

PLTG Steering Committee Teleconference
Wednesday, January 14, 2009, 4:30pm
Meeting Minutes

Participants:

Carol Gerber (President), Alan Fricke (Co-Vice President-Secretary), Chris Brady (Co-Vice President-Secretary), Linda Harte (Co-Treasurer), Maria Reteguiz (Co-Vice President-Membership), Roberta Gelb (Vendor Rep), Lisa Reminick (Past President), Dennis Holly (Advisor).

Not Present: Marilyn Hatcher (Treasurer), Nia Lourekas (Co-Vice President-Membership)

Proceedings:

Meeting called to order at 4:35 by President Carol Gerber

January 9 Meeting Recap:

Carol thanked Roberta for helping out with registration and attendance. Lisa said she'd scanned the attendance lists and forwarded to Nia and Maria (membership co-chairs).

Meeting Hosts:

Host firms have committed through July. Carol offered that Moses and Singer will commit to hosting one month if necessary.

Committee Vetting Process

Carol stated that it was very positive to have so many willing to serve on committees and asked what the process was for determining committee members and asked if there had ever been criteria for determining if a potential committee member would present a conflict of interest, if there had been limits to the number of people on each committee and if there was a chair for each committee. It was reported that in the past the president oversaw each committee. Carol suggested that each committee appoint a point person who will report back to the president. Discussion ensued and it was decided that the point person should be a member of the steering committee as follows:

Programs & Events – Roberta Gelb
Bylaws – Carol Gerber
Website & Public Information – Dennis Holly

Other Committee Business

Carol asked how and when the Programs and Events Committee will meet. Roberta suggested that the committee meet ASAP. Carol volunteered to host the meeting. Dennis suggested that the February meeting topic (Office 2007, What's Not To Like?) be postponed to a later date, but upon further discussion, we decided that the February meeting should proceed as scheduled and that any other "Lessons Learned" session about Office 2007 upgrades be held later in the year.

There was also discussion about meeting changes from the typical second Friday due to holidays. In 2009, the April meeting will be held on the third Friday and this is posted on the website.

Membership Process for 2009-2010

Carol asked what needed to be done before the membership registration email is sent out. Maria responded that John has been working on the changes, that the renewal process is OK, and that the renewal email message will be sent out in mid-February. This will be announced at the February meeting.

Bylaws Committee

Carol reported that the committee has changed some of the titles and related responsibilities and that a change was made stating that the association has the right to change meeting dates. Language about elections was modified. After some discussion it was decided that the current language was sufficient regarding steering committee eligibility requirements. Proposed bylaws changes will be finalized by the Bylaws Committee, then submitted to the Steering Committee for approval before they are submitted to the members for a vote.

Website Committee

Dennis reported that the committee was working on a forum link from the website which will be available only to members. The forum will be a collection of research collected by the membership which currently exists via email questions but is not captured/archived. Members system resources info will also be added at the discretion of each member firm. Concerns were expressed about the availability of all of this information and its use by vendors. A "code of conduct" or a set of "common understandings" was proposed, and Roberta agreed to start a discussion about this among the vendors. Concerns were also expressed about this information's remaining current. The possibility of setting expirations to posts so that they will be automatically deleted was discussed.

Also discussed was the possibility of adding a link to Hop Stop (hopstop.com) adjacent to the meeting information to facilitate custom directions to meetings.

Next steps: Review the above with the new committee and work out a policy about disclaimers and approval process for content. Also freshen up (remove dead and incorrect links) Dennis has a list of priorities.

February Meeting

Carol asked what needs to be done. Maria will contact Greg Miller to confirm and determine what equipment setup he will need.

Treasurers Update

Linda reported no change since report from January 9. There is approximately \$8700.00 currently in the treasury.

Old Business

Discussion about WLUG e-mail mentioned in 11/08 minutes ensued. This involves WLUG's proposing Word Legal Standards. Carol stated that she will be attending the next meeting and will discuss with Marsha Flowers and report back on the progress of this WLUG initiative and how it could/would involve PLTG.

Meeting adjourned at 5:15