

January 8, 2008

Attendees: Ken Oldenburger  
Emily Shrimpton  
Jim Phillips  
Jon Weston  
Ann Cummings

Regrets: Randy Jacobsen

Meeting called to order 5:00 p.m. (722 Johnson Street)

1. Motion made by Emily to approve Minutes of November 22, 2007, seconded by Ken. (No minutes taken at the planning meeting of December 4<sup>th</sup>)

2. Treasurer's Report – November 30, 2007 bank statement balance is \$5,745.21 with several outstanding invoices to be paid.

The income tax statement 2006/07 year will be ready by month-end.

3. Program Planning – Ken attended several AABC conference planning committee meetings.

We reviewed the tentative speakers list and Emily will send a joint email to the prospective speakers providing direction regarding the topic and asking for their presentation titles, abstracts and speaker bio's.

Decision was made to hold only one workshop and include two additional speakers. Sandra Bradley wants to present on Personal Records and Recordkeeping, and Ken Oldenburger is planning to present on designing a simple functional based classification system.

4. Webinar – The first webinar will be held January 15 at 1515 Blanshard Street.

5. Event Marketing – Waiting for the presentation titles and abstracts are received from speakers.

The conference information has been posted on our webpage.

6. Membership – a discussion was held on how to build the membership and how to increase the active participation.

Jon and Jim will hand out the newsletter to their clients and customers over the next few weeks in order to attract new audiences.

An email will be sent to all members inviting them to the meeting on February 5<sup>th</sup> and clarifying that these meetings are not only for the board members.

7. Advertising – Short discussion on whether to provide advertising space on our newsletter or webpage. Tabled to February meeting.

8 Next meeting – February 5<sup>th</sup>..

Meeting adjourned – 6:30 p.m.