

**NW-AIRS BOARD
CONFERENCE CALL MINUTES
September 25, 2006**

Roll Call:

Present: Pat Williams, Kathy Ritter, Jeri Shumate, Julie Johnson, Kathleen Southwick, and Mary Kelly

Guest: Wanda Smith, Mary Blalock.

Kathleen reports currently we have 68 registered for the conference. Most have paid their registration. Pat reported the numbers for all meals. The board agreed to go with these numbers. All meals will be buffet style. She also reported the AV equipment is set and ready to go.

Budget

Pat emailed out to all board members the current conference budget. Jeri was unable to get the notepads. Pat noted the hotel sleeping rooms paid by NW-AIRS has been duplicated in the budget. Pat will delete that and the budgeted amount for notepads. Kathleen reported the honorarium amount will be less than listed.

Kathleen will organize and email the updated conference roster to Pat. She will send with Mary Blalock the Thank you letters. These letters will be ready for pick up at the registration table. Kathleen will send the checkbook with Mary Blalock, She requested any additional checks Pat should write have a copy of the check attached to the receipt.

Registration table and Room Monitors

Pat will have written instructions for all room monitors. The board needs to be at the registration table by 7 A.M. Thursday.

Kathleen reminded the board that the group representing the “*National Network of Library of Medicine*” will need a display table. Pat reported we have 3 - 8 foot tables available in the registration area.

Pat has 10 table centerpieces for the dinner event. We will use them as prizes for the game at the dinner. The Certificate for Tom will be presented at the luncheon.

Upcoming Board Issues

Pat presented upcoming board issues:

1. By November the board will need to decide if they want to put in a bid to host the AIRS 2009 conference.
2. Finalize the Policy and Procedures
3. Prepare a newsletter

Staff Meeting

Those of the board who are available will meet at the hotel at 3:00 pm Wednesday.

Respectfully submitted
Kathleen Ritter