2013 PTRCA Annual Business Meeting Minutes
Thursday, April 18, 2013, 12:30 PM
Madison Building, U.S. Patent and Trademark Office, Alexandria, VA

The 2013 Annual Business Meeting of the Patent and Trademark Resource Center Association (PTRCA) was called to order by President Walt Johnson.

Approval of last year’s Annual Business Meeting minutes (Martin Wallace, PTDLA Secretary, Orono, ME)

- Approved as written.
- Annual business meeting minutes and the Executive Council meeting minutes from 2012 have been posted to the PTDLA website. See: http://www.ptrca.org/minutes.

President’s Report: State of the Association (Walt Johnson, Minneapolis, MN)

- Full report has been published in the PTRCA newsletter, posted on the website. See: http://www.ptrca.org/newsletters/2013/PresidentsReport2013.
- This was the first year the Association operated under its new name: the Patent and Trademark Resource Center Association. Bylaws and website have been updated to reflect change.
  - Thanks go to Secretary Martin Wallace for updating our logo to incorporate the new letters in our acronym.
- Thanks to Dave Morrison (Salt Lake City, UT) who in May submitted a letter to then-Director David Kappos on behalf of the Association, encouraging the USPTO to recapture the first three million patents issued by the USPTO and make them searchable online. Dave received a reply stating they’d give it careful consideration.
  - The Executive Council recommends that the Association bring this to the attention of the acting and/or new director to keep it alive.
  - The Executive Council asks that a copy of Dave’s letter be submitted to the Association’s archives. The Publications Committee (which has absorbed the Archives Committee) will follow up.
- Mande Putnam, former PTDLP manager, retired from the USPTO in October 2012 after 23 years of service in different positions. At her retirement luncheon, PTRCA Treasurer Jim Miller read a letter from the Association acknowledging her years of leadership.
- This was our first full year of reporting metrics to the Program Office; it was disheartening to find that many libraries are not submitting their metrics on time. This was an agreement between the Association and the Program Office; the Executive Council wants to work with the Program Office and individual representatives to find out specific reasons why statistics are not being submitting, and to propose remedies to those libraries.

Treasurer’s Report (Jim Miller, College Park, MD)

- As of April 3rd:
$4,098.23 in checking
$331.83 in savings
$5,177.55 in CD

Since then we’ve received several more annual membership dues and we should have a little under $5,000 in checking after these dues are deposited.

Outstanding Sodexo catering bill, including daily coffee/beverages, and PTRCA Day lunch: $2,199.64

Outstanding Sodexo catering bill for PTDLA Opening Reception: $2,498.61

Outstanding travel reimbursement and honorarium for Russ Allen to be determined.

Increase of membership dues to $65/year in 2013 will cause level off in our favor.

Announced that membership payments at $50/year could continue to be made until end of seminar.

Reports of Division Representatives: Nothing to report

Committee Reports:

1. Archives Committee (Martin Wallace)
   - In accordance with the Association’s bylaws, Walt has dissolved the Archives Committee and merged its responsibilities into the Publications Committee until further necessary.

2. Bylaws Committee (Spruce Fraser, St. Louis, MO)
   - Nothing new to report.
   - Invited new members to help with upcoming work.
   - [Bylaws business also covered in “Old Business” and “New Business,” below. -MKW]

3. Conference Committee (Marian Armour-Gemmen, Morgantown, WV)
   - Coffee, snacks and business meeting lunch: $2,199.64
   - Opening reception: $2,498.61
   - Reminded everyone that their member dues pay for all of this, so it’s important to renew.

4. Database Committee (No report)

5. Election Committee (Leena Lalwani, Ann Arbor, Michigan)
   - Election Results
     - Vice President/President-Elect (one year): Spruce Fraser, St. Louis, MO
     - Secretary (one year): Suzanne Reinman, Stillwater, OK
     - Academic Libraries Divisional Representative (two years): Connie Wu, Piscataway, NJ
     - Public Libraries Divisional Representative (two years): Mary Kordyban, Detroit, MI
   - Walt and the Executive Council expressed their thanks to Leena and the candidates.

6. Long Range Planning Committee (No report)
   - This committee has been inactive for several years, and currently has only one member, Jan Comfort.
• Walt Johnson, in accordance with bylaws, has disbanded the committee until further necessary.

7. Mentoring (Ran Raider, Dayton, OH)
• 19 of 21 first-timers responded and were matched with a mentor for the seminar. There was one first-timer who was not listed and therefore was not contacted, but we were able to match the newbie with Spruce during Seminar orientation.
  o This was a record number of first-timers.
• Ran sent out packets to new members with information about the Association, and restaurants and area attractions during seminar.
• Thanks Linda Spiro (Houston, TX) and Monique Mason (Akron, OH) for helping with the packets and to all the mentors who volunteered to mentor newbies.

8. Program and Outreach Committee (Marian Armour-Gemmen for Jan Comfort, Clemson, SC)
• Jan made a new promotional brochure listing the libraries and other important information about the Association. It’s on the information table near the registration table. She also designed the table tents.

9. Publications Committee (Martin)
a. Newsletter:
  o Thanks to those who sent in reports for the newsletter.
  o The newsletter is available on the site. It includes reports from 32 libraries, the president’s report, program office report, treasurer’s report and secretary’s report.
  o Also minutes from last year’s exec. council meeting, business meeting, open forum, and Q&A with CIO John Owens
  o Will be working over the summer to restore past newsletters that were lost in the recent website transition.
b. Website
  o New URL & logo
  o Server problems: lost some data and some files
    • Now being backed up weekly (files and data)
  o Upgraded to latest version of Drupal (currently 7.2.2)
    • Updated weekly as needed
  o Help is needed to get things back in order, contact Martin to volunteer.
    • Theme/ appearance
    • Recovery of lost files/ data (we may be contacting you/your PTRC to recover)
    • Repair broken links
    • Site organization
    • Archives
    • New pages
      • List of links to members’ subject guides and/or LibGuides
      • Libraries retaining CASSIS
      • Patent citation management tools
    • Regular updates (as needed)
- Committee work, especially, e.g. bylaws
- Updating Division lists (adding new PTRCs or removing old)
- New officers & committee members
- Handout central
- Database lists
- Member news

c. Archives
- Martin received the archives from Thomas Diamond at Louisiana State University and now they are being stored in his office (both print and scanned PDFs on a thumb drive)
- Martin found a fairly good quality printed PTDLA logo in the archives for scanning in order to create the new PTRCA logo.
- The Executive Council proposed recruiting an intern, fellow, or practicum student to assist in placing the scanned archives on the Web.
- The Executive Council proposed finding a permanent home for the archives.
- The Executive Council asked Martin to make a secondary backup of the thumb drive where the files are stored.

Call for service on PTRCA Committees

Old Business
- The Executive Council concluded that the Division Representatives will maintain the lists of PTRCs by division in the Bylaws Appendices. This will require changes to the responsibilities of Divisional Representatives in the bylaws but it should not require a vote to amend. The Bylaws Committee will work on the changes over the next year so that the new language can be added to the bylaws by next Seminar. The Divisional Representatives will send the updated divisional lists to the Publications Committee to add to the site.

New Business
- Next year is 35th anniversary of association. Ran has called for volunteers to serve on an ad-hoc committee to plan something special.
- The Bylaws specify a minimum of two candidates to run for each office, but it has been difficult for the Election Committee to get more than one candidate for these positions. This has been referred to the Bylaws Committee for preparation for next year. The bylaws committee will recommend language that changes the section that specifies two candidates are needed to only require one candidate
- Recognition of two retirees. Over the next year the Executive Council will draft resolutions to be voted on at next Seminar.
  - Nan Myers from Wichita State University will be retiring in June.
• The Executive Council moved to fully reimburse this year’s keynote speaker, Russ Allen, for his travel and one night at the Residence Inn, plus a $100 honorarium. Reimbursements and honoraria for future speakers will be decided as-needed.
• Walt will investigating prices for a new tablecloth that has the PTRCA logo on it.
• Over the next year the Executive Council will investigate how to gain higher compliance in submitting metrics to the Program Office.
• Over the next year the Executive Council will ask members what they are doing with their CASSIS computers. Some have already indicated that they are moving their CASSIS collections to off-site storage. We’d like to know who will be keeping their ready at-hand.

Announcements:
• Thanks from Mande Putnam, former PTDLP manager to the Association.
• Question from Connie Wu: Who is supposed to attend the Executive Council meetings?
  o Executive Council meeting includes the executive board (V.P./President-elect, President, Past-president, Treasurer, Secretary, and the four Divisional Representatives), plus the committee chairs, but everyone is welcome.
• Connie also recommended that we should have a stronger presence at PIUG, ASEE ELD and SLA.
  o Jim comments on PIUG and PIUG NE. Very good but also expensive.
  o Leena says some ALA affiliates are required to attend ALA and president gets free registration. This year in Chicago.
• Walt presents Christina Kitchens and her staff gift cards for Starbucks, and he thanks the Executive Board.
• Ran presents a gift to Walt for his hard work this year.

Adjournment @ 1:30

Respectfully Submitted,

Martin Wallace, 2012–2013 PTDLA Secretary