**NOCALL Board Meeting Minutes**Wednesday, May 5, 2016  
Offices of Arnold & Porter LLP

Attendees: Jean Willis, David Holt, Ellen Platt, Ramona Martinez, Coral Henning, Michael Ginsborg, Mary Johnson, Michele Finerty (via telephone)

President Ellen Platt called the meeting to order at 10:31 am.

**OLD BUSINESS**

**1. Approval of Minutes**

Secretary Mary Johnson provided proposed minutes from the 1/11/16 Board meeting. The minutes were approved as written.

**NEW BUSINESS**

**1. Report from Treasurer and Audit/Budget Committee**Jean Willis and Coral Henning presented a spreadsheet of NOCALL’s 2015-16 income and expenses. In an ongoing effort to increase transparency, they annotated the spreadsheet with descriptions of the sources of income and the expenditures.

Several cost-saving measures have been implemented this year, including moving from a PO Box at a UPS store to a less expensive USPS Box, hosting events at free locations, and reducing the number of grants awarded. The Spring Institute was also very profitable because the committee was able to keep costs low. The combination of costs savings and increased income has helped rebuild the Treasury, so NOCALL’s financial situation is not as dire as it once was. However, Jean and Coral encouraged the board to continue to be cautious with our spending, and to continue to seek out ways to save money, including hosting events at free or low-cost locations, and limiting grants to registration costs only.

To facilitate reconciling registration payments for future business meetings, the Treasurer will take over handling online registration through Wild Apricot.

**2. Spring Institute Task Force recommendations**The Board thanks the task force for its report. Coral Henning moved to adopt the recommendations; Ellen Platt seconded. The motion was approved by vote of all present.

**3. Resolution on complimentary registration at Institutes.**The board briefly discussed this issue, and agreed that a formal policy should be written to address this issue for future Institute planners. Michele Finerty will draft a policy and email it to the Board for review. Further discussion of this issue is tabled until a future meeting.

**4. Committee Chairs and open positions**Several changes have been made to committee chairs, and there are several open positions.

*a. Academic Relations***.** Jodi Collova will be taking over as chair.

*b. Website.*Julie Horst has taken over as webmaster. Former webmaster Mary Sexton has already provided Julie with training on the website.

*b. Placement Committee.* Robyn Moltzen, current committee member, will be taking over as chair.

*c. Membership Committee.* Tina Dumas would like to step down from this committee, but feels it makes more sense for her exit to happen later in the year (e.g., September). The beginning of the fiscal year is this committee’s busiest time due to processing registrations. There is a steep learning curve for this position, so it would make sense for the incoming chair to begin in May, to observe the registration process. During the meeting, David Holt agreed to take over chairing this committee.

*d. Nominations.*There is a finite time commitment for this committee, with the work of identifying the slate occurring in November/December. Diane Rodriguez was proposed as a possible chair.

*e. Education Committee.*A chair is needed for this committee. It was suggested that Mary Staats may be interested, as she has had several ideas for workshops and speakers.

*f. Archives.*Marion Miller will become Chair of this committee.

**5. Workshops**Judy Heier at Farella Braun has offered us the use of her conference room for the Fall workshop. Planners may also want to explore the possibility of hosting smaller events in other locations, such as Sacramento and Fresno.

**6. NOCALL Twitter handle**Bernadette St. John has suggested NOCALL set up a Twitter account. The handle “NOCALL” has already been taken, so Bernadette will need to explore other options and report back to the board.

**7. AALL Annual Meeting**This year, instead of a table, NOCALL will have a poster. Leslie Forrester will be working on this.

NOCALL still has a $300 grant available for AALL; members are encouraged to apply.

**8. Protocols for obtaining NOCALL’s support for advocacy**NOCALL is often asked to lend support to various issues and initiatives by having the President sign letters, often with a short turn-around time. Protocols may be necessary to ensure that NOCALL is able to provide its support by ensuring that the requests are timely received, and by creating procedures to be used when the President is unavailable. Further discussion of this issue is tabled until a future meeting.

President Ellen Platt adjourned the meeting at 11:05 am

Respectfully submitted,

Mary Johnson  
NOCALL Secretary