

Monday, February 28, 2011

3:00 pm, Philomath Community Library,
1050 Applegate, Philomath, OR 97370

A. Call to Order: Margaret called the meeting to order. Those present: Margaret, Earle, Judy, Gene, and Grace.

B. Minutes:

The two previous board meeting minutes were reviewed. The January board meeting minutes were approved. Margaret noted a correction to the February board meeting minutes. See item E. under New Business. Correction: The statement should have indicated the number of pages to include in the newsletter and how to send them was actually a prior decision.

C. Committee Reports:

1. **President** - Margaret shared highlights of her Hawaiian vacation.

2. Treasurer/Finance Committee

Judy had no report, but the Finance Committee had met and discussed several items.

a. For now the bank account will not be changed, and Gene will continue to sign checks until the change over to Judy takes place. Gene has already transferred all records to Judy.

b. Changing our calendar year from the current January/December time to a September/August was discussed, and the decision was made to continue the current system of January to December.

c. Judy noted that our type of annual audit is actually considered an annual review. Adding our definition of "Audit" explained as a "Review" was discussed. It was suggested that by adding our definition, it would not be necessary to change the wording in the By-Laws from Audit to Review. Judy and Gene will meet to discuss further change-over questions.

Margaret needs to know the difference between the total amount of money currently being spent on newsletters and the total spent on newsletters three months ago.

3. Membership

Discussion developed around who needs to know when new members are added and how paid membership receipts should be given/sent to members and how membership lists should/should not be shared. Membership lists are updated and given to the President, Treasurer, Newsletter person and Library Chairmen.

4. Programs

Margaret reviewed our upcoming programs: The March program will be the DVD, "Coming of Age", any time left over could be utilized for sharing. April's presentation will be about minorities in Oregon with emphasis on Japanese Americans in Oregon. In May, Beverly Whitmore, a new member, will do something.

June is our annual picnic. September is sharing what members accomplished over the summer. Members have signed up for presentations in October (Nancy Basque) and November (Marlene).

December will be our annual Holiday Party. Let Margaret know if you or someone you know is

willing to be a program presenter.

Susan has offered to be a consultant on programs. She is putting together a notebook of helpful information and a process to follow for presenters. This notebook will be available in our library.

5. Library Committee

Everything is taken care of except buying books. A new book on Coastal Indians was discussed as a possible purchase. June 7th is scheduled for the library inventory.

Grace is logging in new books. Deleted books will go through the board.

6. Book purchases

Members are encouraged to recommend books to purchase for our library.

7. Newsletter

Printing, billing, setting up an account and paying for newsletters was discussed.

8. Publication Committee

9. **Audit** - Gene has everything ready to give to Bill.

10. **Other** - March 28th is the next board meeting.

D. Unfinished Business

Finances: Newsletter expenses were discussed previously.

Distribution of the \$200 grant money was discussed, specifically, where it should go in the budget.

Keeping living charter (life-time) members on our current membership list was discussed. If we lose contact with members, but we are not sure if they are deceased, they should remain on the list.

When we are certain that a member is deceased, then his or her name will be removed from the membership list. Margaret will add this to our policy list.

Gene will continue to collect dues at the Saturday meetings since Judy usually cannot attend the Saturday General Meetings.

E. New Business

A book purchasing policy was discussed and the current natural progression process seems to work well. Anyone may suggest a book and give the information to Grace. The library committee will review the book for purchase or not.

G. Adjournment - Adjourned at 4:30pm

Respectfully submitted,

Linda Olsen, Secretary (transcribed by audio)