

PTRCA Executive Council Meeting Minutes
Monday, March 16, 2015, 8 p.m.
Marriot Residence Inn, Old Town, Alexandria, VA

The 2015 Executive Council Meeting of the Patent and Trademark Resource Center Association (PTRCA) was called to order by President Spruce Fraser at 8:08 p.m.

Present: Spruce Fraser (President), Karen Kitchens (Vice President/President Elect), Jim Miller (Treasurer), Suzanne Reinman (Secretary), Mary Kordyban (Public Libraries Division Representative), Lisha Li (Academic Libraries Division Representative), Martin Wallace (Webmaster), Paulina Borrego.

Spruce called for Approval of the Minutes, 2014 Executive Council Meeting and Business Meeting.

Spruce moved to approve the minutes, Martin seconded.

1. President's Report – Spruce Fraser

- Spruce referred the Council to the President's report on the PTRCA website. She said that there have been a number of extra events that took place this year. The planning for Martha Sneed's retirement event has gone very well. Chris Kitchens will be taking Martha's position as Director of the Public Search Services Division as of March 31. Chris' position will be posted nationally. Chris will be acting as interim (on detail) PTRC Program Manager until her position is filled. It is hoped that PTRCs will be notified when the job is posted as this position has been filled by PTRC librarians in the past.
- The new tablecloth on display thanks to Walt who ordered and purchased this for PTRC.
- Jim Miller prepared the resolution for Martha Sneed. Thank you to Jim for doing such a nice job with this.
- Thank you to all members for their support.
- We have not done anything for Chris officially. The songbook for her has been signed and will be given to her Tuesday night.

2. Treasurer's Report – Jim Miller

- The report posted on the PTRCA website states the balance. Additional memberships will be deposited this week. The official balance as of March 16 is \$3694.04, and the CD is \$5178.51
- The cost for the reception totals \$1647.89, dated March 16; four days of refreshments totals \$558.22, also dated March 16.

- The cost for the tablecloth with the logo was \$387.99
- Martin asked if the tablecloth will stay at the USPTO. Lisha said that there is some storage in the PTRC Office area and it will probably stay here. Mary asked about paying tax as a non-profit on the tablecloth. There was also charge to convert the logo from a bit map to a vector image for the tablecloth.

3. **Secretary's Report** – Suzanne Reinman

- Approval of 2014 Executive Council Meeting Minutes.
- The three sets of minutes are on the website **and** also the resolution for Doug Salser. Martha Sneed's resolution will be posted later.

4. **Committee Reports**

Bylaws Committee – Karen Kitchens

- The Esther Crawford Award that Ran Raider proposed last year will be approved at the Business meeting.
- Martin stated the following items that will need to be addressed by the Bylaws Committee this year:
 - There is no mention of what the past president does;
 - We do not know is president or past-president or vice-president is an ex-officio member of the Bylaws committee;
 - What is the term for a committee member;
 - When do committee terms begin/end;
 - Review Section 8 – committees, also the duties of the chairs;
 - How is the archive managed and what needs to be archived

The Committee needs to look at these things in the next nine months. The membership must have a 30 day notice before the Bylaws can be changed.

Database Committee – Jim Miller

- Jim has been working with Russ Allen regarding older trademarks. He has sent Jim a dirty OCR of trademarks that are not on TESS. This is a searchable database and better than what we

have now on the web. This is something that USPTO will probably not ever do. Martin is going to check in to this.

Election Committee – Leena Lalwani

- Leena was not present to report.
- Election results have been sent to the PTRCA listserv and will be posted on the website.

Membership and Mentoring – Karen Kitchens

- Karen reported that there are 21 or so new attendees at this year's seminar. Members have been great about stepping up for this. First year attendee ribbons on name tags have been so helpful. Remind Daphne to have this every year.

Program and Outreach – Spruce Fraser

- The member representing the PTRCA at ALA midwinter was Linda Spiro.
- Continue to ask someone on the Council to attend or any PTRCA member.
- Ask person attending to publicize and summarize the meeting on the PTRCA listserv.
- Karen will have John and Linda write a report from the ALA RUSA session in 2015.

Publications – Suzanne Reinman

- Ran had sent out a draft policy for archives and records retention for the PTRCA. Martin will send out a discussion about the retention policy and how this will be managed by the Bylaws committee.
- Thank to everyone for sending in updates for the Journal. Not everyone has been able to send in their PTRCA updates.
- Journal articles have been submitted by Spruce Fraser, Rob Berry, and John Schlipp. Some of the formatting was lost when posted to the website. This will be corrected after the seminar.
- Thank you to Martin Wallace for assisting with the Journal and for hosting the PTRCA website.

Conference Committee – Spruce Fraser

- No report for this committee.
- Discussion of having the meeting on or on site had come up last year, also the PTRCA day.
- What is the charge of this committee?

5. Reports of Division Representatives

- Academic Division – Lisha Li
 - No report
- Public Division – Mary Kordyban
 - Mary asked that we look at responsibilities for the division representatives. They are to be on the membership committee. See the bylaws to confirm this and other duties.

6. Announcements

- New PTRCA tablecloth
- Recognition of Service award to the PTRCA
 - Continue this discussion
- Retirement of Martha Sneed

7. Call for Service

8. Unfinished Business

- PTRCA mission statement
 - Is in the bylaws under Objective. Put this on the website.

9. New Business

- See everything to be done under Bylaws above.

- When we sent out bylaws to be voted on can it be posted on the listserv or do they have to be sent to each member. Many on the listserv are not members.
- Should we keep a list of voting member separate from the listserv. Jim said that he could keep this up to date.
- Explore ways to do members only sections of the website.

The meeting was adjourned at 9:16 p.m.

Respectfully submitted,

Suzanne Reinman
PTRCA Secretary

Minor corrections made by John Schlipp, Association Secretary, per directive at PTRCA Executive Council Meeting on March 21, 2016.