

PTRCA Executive Council meeting

Friday, July 31, 2020, 1:02PM meeting called to order.

Meeting Minutes

Attending: Rebecca (Missy) Murphey, president; Sharyl Overhiser, vice-president; John Schlipp, interim secretary; Jim Miller, treasurer; Jared Hoppenfeld, past president ex-officio; Suzanne Reinman and Ran Raider, academic libraries reps; Stella Mittebach, public libraries rep; and PTRCA member present Stephanie Barrett of NY State Library.
Absent: Jim Bettinger, public libraries rep.

- Establishing a committee to create the Best Practices document.

According to Association Bylaws, Art. VIII sec.1, committees are established by the council. New committee must start as an Ad Hoc group, to be made a Standing committee via a bylaw change later to ensure that it is reviewed regularly to ensure relevance and workability.

Charge **[Draft]**: *To create a document to assist PTRCs in providing the highest quality resources **AND SERVICES** possible “to disseminate patent and trademark information and to support the diverse intellectual property needs of the public,” and to update and maintain said document for the benefit of future PTRC libraries and representatives.*

In discussion with Marian Armour-Gemmen, per ByLaws, modification section Article VIII, Section 3, Jarred noted that Ad Hoc made more sense. The committee section on Association website will be utilized to post/invite members to participate. Missy noted that programming committee needs to be clarified as standing committee too.

A suggestion was proposed for rewording committee charge which is **highlighted in yellow** above. There was a quorum in attendance at this meeting. Vote was taken for following two agenda motions:

I vote to accept the change as presented/amended.
I vote to create a new ad hoc committee in charge of creating and (when necessary) revisiting a PTRC Best Practices document.

Both motions were accepted.

6 members are needed for the Best Practices committee. This new committee needs to complete work or report by a deadline to executive council. 30-day

deadline before next training seminar is required, so February 12th, 2021 was selected.

- [Determining allocation of unused PTRCA grant.](#)

The Patent Information Users Group (PIUG) conference, originally scheduled for spring 2020, was rescheduled for October 2020 in a virtual-only format. Accordingly, they reduced the registration from \$585 to \$300. This means they have \$285 to return or apply to another member's registration. Having PIUG reimburse individual institutions would retrieve another \$15 but be a more circuitous process.

Unused PTRCA grant topic: 2 options from PIUG - Refund or Apply difference to another PTRC member who wishes to attend. There was only one PTRC member who received this grant. Now one more PTRC member could attend PIUG virtually. Missy will follow up with PIUG for logistics. Sharyl agreed with suggestion. Jarred said that \$3,000 was originally set aside which could cover 10 people. Jim noted that funds are not in our account to back such as plan. A possible second member, Paulina Borrego, could use remaining \$285 to attend. Missy will follow up to see if Paulina wants to attend or not; if not, possible UCF refund.

Access to funds question discussion ensued. Level of PTRCA bank account declined during COVID period. See Jim's separate topic in New Business section. OK'd by committee to proceed with plans discussed.

- [New business](#)

Jim has not been able to enter his library due to pandemic to verify association member dues paid for this year. Wells Fargo fees possible, which Jim must check on before depositing checks. Jim will report how members could visit their local Wells Fargo to pay annual dues for an established account. \$1,700 estimate in PTRCA checking account now. Only 12 or 15 members paid up their dues because of the COVID pandemic. How to pay dues – Wells Fargo branch discussion continued. Discussion ensued about Jim accepting checks at his home address and then depositing at his local bank. Paid membership listing is needed. Missy suggested that Jim communicate to members via Association listserv. Others suggested that members who have not paid their dues, send checks to Jim at his home address.

After meeting Missy shared the following information:

There are 3 volunteers for the Elections committee:

Paulina Borrego

Leena Lalwani

Dave Zwicky

Elections is appointed by the council as a whole. Future discussion required of this slate of candidates, suggestions for others, and a nomination for chair of the committee.

- [Meeting Adjournment](#)

Jim Miller made motion to close meeting, Jared Hoppenfeld seconded, meeting adjourned at 1:50pm. Minutes respectively submitted by John Schlipp.

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