include specific requests for volunteers. Current officers will once again be running as incumbents with a proposed sharing of the Program Chair position:

- The call will include a request for newer indexers (maybe 3 or 4) to volunteer for an easy and welcome task: selecting possible topics for the 2023 fall meeting. Elizabeth Bartmess has stepped forward as the first volunteer of this programming committee and has offered to help draft this call for volunteers.
- The call will include a request for a Co-Program Chair. This person would share in the planning of PNW meetings. Sam Arnold-Boyd is ready to move out of the position in 2024.

A few weeks after the call goes out, Judy will ask Maria if she's willing to send out a Survey Monkey ballot for the officer nominations. This ballot does not include the request from volunteers.

### Website and Mailing List

The webmaster duties have been streamlined by the restructuring and updating of the PNW website, which is now complete. PNW hired Joanne Sprott of Cosmic Whispers to do the more complicated WordPress tasks.

The current manager of the Indexing-PNW mailing list, Wanda Meck, has expressed a desire to step down from this position, according to Carolyn. Because the webmaster duties have been simplified, Sam and Elizabeth proposed that the Co-webmasters could manage the mailing list as part of their duties. Sam will contact Wanda to verify her wishes.

Other on-going concerns about the mailing list include:

- The issue of who and who is not included on the mailing list continues. A few years ago, ASI instituted a policy that only members could be part of chapter

mailing lists. In response, Wanda did a lot of work to verify membership of those people on the list and removed many non-members in the process. Continuing this process on a monthly basis, as membership changes, is a daunting task since many times members lapse and then return. The manager can remove people from the list but cannot add people. People must choose to add themselves and complete the process by submitting a request. Many members do not bother to make this request even once, and it would be a lot to ask them to do it again if their membership has lapsed.

- New members receive an invitation to join the mailing list from Maria Sosnowski, Membership Coordinator, in her welcome email. This invitation includes specific instructions about how to join the list.
- Following the discussion about the disjunct between the mailing list and the current membership and the difficulties of keeping the list up to date were comments about its purpose. If the mailing list included non-members with interest in PNW activities, it could be a recruiting tool. The mailing list really does not hold much value as a “perk” of membership, so it would make more sense if it could be more inclusive. Judy, as an ASI Board Member, will bring up the possibility of lifting ASI’s restrictions over mailing lists at the next ASI Board meeting.

## Future Chapter Meetings

We discussed how in-person meetings have social and networking benefits that are harder to get in a virtual format. Those benefits are particularly helpful for new indexers, but new indexers may be more likely to have time and money constraints that make virtual meetings more attractive. For all indexers, the increased price of travel and lodging heightens the appeal of going virtual. A virtual format also makes it possible for far-flung members to attend. Sam mentioned that virtual meetings are much easier and less time-consuming to plan. These comments led to the decision that the 2023 conference will be virtual.

Elizabeth brought up the possibility of recreating some of the in-person social benefits in the virtual format, and Carolyn praised the Canadian conferences for their successes in accomplishing this goal. Since Lisa Fedorak has been organizing these conferences and is also a PNW member, program planners can ask her for ideas.

Carolyn offered one idea for the programming of the 2023 meeting. The new ASI course will launch in July or August, and Carolyn would like to talk about this course and the changes that it represents. All agreed that it would be a good short topic.

Sam suggested that the virtual format allows for the possible addition of a couple of informal meetings that would not include any formal programming and would be marketed only to PNW members. She suggested January and April or May as possible times. Since these meetings would be primarily social with informal sharing of information, they would provide an opportunity to try out some of the ideas for virtual interactions.

Newer members especially might want to look into ways to support virtual informal social interactions among members. Elizabeth mentioned ways of connecting in the virtual world through social media such as Facebook and Slack.

Carolyn mentioned the possibility of holding in-person meetings to celebrate special events, such as the chapter's 30<sup>th</sup> anniversary in 2026. Everyone agreed that it would be great time for an in-person meeting.

### Financial Matters and Treasurer's Report

We set the policy for payments/honoraria for presenters at chapter meetings at \$100 for each hour of presentation at virtual meetings. This figure is flexible and can be raised if the presenter has had to do more than would normally be expected to prepare.

Angela presented the Treasurer's report. We received \$168 in Dues Allocations from ASI in 2022 and received \$80 from fall meeting fees. We spent \$800 on the website update. The website hosting costs \$90 every two years and will be due in 2023.

When we do virtual meetings, we do not need to dip into the reserve funds of the chapter since the expenses are covered by the Dues Allocation and the fees.