

## **PTDLA Executive Council Meeting**

*Wednesday, April 13, 2011, 6:20 to 8:00 pm*

*Marriot Residence Inn, Old Town, Alexandria, VA, room 405*

The 2011 Executive Council Meeting of the Patent and Trademark Depository Library Association (PTDLA) was called to order by President Robert Klein.

Present: Robert Klein (President), Marian Armour-Gemmen (Vice President/President Elect), Andrew Wohrley (Past President), Jim Miller (Treasurer), Martin Wallace (Secretary), Jan Comfort, Leena Lalwani, Walt Johnson, Spruce Fraser, Suzanne Reinman, and Hal Mendelsohn

- 2009 PTDLA Executive Council meeting minutes approved without change
- 2010 PTDLA Annual Business Meeting minutes approved without change
- There were no 2010 Executive Council minutes, as the EC did not meet in 2010

### **President's Report: State of the Association (Robert Klein)**

Report published in PTDLA Newsletter. Bob went through the outline for his speech to be delivered to PTDLA Annual Business Meeting.

- Postponement of 2010 Seminar
- Roundtable discussion with Director Kappos and the need to keep the Director informed about current diverse roles of PTDLs and the value of PTDLs in their communities.
- Thanks to the election committee, Charlotte Erdman and Amy Van Epps at Purdue University for coordination and technological assistance with PTDLA elections.
  - Bob asked that we continue using this election process so long as Charlotte and Amy are able and willing to assist. Unanimous vote by the Executive Council in favor of continuation of current election practices.

Bob suggested the possibility of going back to a longer (5 day) Seminar. Jim and Marian responded that we voted to make seminars shorter and we voiced support for shorter seminars in our evaluations. We cannot make them any shorter, though, without risk of losing our PTDLA day.

PTDLs will soon be required to provide metrics to Director Kappos. This is still being discussed so there are no details yet.

### **2010 President's Report (Andrew Wohrley)**

Discussion of "postponement" of 2010 Seminar

- There is no anti-PTDL bias in USPTO, there is just no funding
- In 2010, met at ALA Annual in Washington, D.C. instead. There was no quorum but minutes were taken and are now available on PTDLA Website (along with President's Report)
- PTDLP also had to cut back on travel in 2010 and had to cancel visits to several PTDLs.

- As to the wording, i.e. “Postponement,” PTDL representatives at the ALA meeting decided it best to pick back up on regular Seminar schedule rather than to try and squeeze a Seminar in between. Thus, it actually was more like a “cancellation” than a “postponement” but PTDLs thought that the more politically appealing term “postponement” would be kept.
- Joanne Colvin was stuck in Baltimore and could not attend as our invited guest
- Meeting with Director Kappos during ALA
  - Andy advocated that there’s no substitute for in-person annual meetings and we must continue to have these meetings
  - Director Kappos made a deal that if we provide metrics to him and can provide results, he would guarantee us our annual meetings.

Andy wrapped up his report by noting that Directory Kappos was responsible for guaranteeing our 2011 Seminar, even had the government shut down, and that it is apparent that he is a proponent for PTDL, so long as we continue to provide him with the information he needs from us.

### **Treasurer’s Report (Jim Miller)**

- Full report is in the 2011 PTDLA Newsletter, posted on the Website
- Jim has spoken to a CPA to clarify remaining questions and to help verify books
- He may try to get payment for back years
- Treasure should get in the habit of closing the books every year for IRS purposes
- Non profits such as PTDLA must file electronically with IRS each year
- As of April 12:
  - \$12,190.30 in checking
  - \$331.69 in savings
  - \$5,175.26 in CD
  - About \$245 in-hand awaiting deposit after Seminar, plus some outstanding that he may be able to collect
  - Outstanding Sodexo catering bills, will be paid by 4/14/11:
    - Seminar reception: \$2102.17
    - PTDLA Day lunch: \$3009.51

Bob suggested and Jim concurred that PTDLA will need to look into raising its membership fees in order to cover receptions. This is explained under New Business, below.

### **Secretary’s Report on Resolutions (Martin Wallace)**

Martin announced the seven resolutions recognizing past members’ contributions to PTDLA. Honorees included Marjorie Cameron, Margaret Collins, Carol Giles-Straight, Godlind Johnson, Rebecca Scarborough, Karon King, and Dawn Rohan. Resolutions have been posted to the PTDLA Website and are included in the 2011 Newsletter. Each honoree was sent a hard copy of the certificate and a \$20 gift card for purchase of a frame. The EC unanimously supported the continuation of this practice for future honorees.

Additionally, a new resolution recognizing the contributions by Bill Schilling is currently being drafted and will be approved via the PTDLA Executive Council listserv. Martin read the resolution in its current form to the Executive Council.

### Committee Reports:

1. **Archives Committee (Bob Klein):** Alexis Carrasquel has taken archives from Dave Morrison and is in process of having them digitized.
2. **Bylaws Committee (Bob Klein):** Bob read Article XIII regarding bylaws amendments and then suggested some amendments. Minor changes, i.e. inferences of “regional representatives” to “divisional representatives,” approved unanimously by Executive Council, with no need for membership vote. Additional recommendations for change in charge & structure of mentoring committee are under New Business, below (#2). Lastly, PTDLA should provide for possible new duties for the immediate past-president, a possible new Section 5 for Article V, making the current Section 5 into the new Section 6. Bob called for a vote to approve bringing bylaws changes to membership for final vote. Martin & Andy 2<sup>nd</sup> motion. For a detailed outline of all suggested changes, see the document *Proposed Changes to PTDLA Bylaws – 2011*, available by request from Bob Klein or Martin Wallace.
3. **Conference Committee (Jan Comfort):** Will be keeping Sodexo as catering contractor, they have done excellent job meeting our needs, and are very easy to work with. See also #3 under New Business.
4. **Database Committee (Jim Miller):** We have an Excel file donated to PTDLA from the Linda Hall Library (via Jim Miller). We need to capture roughly the first 3.1 million patents and we need volunteers to do data entry into the database.
5. **Election Committee (Leena Lalwani):** Reported that Walt Johnson will be the new Vice-President/President-elect, Martin Wallace will remain Secretary, Susanne Reinman will rotate on as Academic Divisional Representative, and Spruce Fraser will rotate on as Public Divisional Representative
6. **Long Range Planning Committee (Jan Comfort):** This and other committees are in need of a formal charge.
7. **Mentoring Committee (Bob Klein):** The mentoring committee has been inactive and may soon be moved under the leadership of the Vice President, pending some reorganization and bylaws changes. See #2 under New Business.
8. **Program and Outreach Committee (Jan Comfort):** Jan has revised the PTDLA brochure, having changed inferences of “regional representatives” to “divisional representatives” and will be getting those out to new PTDLs as soon as time permits. There was a proposal that the Program and Outreach Committee take on the planning responsibilities for the ALA program. See #3 under New Business.
9. **Publications Committee (Suzanne Reinman):** Newsletter has been posted to the PTDLA Website; otherwise nothing to report.

## Announcements

Marian Armour-Gemmen announced that she is seeking PTDLA members who will be attending ALA conferences to help with programming.

## Old Business

1. At the beginning of the meeting, Andy and Jim informally discussed the importance of maintaining our non-profit 501(c)3 status and tax exemption. These points were then covered in more detail in Jim's treasurer's report. It seems that Jim has managed to tie up any remaining loose ends regarding the treasury.
2. Joanne Colvin nominated by PTDLA for the USPTO's Public Advisory Committee. We brainstormed for other good candidates to serve this function so that we don't end up nominating the same person each year. Esther Crawford was named as being another good candidate for nomination.

## New Business

1. **Membership fees:** May need to raise membership fee by \$40 annually in order to pay for reception at seminar. PTDLA has covered this charge in the past, and passed the charge along to attendees as a "seminar fee." However, they have since discovered that they are not allowed to do this, due to a law prohibiting them from charging for facilities. If we maintain the current model, in five or six years PTDLA would be broke due to paying for the reception out of its coffers. Consensus of EC is that most PTDLA members will agree that the reception is important enough to warrant charging an additional \$40 for membership, especially in light of having already extremely low membership dues of only \$25. Some problems are:
  - Would require amendment to bylaws
  - Can't make everyone who attends Seminar also join PTDLA; thus members would be subsidizing reception costs for non-members
  - Can't make everyone who joins PTDLA attend the Seminar, or the reception, so those members may not want to pay the increased dues.
  - Need to have a dues structure that will allow the most amount of Seminar attendees to be reimbursed the most amount of money. Many institutions will not cover membership fees but will pay for conference registration. It may be best to make the additional \$40 a conference registration fee rather than a membership fee.
    - Jan suggested a bracketed dues model.

Bob is going to discuss the predicament with Chris Kitchens, as maybe she will have some thoughts or suggestions.

2. **Proposed Changes to PTDLA Bylaws--Mentoring responsibilities:** Proposed amendment to bylaws regarding the overlap of responsibilities between the Vice President, the Division Representatives, and the Mentoring Committee. Proposal would add the following **bold and underlined** clause to Article V, Section 2: "The Vice-President... **shall serve as the organizer of the Mentor Program for the new attendees at the annual PTDLA Training Seminar.**"

In addition, the charge of the Mentoring Committee be changed to “**Coordinate the matching of new members with either their divisional representative or a seasoned PTDLA veteran to ensure that the feel welcome and informed.**”

Further discussion led to the suggestion that the Mentoring Committee consists of the Vice President as ex-officio committee chair and each of the four division representatives, along with any willing volunteers.

- 3. Conference Committee and Program Committee Charges and Name Changes:** The Program and Outreach Committee and the Conference Committee need charges. It was suggested that ALA program planning be added to the duties of either the Conference Committee or the Program and Outreach Committee. If given to Conference Committee, “Conference” committee will become “Conferences” committee.

Adjournment at 8:00 PM

Respectfully submitted,

Martin Wallace, PTDLA Secretary