

ASIS&T PNC Annual Business Meeting  
May 14, 2004, Seattle, Wash.

Present: Nancy Blase, Mark Dahl (chair), Andrew Grove, Stefan Kramer, Terry Reese (chair-elect), Melissa Riesland (secretary/treasurer), Jane Starnes, Brian Westra.

#### Treasurer's Report

- Report presented, covering accounts activity for FY 2004 to date.
- Items of note:
  - \$3600 loss for cancellation of Davenport Hotel reservations.
  - FY 2002 rebate arrived in spring 2004.
  - Melissa discovered that the chapter has two checking accounts, rather than just one. She's working with headquarters to straighten this out and to consolidate all accounts into one. Jane Starnes said a second account might have been created when the account was transferred from Oregon (Shirley Lincicum as treasurer) to Washington (Brian Westra as treasurer).

#### New Bylaws & Policies

- Mark explained that the chapter has been operating outside the bylaws for several years. He presented new bylaws, based on the ASIS&T model bylaws, with some modifications based on discussions amongst the executive committee.
  - Headquarters has given preliminary approval. Changes will be presented to the chapter at election time. After chapter approval, the bylaws will be sent to HQ for final approval.
- Proposed modifications
  - Secretary/treasurer becomes an established position.
  - The chapter will maintain and publish policies and procedures. These include guidelines for how things are run, such as the annual meeting, elections, and spending guidelines.
- Nominating committee and elections
  - A sign-up sheet for volunteers will be sent around during the Saturday sessions.
  - Goal is 3 people on the committee. It would be good to get a good geographic spread.
  - Andrew asked if there is a provision of creating committees. There was a discussion about governance committees vs. activity committees. Activity committees are generally not hard-coded into the bylaws – only for events planning.
- Chapter policies and procedures
  - These are guidelines on how we plan meetings and how we spend money.
  - There were questions about chapter spending. How does the executive committee approve spending? Require written approval?
    - Policies will be modified to formalize the approval process, and to require posting decisions the same way that meeting minutes are posted to the Web site.
  - New roles for chair and chair-elect.

- Agreed that it would be good to create guidelines for conference planning. Melissa said she will be documenting her experiences with logistics planning.
- Nancy said that it would be good to break out the annual meeting policies from other programming policies. Information about meetings other than annual meeting need to be added to the policies.
- Procedures will be modified to add a deadline for the annual meeting budget to be presented to the executive committee by Feb. 1.
- Mark will make changes to the bylaws and will submit them for approval.

#### Misc.

- Nancy moved that the chapter purchase a new copy of Quicken for managing the chapter finances. Seconded by Mark and approved.
- It was agreed that the secretary/treasurer position should be responsible for storing the chapter archives. The university no longer has the room to store them for the chapter. Jane will transfer the archives to Melissa.

#### Revitalizing the Chapter

- It was agreed that official activities need executive committee approval.
- Roundtable session generated a lot of interest. People are especially interested in web-casting seminars, perhaps quarterly.
- Other ideas:
  - Relationships with UW student chapter and iSchool faculty.
  - Co-sponsoring activities with other local professional chapters, such as SLA.
  - Consider revitalizing the role of Program Chair. Jane said this was an elected position in the past.