



## **PNLA BOARD REPORTS**

OFFICER TITLE/COMMITTEE CHAIR : \_\_\_\_\_Secretary\_\_\_\_\_

Reported By: \_\_\_\_\_Candice Stenstrom\_\_\_\_\_

Date: \_\_\_\_\_November, 2016\_\_\_\_\_

### **Progress/Successes Since Last Meeting:**

Updated MOP for past presidents, past locations  
Worked with Sarah Head to work through MOP to edit and revise.

### **New Issues:**

-Confirm placement in MOP – “The editors will virtually attend Dumas Bay and be given an allowance of \$ per person to attend the annual conference” (from Feb 2016 Minutes) –  
**Where in the MOP is this best placed?**

-Welcome message from president on website needs updating

### **Board Action Requested:**

Board to approve revisions to MOP

Follow up needed for action items from previous meetings (in yellow highlight on attached copy of draft minutes and in yellow highlight in latest version of MOP)

February 2016 Minutes:

- Template for a reimbursement form for the conference and LEADS
- Sponsor letter template for google drive
- Grant documentation and LEADS related documents need to be held in retention – Google docs?
- remove question, “why you value PNLA” on website.
- Board email communication should be retained in one place. There should also be a standard format for saving documents. Research options for cloud storage.
- 3 different listservs written in the MOP (p.96-97). Needs to be restructured and rewritten to include social media.
- Social media policy? Send out by the end of March?
- Program planning through social events. Send a draft out by the end of March?

August 2016 Minutes:

- Orientation document to be a supplement to the MOP. Each Rep will write a description. President to update and upload to google drive and will send link.

### **Other Comments:**