

**NOCALL Board Meeting**  
January 11, 2017, 11 a.m.  
Via conference call

*Present:*

Michael Ginsborg  
Coral Henning  
Mary Johnson  
Jessica Brasch  
Jean Willis  
Leslie Hesdorfer  
Ramona Martinez

President Michael Ginsborg called the meeting to order at 11:02 am.

**Old Business**

- ***Approval of proposed minutes***  
Proposed minutes were presented for the September 9<sup>th</sup> Board Meeting. Michael Ginsborg moved to approve the minutes as written; Coral Henning seconded. Minutes were approved by a vote of all present.

**New Business**

- ***Approval of board minutes by email as soon as possible after each meeting***  
Michael Ginsborg proposed modifying our procedure, so that Board meeting minutes are approved via email as soon as possible after each meeting. Following the proposed procedure, the Secretary will email a draft of the proposed minutes to the President as soon as they are ready. The President will provide feedback and/or approve the minutes. The updated minutes will then be sent to the board for approval via email.

Michael Ginsborg moved to approve the modified procedure; Ramona Martinez seconded. The procedure was approved by all present.

- ***Approval of changes to the Board***  
Mary Johnson moved to accept Rachael Samberg's resignation from the position of Treasurer, and to formally appoint Coral Henning to serve as Treasurer for the remainder of Rachael's term. Ramona Martinez seconded the motion. The motion was approved by all present.
- ***Update on NOCALL Election***  
The formal announcement of the slate must be made by January 20. Michael Ginsborg will make an announcement at the Business Meeting on January 19. Mary Johnson will follow up with a formal email to the listserv after the meeting, will provide Julie Horst with the candidate biographies for the website, and will publish the biographies in the

*NOCALL News*. The Secretary must receive any petitions for additional candidates by February 15. Polls will be open March 1-22. Mary will work with Coral Henning to get Survey Monkey set up prior to the election.

- ***Update on Spring Institute***

Ramona Martinez reported on the preparations for the Spring Institute. The venue is the UC Davis Alumni Center, and catering will be provided by Hannibal's. A block of rooms has been reserved at the Hyatt Place on the UC Davis campus, for \$179/night. Julie Horst and April Eudy are working on a networking event for the night before the institute.

The theme is California Regulatory Research. Jodie Berger, Administrative Law Judge, will present the keynote address. Sessions will include How Regulations are Promulgated, How to Find Current Regulations, and How to Research Regulatory History.

Claudia Cohen is working with vendors; Coral Henning and David Holt are setting up Wild Apricot for registration and a PDF form for vendors; Maribel Nash will be assisting with publicity; Julie Horst will be creating a webpage; Paula Ginsborg has designed a logo. During the meeting, Jessica Brasch agreed to assist with registration coordination.

Ramona received an AALL grant of up to \$2500. As a condition of the grant, the Institute's programs will be videotaped. AALL will not be exhibiting at the Institute, but will offer raffle prizes.

- ***Reconsideration of NOCALL policy on financial support of NOCALL events hosts***

At a recent meeting, the Board decided that employees of institutions hosting NOCALL meetings would not receive complimentary registration for the event. Michael Ginsborg asked that the Board reconsider this policy. He has found that host organizations incur some costs for hosting, as their staff is involved in room and IT set-up, coordination with the caterers, etc.

After some discussion, the Board agreed to adopt the following policy:

When an organization provides a free venue for a NOCALL Business meeting, up to four staff members of the hosting organization may receive complimentary registration. This policy applies only to Business meetings, and only when free facilities are provided.

Coral Henning moved to adopt this policy; Ramona Martinez seconded. The motion was approved by all present.

- ***Remote participation at meetings and other events***

It is becoming increasingly easy and common to allow members to attend meetings and other events remotely, via conference call or webcast. Michael Ginsborg asked if

members should be required to pay a registration fee to attend events remotely. The board discussed this issue briefly, but reserved fuller discussion for the future, when the need arises. The decision to charge or allow free access would likely depend on the circumstances of a specific event.

- **Committee reports**

*Public Access Committee:*

- Sarah Lin is applying for an AALL grant to fund the creation of a system that will allow public law libraries to accept outdated books from NOCALL libraries.
- Michael Ginsborg has reached out to Bay Area Legal Assistance, to gauge their interest in a pro bono legal research project, modeled after the Minnesota project.

*Community Service Committee:*

Michael Ginsborg encourages all to join him in his monthly visit to the Prisoner Literature Project.

*Memorials:*

Committee Chair Mark Mackler has retired and resigned his chair. Committee members Leslie Hesdorfer and Jane Metz feel confident that they can handle the committee's work on their own for now.

*Archives:*

Stanford is currently housing our physical archives, and using their Archive-It program to download documents from the NOCALL website. This is only an interim approach to archiving NOCALL materials; we need to find a permanent solution.

- **Budget Report**

Jean Willis reported on the current budget. We are doing fine so far – we have income from both the September Business Meeting and membership dues. We have \$37,000 in total in our two accounts. Expenses have been limited mostly to recurring technology fees; we have not had many Spring Institute-related expenses so far.

Jean notes that our AALL Chapter Insurance, which is based on the number of members, was 202 this year; it was 263 last year, meaning we have lost 61 members. The Board will discuss ideas for recruiting and retaining members at a future meeting.

- **NOCALL Connections luncheon**

Leslie Hesdorfer is planning a luncheon for newly added NOCALL members. She is hoping as many officers and committee members as possible can attend. The event is scheduled for February 16 in San Francisco.

- **Technology issues**

*Website*

David Holt recommends moving the NOCALL website to Amazon EC2, which will allow a bit more flexibility in terms of website design, and will provide a significant cost savings. The transition would be seamless for users. The Board agrees that the move makes sense, but would like to ensure that those who regularly post to the website are provided with training on how to use the new system. Michael Ginsborg will follow up with David Holt on this issue.

*Harassment policy*

A suggested policy was presented, which would set guidelines for NOCALL-related electronic communications. These guidelines would prohibit abusive language in all electronic communications; violators would face possible suspension or revocation of their membership.

The Board discussed this policy, but had some concerns, especially about the risk of legal liability. The Board felt this issue merited further investigation and discussion at a later date.

*Technical Services special interest section*

Sarah Lin has been working with David Holt to set up a NOCALL listserv for those members who are interested in participating in this special interest section.

- ***Amending the NOCALL Constitution***

Two amendments to the NOCALL Constitution have been proposed. These amendments must be discussed by the board, and if the board approves them, will be given to Chuck Marcus, so that he may present them to AALL for review. If approved by AALL, the amendments will then be presented to the membership for approval.

President Michael Ginsborg adjourned the meeting at 11:59 am.

Respectfully submitted,

Mary Johnson  
NOCALL Secretary