

PAS Governors' Meeting, 8/31/2011

Present: Walton Burrell, Sheryl Simons, Charles Woodson, Theopolis Fair, V. Chapman-Smith, and Christopher Densmore (via phone). Also present, Laura Blanchard, ex officio, nonvoting.

- **Revised operating budget.** V presented the revised budget (attached), noting that if we're able to get pro bono assistance with our legal issues we may not need to spend as much. Laura noted that once we're past some organizational hurdles (the legal issues, locating records, and setting up the web site) her hours may be reduced in coming years. Still, PAS will need to think about sustainability as it goes forward.
- **Oversight authority – authorizations and resolutions.** The proposed resolution circulated was accepted with a few minor changes; and there will be two resolutions prepared, one for the investment accounts and one for the checking account because the signers need to be listed in both. It was agreed that the signers would be:
 - Investment accounts (3): Walton Burrell, Theopolis Fair, Cynthia Little
 - Checking account (1): Walton Burrell, Theopolis Fair, Cynthia Little, Christopher Densmore

For purposes of signing any documents (resolutions, etc.), Sheryl Simonds agreed to act as Treasurer Pro Tem. A search committee will be formed to find a new Treasurer.

Laura will get all paperwork completed and submitted to the respective banks to remove V's government business address from PAS accounts.

- **New member recruitment.** V reported on a conversation Laura had with Gary Nash about membership in PAS and about recruiting Michael Coard as a potential Governor. It was generally agreed that Michael Coard would be an important asset to the Governors because of his legal background, his commitment to African American history, particularly the history of enslaved people in Philadelphia, and his commitment to social justice. V and Laura will discuss an appropriate approach to Mr. Coard with Gary Nash. Charles Woodson asked to be advised when the approach to Mr. Coard takes place.
- **Records management.** A subcommittee consisting of V. Chapman-Smith and Chris Densmore, consulting with Cindy Little, will develop a records management policy and draft procedures. This subcommittee will also take on the issue of PAS records offered for sale by Michael Brown. It was suggested that PAS retain a grad student with archival background to review the records at PAS and the records offered by Michael Brown to determine how many of the latter are unique and/or alienated. Laura Blanchard continues to seek out more recent records (e.g., minutes) and plans to place digitized copies on a pass-worded member section of a PAS website.

- **PAS Sustainability.** The Governors would prefer to approach sustainability with a view toward growing the organization; however, there is a recognition that there also needs to be a fallback plan for the eventuality of dwindling membership. A subcommittee consisting of Chris Densmore, Theopolis Fair, Charles Woodson and Walton Burwell will consider this issue. **This subcommittee needs a lead or chair.**
- **Members Guide.** It was agreed that Laura Blanchard would place a Microsoft Word version of the member guide on Google Docs and send the link to the Governors so that they can edit online.
- **Incorporation Renewal.** The discussion of the member guide reminded the Governors of the need to complete the decennial census with the Commonwealth of Pennsylvania. Laura Blanchard will contact the Philadelphia Foundation to determine whether it had received any mail on PAS' behalf as well as whether PAS could continue to use its mailing address.
- **Grants committee.** Charles Woodson suggested that we write Patty Wilson-Aden and Cindy Little for their work on the grants committee and ask them if they'd be willing to continue. Charles Woodson and Sheryl Simonds are also willing to be on the committee. The sense of the April meeting had been that guidelines and a uniform cover sheet would be developed; these can be scanned and disseminated to the committee and the Governors via email to facilitate review prior to the annual meeting. Laura Blanchard offered the Delaware Valley Grantmakers common application as one potential model that could be adapted for PAS use. It is online at <http://www.dvg.org/?page=CGA> .
- **Increasing Dues.** There was some discussion about the issue of raising dues from their charming but very low \$1 rate. It was suggested that PAS could retain the \$1 dues rate but have various

The meeting was adjourned at 3:50 p.m.