

2011 AIS Spring Board Meeting, Victoria, B. C. Canada
Immediate Past President Report

May 19, 2011

- Honorary Awards Committee
- AIS Operations Handbook
- AIS Policy

- **Honorary Awards**

Committee members have been contacted and deliberations will begin over the summer for the Board's approval at the Fall Meeting.

**Only one 2010 Honorary Award recipient will be on hand to accept his award in person at this Convention.

- **Operations Handbook**

Handbook copies have been made for all Directors, and will be delivered to Directors (and Officers) by USPO. The original plan had been to hand-deliver individual copies to members of the Board at the Victoria Convention, but that proved an impractical plan; accordingly, copies of the Handbook will be mailed individually.

- **Policy**

It is my recommendation that the Policy position become a function of the Motion Secretary for logical and practical reasons.

AIS policy has been handled many ways. At one time it was gleaned from Board minutes, distributed and maintained by the by the AIS Recording Secretary. As Recording Secretary, Claire Barr fulfilled that position for about 8 years. When Claire became AIS Presidency, Mike Lowe maintained policy records for more than ten years. Betty Roberts held the position for about three years, and then the position came to me when Roy Epperson became President.

There are no compiled, easily available policy records

During my presidency, the AIS added an invaluable aid for conducting AIS business, the Motion Secretary. This position offers an instant, electronically compiled and easily filed record of actions taken by the AIS Board. While all action isn't "policy," all policy *is* derived from Board action.

**** I recommend that Policy keeping be an operation of the Motion Secretary's position.

**** I recommend that the Motion Secretary be added to the list of Administrative Officers along with the Registrar/Recorder, Membership Secretary, Publications Sales Director, and Recording Secretary, thus placing it in a position of recognition and respect.

Like all administrative positions (with or without monetary compensation) no voting privilege is attached to the position of Motion Secretary *per se*.

Jeanne Clay Plank
Immediate Past President