

NOCALL Board Meeting

September 22, 2016

10 a.m.

Downey Brand LLP

Present:

Michael Ginsborg

Coral Henning

Mary Johnson

Jessica Brasch

Jean Willis

Leslie Hesdorfer

Rachael Samberg (via telephone)

President Michael Ginsborg called the meeting to order at 10:03 am.

Welcome

Old Business

- ***Approval of proposed minutes***

Proposed minutes were presented for the June 24th Board Meeting and the June 30th Crossover Meeting. Michael Ginsborg made a motion to approve the minutes as written; Coral Henning seconded. Minutes were approved by a vote of all present.

- ***Proposed budget***

Jean Willis presented a proposed budget. She recommended increasing the Public Relations budget from \$600 to \$700, to cover the costs of NOCALL's giveaways at the AALL Annual Meeting.

Michael Ginsborg moved to adopt the budget with this change; Ramona Martinez seconded. The budget was approved by a vote of all present.

- ***Recommendation for a Chair/Vice-Chair structure for Committees as needed***

The board agrees that this structure should be used as needed. This structure has been implemented for the Membership Committee; the committee's charge will be changed to provide for a Vice-Chair when the Chair expects to transition from office.

- ***Recommendation for assigning responsibility for planning Pacific Coast Chapters' Reception at AALL Annual meetings***

NOCALL is responsible for planning this event on a rotating basis. Going forward, the Past President will take responsibility for planning this event on NOCALL's behalf. This responsibility will be added to the Past President's charge.

New Business

- *Audit report on 2015-16 budget – Jean Willis*
Jean reported that no changes are needed to the 2015-16 budget. Overall, NOCALL did very well controlling costs last year.
- *Spring Institute – Ramona Martinez*
The Spring Institute will be held 4/1/17 at the UC Davis Alumni Center. Ramona has received confirmation of our room rental. Kitchen space is available to us for an additional \$25; the board approved this expense. This will be a one-day event; the theme is state legal information. Ramona will be looking for committee members to assist with the planning.
- *New GRC policy and procedures recommendations – Jessica Brasch*
The GRC has prepared two documents outlining its recommendations for coordinating NOCALL's advocacy efforts, both internally and in conjunction with SCALL and SANDALL.

Michael Ginsborg moved to adopt these recommendations; Jessica Brasch seconded. The recommendations were adopted by a vote of all present.
- *Recommendations to streamline administration, and review of our document sharing systems and their use - Michael Ginsborg*
 - In an effort to streamline the process of incoming and outgoing committee chairs, the Secretary will assume the role of being all committee chairs' contact person for these types of issues, and for communicating these changes to the board, webmaster, etc.
 - Making changes to banking authorizations is quite complicated. To streamline the process, Treasurer Coral Henning proposed having only two board members on the account: Treasurer and President. The board agreed this was a good idea.
 - The board approved the idea of creating a master calendar, upon which key dates for board and committee tasks are listed. Such a calendar will help ensure that no deadlines are missed. Secretary Mary Johnson will investigate setting up a Google Calendar for this purpose.
 - NOCALL is currently using two platforms for sharing documents: Our original PB Wiki and, more recently, Google Drive. The board agreed we should settle on a single platform. Each has its benefits; Michael Ginsborg will send out login information for the Google Drive, so that the board may fully explore both options before making a decision.
- *Scope of NOCALL Policy on Financial Support for NOCALL Institutes – Michael Ginsborg*
The recently adopted policy on financial support mentions only the Spring Institute. After a discussion of the policy, the Board agreed that this policy applies to all other types of NOCALL events. The policy will be amended to clarify this point.

- *Recommendation to extend complimentary registrations to members whose employers provide no-cost venues for NOCALL events – Michael Ginsborg*
Historically, we have not providing complimentary registrations to our hosts. The board does not see a need to do so going forward. Members facing a financial hardship may receive grant funding to attend.
- *Update on Archives Committee and Stanford’s archival services – Rachael Samberg*
Stanford does not currently have a staff member assigned to be responsible for archiving NOCALL documents. They have be automatically been running their system quarterly to gather NOCALL documents into the archive. This is fine as a short-term solution, but is not an ideal long-term arrangement. The scanned documents do not include any metadata, so in the future we may want to have these documents re-scanned with metadata added. Additionally, Stanford does not want to continue as the physical holder of NOCALL documents, so we need to search for a new repository. Rachael reports that there are approximately 4 lateral files’ worth of material. When a new repository is identified, the bylaws will need to be changed to reflect the new institution.

President Michael Ginsborg adjourned the meeting at 10:49 am.

Respectfully submitted,

Mary Johnson
NOCALL Secretary