

PLTG Steering Committee Teleconference
Wednesday, February 18, 2009, 4:30pm
Meeting Minutes

Present:

Carol Gerber (President), Alan Fricke (Vice President-Secretary), Chris Brady (Co-Vice President-Secretary), Marilyn Hatcher (Co-Treasurer), Roberta Gelb (Vendor Rep), Lisa Reminick (Past President), Dennis Holly (Advisor), Nia Lourekas (Co-Vice President-Membership).

Not Present:

Linda Harte (Co-Treasurer), Maria Reteguiz (Co-Vice President-Membership).

Proceedings:

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

February 13 Meeting Recap:

Carol Gerber reported that the meeting had record attendance (47). She further reported that a member had commented to her that it was very nice to have presentation of Office 2007 from end user point of view instead of developer's.

Membership Process for 2009-2010

Nia Lourekas said that checks have been coming in. Carol asked if reminders need to be sent out. Dennis commented that in the past reminders have had to be sent out – the more the better. A separate announcement will be sent out and reminder announcement made at the March meeting.

Committee Progress Reports

Programs & Events Roberta Gelb reported that the March meeting topic will be Training As Risk Management. At the April meeting Greg Renza will present on using podcasting in training. Marsha Flowers may speak first on the LIDS project being undertaken by the New York Word Legal Users Group, which is investigating the feasibility of creating formatting standards for legal documents. A future meeting will feature people discussing and presenting on how law firms work (processes, departments, etc). The May meeting will be about diversity. Dennis reported that a small group is currently working on planning this meeting. Carol said that Mara [last name?] a diversity expert who the group would like to feature as a speaker at this meeting will charge a fee, and the Steering Committee determined that the fee requested was affordable and reasonable compared to those paid to past speakers. There were no objections.

Website Dennis Holly reported that the Website Committee is currently presenting ideas to the developer via an online document which explores the committee's vision. The process is involved and time consuming. Technology required and cost has not been discussed yet. The Website Committee is nearing the end of presenting its vision to developer, who will then prepare a proposal. Discussion followed about online membership payment via PayPal. It was

concluded that had been discussed in the past, was explored and was deemed impractical for several reasons.

Bylaws Some discussion took place about the PDF mark up that Carol Gerber had sent to all committee members for review. The eight out of ten Steering Committee members present were asked if they had any objections to the proposed changes to bylaws, and none were raised. PDF markup will be sent to membership prior to voting on changes at the April meeting. Carol remarked that there is no rush to ratify the new bylaws if further discussion is necessary.

Pictures

Carol requested that all committee members send her a photo so that she can create a composite to post to the PLTG website.

Old Business

Meeting Hosts The July, September and November meeting dates now have firm hosts.

WLUG LIDS Project WLUG had asked originally asked PLTG about sending an e-mail detailing this project. Instead, Marsha Flowers has asked for time at the April or May meeting to talk about the LIDS project. (See Programs & Events report above).

New Business

Barbara Bonetti Dennis Holly reported that Barbara Bonetti, formerly a long-standing, active PLTG member, has terminal gall bladder cancer. Dennis spoke with Barbara on the phone and reported that flowers sent by the group had been received and that Barbara was very grateful.

Teleconferencing for Meetings Marilyn Hatcher requested teleconference capability. Roberta suggested that the committee explore GoToMeeting and other technologies for members who are not able to attend PLTG meetings in person. It was understood that PLTG would not go into the webinar business, and that it would continue to plan its meetings primarily for the benefit of those in attendance, but that it would nevertheless be appropriate to determine what aspects of PLTG meetings can be made available to members who cannot attend in person without creating a technical burden for host firms.