

# General Board Meeting Minutes

Production Services Association

January 22, 2007

[www.psajackson.org](http://www.psajackson.org)

## Board Members

**Paula Travis**, President • **Pam Wharton**, Immediate Past President  
**Heidi Barnette**, Vice President • **Beth Messina**, Treasurer • **Lucy Hetrick**, Secretary  
**Tammy Smith**, Lifetime Board Member • **Karen Johnson**, Board Member  
**Vickie Burkes**, Board Member • **Jerrod Partridge**, Board Member

President Paula Travis called the meeting to order. In attendance were: Paula Travis, Heidi Allen, Jerrod Partridge, Vickie Burkes, Pam Wharton, and Lucy Hetrick.

Although Tammy Smith was unable to attend, she sent in the following report for inclusion in the minutes:

1. I got the financial records updated and have audited the books for 2007 and everything seems to be in good order; no questionable expenditures. Balance as of 12/7/07 was \$3,048.43. We are missing several months' bank statements, but should only have the monthly \$14.95 deduction for website for a couple of months. I also took out all the old files and put them in storage (at my house) so the new treasurer won't have so much stuff.
2. We are paying \$14.95 EACH month for web site hosting, and I was wondering if we could research a cheaper or free hosting service. This seems high.
3. I have been working on the production manual, but much of it has to be rewritten (outdated), so it will still take me a while. May issue sections as I get them completed (in pdf form).
4. Made a list of past and present members from the records I found in the treasurer's bag (below), which should help with any recruitment efforts, as well as invoicing for 2008.

Currently listed on our site as members (though I don't think they all are):

Wharton, Pam  
Messina, Beth  
Allen, Heidi (now Barnett)  
Burkes, Vickie  
Johnson, Karen  
Lewis, Jennifer  
Sykes, Kim  
Partridge, Jerrod (the other Jerrod that works with him too)  
Duncan, Tracy  
Townsend, Kim  
Smith, Tammy  
Wilkinson, Edie  
Jochimsen, Suzi  
Wharton, Mike  
Moulder, Jason (there should be a new person in his old position)  
Hetrick, Lucy

Morrison, Stacey  
Brewer, Melissa  
Burnett, Sylvia  
Washington, Sedric  
Travis, Paula

Other past members or regular guests:

May, Rusty (May Designs)  
Deer, Joel (Diversified Technology)  
Temple, Jim (Ergon)  
Robinson, Erica (Ramey)  
Merinda Jordan (Ramey)  
Galey, Chuck

Tammy suggested sending an invitation to join, along with an invoice, to those who have attended as guests. She also suggested adding to this list anyone else we think of and recommended double-checking the list from the website to see who we think is NOT a current paid member (like Melissa Brewer for example); we'll need to send a letter to them also.

**Recruitment:** It was suggested by Vickie that we need to revisit forming a recruitment or membership committee and we need to name a chair for it.

**Nominations:** Nominations and elections will take place at the January PSA meeting on Thursday, January 24th. Karen and Pam will be rotating off the board.

**Financial:** It was discussed that whomever is elected treasurer should begin work immediately invoicing members for the new year. Also, Paula will have Beth mail the post office box key to the new treasurer once they are elected.

**Sponsorship:** This month's meeting will be a business meeting. Heidi has already lined up next month's speaker who will be Ed Garavelli with Toof Printing and she has lined up a speaker for May, Amanda Tucker with French Paper.

With no further business to discuss, the meeting was adjourned.