

IYANW Board

Meeting Minutes

2 May 2007

I. Call to order

Pat Musburger called the meeting to order at 12:40 pm on 2 May 2007 in Las Vegas, NV, at the Alexis Park Resort.

II. Present

The following board members were present: Paul Cheek, Tonya Garreaud, Don Gura, Judy Landecker, Pat Musburger, and Nina Pileggi.

III. Committee Reports

Reports were distributed, but formal presentation of reports was not given at this time as this would happen in the general meeting. Only items that required discussion were presented.

A. Communications – Don/Tonya

1. E-newsletter: Tonya presented the research done on the cost of enrolling in Constant Contact a service that allows us to send the e-newsletters. If IYANW enrolls in a 12 month prepay it would cost about \$130 given the current size of the email list. Pat pointed out that we should have a board policy for who can send out emails using the account, the e-mails should be approved by the board. Paul moved to approve spending \$130/year on Constant Contact account giving access to the online account to the President, Communications Chair and Secretary. Motion approved.
2. Don designed a form for email sign up that was posted at the regional table at the convention. This form can also be used at area studios in the future to gather more e-mails and generate further interest in IYANW.
3. March newsletter completed.
4. Yatra ad completed.
5. Don admitted that due to the overwhelming amount of work he has done for the convention, he has not updated the website as promised. Don and Paul will work together on the website to bring it up to date (5/31). Pat assured us that IYNAUS has website support as a top priority.

B. Scholarship – Judy

1. What happens to the awarded money if an applicant does not or cannot use the funds toward the event for which it was awarded? (See attached report) It was decided that a statement will be added to the acceptance letter to the effect that if the applicant is unable to participate in the workshop or event for which the scholarship has been awarded, they need to return the money to IYANW. Judy will add the statement to the letters that will go out at the end of June (6/2007)
2. Judy raised the question, once an applicant receives an award, should there be a waiting period before they can reapply. Pat pointed out that this is already stated on the scholarship form; applicants can not reapply for two years.
3. Judy also asked if there is or should be a limit on the number of times someone can apply for a scholarship. The Board agreed that there is not, but that this should be one of the considerations in granting a scholarship

IV. Old business

- A. Archives – Paul suggested that we develop policy and procedures for how to archive electronic copies. Nina pointed out that electronic copies should be stored in different physical locations than hard copies. It was suggested that each board member save to a disc all electronic copies at the end of January and send it with hard copies to the Secretary. We also need to cull out bits of the archives from the prior NW association. Tonya will create a file structure (9/2007) and send it to all board members. The board members can use the file structure to organize their electronic files, save them to disc and send to the Secretary to archive.

V. Adjournment

Tonya motioned to adjourn the meeting at 1:43 pm; motion seconded.

VI. Action Items

1. Don and Paul will work together to update the existing web site. (5/31/07)
2. Judy will add the return funds statement to the scholarship acceptance letter. (6/2007)
3. Tonya will create a file structure for archiving electronic files and send to the board members. (9/2007)

VII. Addendum

Through email, the board unanimously voted to reassign positions. Tonya will assume the responsibilities of Vice President and Jennifer will take over as Secretary.

A. Additional Action Items

1. Tonya will communicate with Jennifer to discuss the responsibilities of Secretary
2. Pat will communicate with Tonya concerning what needs to be done as Vice President.

Minutes submitted by: Tonya Garreaud