

Pacific Northwest Chapter, American Society for Indexing
Chapter Board Meeting
Red Lion at the Quay Restaurant, Vancouver, WA, August 27, 2010

The meeting was called to order by President Nancy Gerth at 9:45 a.m.

Attending: Nancy Gerth (President), Ann Yager (Vice-President), Scott Smiley (Past-President), Sheila Ryan (Treasurer), Jane Henderson, Judi Gibbs, Sherry Smith, Maria Sosnowski, Paul Sweum.

Absent: Debra Spidal (Secretary)

Minutes from September 27, 2009 Board meeting were approved via email and posted to the Chapter website.

Treasurer's report: Written report provided to members in attendee packets.

- full expenses and income for this meeting not yet available
- bank balance has remained steady at about \$5000
- honoraria for speakers: motion carried to provide a \$100 Powell gift certificate for each speaker at the present meeting
- 6 new-timers at this meeting

Board actions and significant actions since last meeting as compiled by Secretary

- 10/07/2009 - Veronica Hughes accepted the position of archivist. She will be digitizing our files and disposing of print at her discretion.
- 10/14/2009 – Announcement made to chapter members via email of change in Board for remainder of year: President- Nancy Gerth; Past-President- Scott Smiley; Vice-President- empty; Treasurer- Sheila Ryan; Secretary- Maria Sosnowski.
- 1/3/2010 – Fall 2010 meeting plan and budget submitted to Board for comment.
- 1/12/2010 – Annual Meeting 2010 dates and budget approved by Board via email. Re-approved 1/17/2010 via email.
- 1/13/2010 – Spring InSync meeting date of April 10 approved by Board via email. Approved \$5 food/lunch reimbursement for meeting attendees.
- 2/1/2010 – Board approved a Bylaws committee consisting of Debra Spidal and Maria Sosnowski to research and revise the chapter bylaws.
- 2/3/2010 – Jane Henderson proposed a one-year hiatus from Wordstock due to low interest in staffing. Proposal accepted by Board via email.
- 6/9/2010 – Board approved Officer nominations and Bylaws revision for ballot with a closing date of July 15, 2010 for voting. Ballot sent to Resource Center for formatting and distribution.
- 7/15/2010 – Membership approved Bylaws via web-based ballot.

Committee Reports:

- Nominating committee: Scott went over the election results: Revised Bylaws approved by membership; new officers as of January 2011 will be Judi Gibbs, VP/President-Elect, and Joyce Brusin, Treasurer

- [Program committee]: InSync meetings: feedback was that the \$5 lunch rebate given to those attending was unnecessary and unwanted.
- Pro Bono committee report (Sherry):
 - not much interest now; no queries in the last year and little indexer interest
 - West Plains Gazette project is still incomplete
 - Discussion on possibly charging a small fee for pro bono indexing, to go to the Chapter. This might make the value clearer to those receiving the service (and we could delineate how much of a discount they were receiving). The Board approved this. The amount will be determined on a case-by-case basis.
- Programs committee: no report; will discuss at the Business Meeting
- Speakers Bureau (Sherry reported on behalf of Cynthia Landeen): there has been no activity for a long time. A motion to deactivate the Speakers Bureau was passed. Jane volunteered to keep track of anyone doing speaking engagements going forward.
- Newsletter Committee report: Paul. The next newsletter should be out in October. Aiming for twice per year. Paul invites ideas for the newsletter. It was decided to include information on the chapter's various committees in future newsletters, to keep members better informed.
- Web Site committee (Sherry reported on behalf of Martha): Martha would like more helpers. Also, it was briefly discussed that someone in addition to Martha should be in a position to take over if Martha should not longer be able to do it.
- Marketing & Community Relations Committee (Jane)
 - we are doing the Montana Festival of the Book this year, but skipping Wordstock this year.
 - Honor Roll of Publishers: Sherry and Jane will talk at the Business Meeting about responses to date from the survey of publishers who were named on the Honor Roll. Seven publishers have responded
 - most said no positive outcomes; some mentioned bragging rights or morale boost
 - no negative outcomes; only one respondent mentioned getting more marketing from indexers after the Honor Roll, but did not consider it a problem
 - maybe the Honor Roll should connect more with marketing departments at the publishers
 - We may ask the software companies if they would be willing to contribute to the Honor Roll
 - the Chapter Brochure needs to be reprinted with new logo before the Montana Festival of the Book. Jane will check on the cost of printing. We will probably do a larger print run this time.

President's Report (Nancy)

- Action items from previous meeting (see September 27, 2009 minutes): all have been completed except "Sherry will follow up on having monthly reports to the membership." This is still to do, and was discussed somewhat.
- marketing was Nancy's emphasis this year. She contacted presses (mostly scholarly)—about 75 by email and a few by phone, and received 15 replies
- put together "my first indexing job" brochure, which is available on the website

Vice President's Report (Ann)

- job descriptions (went around the table)
- “what do we want to be famous for?” or what do we envision for the chapter (discussion)
 - active chapter
 - providing impetus to ASI change, to act as a model. This was discussed.
 - include other chapters in some programs. This already happened successfully with In-Sync and might be done with the Honor Roll and Wordstock activities.
 - need to post our activities more regularly to ASI-L
 - plan to submit chapter updates to Keywords; the Newsletter Committee will handle this
 - need for clearer lines of authority and responsibility, especially for the Program Committee
 - attracting new indexers
- Scott moved that it be official chapter policy that PNW will reimburse a new incoming chapter Treasurer for Quicken software if she or he does not already have it. Motion passed.

Decisions:

- Motion to provide \$100 Powell gift certificate for each speaker approved.
- Motion to charge small fee for Pro Bono work approved. Fee to be set on a case-by-case basis with monies payable to the Chapter.
- Motion to deactivate the Speakers Bureau approved.
- Motion to purchase Quicken software for incoming Chapter Treasurer's if they do not already have it approved.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,
Debra Spidal, Secretary

with thanks to Scott Smiley for his excellent note taking.