

BUSINESS MEETING

Boulder, Colorado

October 19, 2006

AGENDA

Call to Order, Opening Remarks, and Roll Call

Agenda

I. Old Business

Item 1: Minutes of the 2005 Meeting

Item 2: 2005 Conference Report by Chairman McArthur

A Cover Letter and Final Report

B. Financial Report

C. Accounting

Item 3: 2005 COGNA Finances

Item 4 Review of 2006 Finances to Date

II. Future Conferences and Confirmation/Election of Officers

Item 1: 2007, Lexington, KY

A. Length of the Conference

B. Program/Agenda/Roundtable

C. Fees (Full, Daily, Spouse/Guest, Waived)

D. Paying Stipends to Speakers

E. A/V and Web Access

F. Bank Account

Item 2: 2008 Presentations:

A: Oklahoma

B: Other Offers to Host

C: Election of Chairman Elect

Item 3: 2009, States wishing consideration

III. New Business

Item 1: Timing of the Conference

Item 2: Signatures on Bank Accounts

Item 3: Distributing Attendee List

Item 4: Maintaining and Distributing COGNA Mailing List

Item 5: Need for Permanent Credit Card Account

Item 6: Additions to Executive Committee

Item 7: Any Needs for Bylaw Changes?

IV. Adjourn

**Council of Geographic Names Authorities (COGNA)
Business Meeting
Millennium Harvest Hotel, Boulder, Colorado
October 19, 2006**

In attendance:

Voting Members:

Jo Antonson, Alaska
Tim Norton, Arizona
Jim Trumbly, California
Andrew Cowell, Colorado
Pam Berain, BLM, Idaho State Office Advisor
Robert Rennick, Kentucky
Glen Yakel, Minnesota
Ray Fox, Missouri
Mike Turner, Nevada
Bob Julyan, New Mexico
Wayne Furr, COGNA Executive Secretary and Oklahoma
Cynthia Gardiner, Oregon
Tom Gasque, South Dakota
Dan White, Utah
Grant Smith, Washington
Donald Orth, Toponymy Interest Group
Lou Yost, U.S. Board on Geographic Names/Domestic Names Committee Executive
Secretary
Betsy Kanalley, U.S. Board on Geographic Names /Domestic Names Committee

Non-Voting:

Peter Boulay, Minnesota
Lewis L. McArthur, Oregon
Mary McArthur, Oregon
Maria McCormick, U.S. Geological Survey, Denver
Helen Kerfoot, UNGEGN
William Logan, U.S. Coast Guard
Will Tefft, California/Map Link
Roger Payne, U.S. Board on Geographic Names (retired)

Call to Order and Opening Remarks

The Business Meeting was called to order at 3:55 p.m. The Executive Secretary asked for a Roll Call. The attendees were reminded that voting is limited to one vote per State, plus two for the Federal government (one each for the Executive Secretary and the Chairperson of the U.S. Board on Geographic Names/Domestic Names Committee), and one for the American Name Society/Toponymy Interest Group.

The Executive Secretary asked that an additional item be added, to allow the attendees to recognize the contributions to the conference of the late Dr. William Bright. The Committee also needs to address the issue of the 2006 checking account which resides solely in Dr. Bright's name.

Acceptance of Agenda

The Agenda was reviewed and the Executive Secretary asked if there were any additional topics to be added. None were forthcoming.

A motion was made and seconded to approve the agenda as submitted with the two additions, and it was approved unanimously.

I. Old Business

1. Minutes of the 2005 Meeting

The Executive Secretary reported that following the 2005 meeting, the Minutes were distributed and reviewed electronically.

A motion was made and seconded to approve the minutes as submitted, with the addition of some comments regarding capitalization preference by Norton. The motion was approved unanimously.

2. 2005 Conference Report by Chairman McArthur

The Executive Secretary asked the attendees to review the 2005 Conference Report, included in their packets.

A motion was made and seconded to approve the Report as submitted (Norton/Julyan), and was approved unanimously.

3. 2005 COGNA Finances

A motion was made and seconded to approve the 2005 Financial Report as submitted (Norton/Julyan), and was approved unanimously.

4. Review of 2006 Finances to Date

The Executive Secretary distributed an update on this year's finances for the attendees' review.

II. Reports on Future Conferences and Confirmation/Election of Officers

1: 2007, Kentucky

Rennick invited everyone to attend the 2007 COGNA Conference, to be held October 2-6, in Lexington, Kentucky. The meetings will take place at the Ramada Conference Center, off I-75 and just north of the city. The hotel has agreed to honor the current Federal per diem rate, and the contract has been reviewed and accepted. These room rates will also be honored for two days prior to and following the conference dates. The Chair noted that the Kentucky Geographic Names Committee will make every effort to include representatives from as many surrounding states as possible. Since the State Committee may be unable to host a conventional State Board meeting, the Chair will ask each of the neighboring states to offer instead an overview of how they process name proposals and handle other toponymic issues. The Toponymic Tour is planned for the City of Frankfort, which in addition to being the state capital, offers many historical sites and museums. It was suggested that the host might wish to seek help from local college students, such as for registration and set up.

A. Length of the Conference

The attendees agreed the current conference length is appropriate, although there was some concern that if the Conference host is unable to arrange a State Board meeting on the Tuesday afternoon, it may not be reasonable to expect the attendees to arrive prior to that day. Rennick indicated he will send out shortly a letter of invitation to the other States inviting them to participate and to ask for a commitment as soon as possible.

B. Program/Agenda/Roundtable

The attendees discussed the proposed program and offered to send any comments to the chair. The conference will follow the usual meeting schedule, and Rennick solicited topics for papers. The Executive Secretary will work on developing the online registration forms. Norton agreed to once again prepare the State-Federal Roundtable. Runyon noted there was some discussion regarding the length and format of the U.S. BGN meeting, but agreed that the BGN members need to address this.

C. Fees (Full, Daily, Spouse/Guest, Waived)

At this time, the actual amount to be charged has not been determined, but the host and Executive Committee will establish this in the near future. There was some discussion regarding the necessity of charging a daily registration fee and/or a reduced fee for spouses, students, and retirees. It was agreed that, as with the regular fee, this should be left to the discretion of the host after consultation with the Executive Committee.

D. Paying Stipends to Speakers

The attendees expressed a reluctance to offer stipends, although agreed this should be subject to the host's discretion. In recent years, COGNA has offered compensation to the banquet speakers, including two in 2006. Cowell suggested that if the Council is anxious to offer more diversity, it might be appropriate to offer compensation to Tribal representatives. Some members suggested this might be seen as inequitable since several of the regular attendees have routinely paid out of pocket to attend.

E. A/V and Web Access

It was agreed that future conferences must have an individual dedicated to A/V and web support. It is possible local university students could provide this service. Trumbly noted this was very successful in California in 2003. The Executive Secretary will contact the hotel in Lexington to determine what A/V facilities will be available.

F. Bank Account

The Executive Secretary reported that it has become very difficult in recent years to open a bank account in the host state, so it was decided that one should be opened and maintained in Oklahoma. The other alternative would require that COGNA become incorporated, which the attendees agreed is not feasible.

A motion was made and seconded to confirm Kentucky as the location for the 2007 conference and to accept Dr. Rennick as the host (Orth/Yost). The motion was approved unanimously.

2: 2008 Presentations:

A: Oklahoma

The State of Oklahoma has offered to host the 2008 Conference. The location will likely be Oklahoma City or Norman. The Executive Secretary, as the Executive Secretary of the Oklahoma Geographic Names Board, is negotiating with various local hotels, particularly in an effort to locate one that will honor the prevailing Federal per diem rates. The Toponymic Tour will likely concentrate on the revitalized downtown area of Oklahoma City.

B: Other Offers to Host

No other states offered an alternate location.

C: Election of Chairman Elect

A motion was made and seconded to approve Oklahoma as the location for the 2008 Conference, with Wayne Furr as Chair (Smith/Norton). The motion was approved unanimously.

3: 2009, States wishing consideration

Gasque announced that there is some interest in holding the 2009 conference in South Carolina. He and Payne will explore some options and have more to report next year. Charleston would likely be a good location.

A motion was made and seconded to support South Carolina's exploration of that state as the location for the 2009 Conference (Smith/Yost). The motion was approved unanimously.

III. New Business

1: Timing of the Conference

As is noted every year, the timing of the conference (early October) is not always ideal for Federal employees as it coincides with the beginning of the new fiscal year. It was also noted that the timing sometimes conflicts with the annual NACIS conference. Hatchard offered to check, after which he reported back that the NACIS management would be meeting on October 20th to discuss the scheduling of their future conferences. Smith noted that COGNA must continue to be flexible and there cannot be a set policy.

2: Signatures on Bank Accounts

The Executive Secretary stated it is critical to have two signatures on the bank accounts. In 2006, he was required to add his wife as the second signatory, but he proposed that Yost also be added.

A motion was made and seconded to add Yost as a signatory to the checking account (Gardiner/Smith). The motion was approved unanimously.

Following the motion, it was noted that as a Federal employee, there may be some concerns regarding Yost assuming this responsibility, so he offered to follow up and to let the Council know. The motion was amended to note this contingency.

3. Distributing Attendee List

Several attendees have asked for a list of the attendees at this year's conference. It was agreed that this is useful although there may also be some privacy concerns. It was suggested that in the future, the registration form should include a place to ask if an individual wishes to be excluded from the attendee list.

4: Maintaining and Distributing COGNA Mailing List

The attendees were reminded that they should forward any updates and corrections to Furr and Runyon. The list on the COGNA website is kept as up-to-date as possible. Smith expressed some concerns regarding keeping this data private.

Norton questioned the large number of conventional mailings in 2005 (over 400), to which it was noted that that was an exception. Very little mailing was necessary in 2006, with most communication being handled electronically.

5: Need for Permanent Credit Card Account

The Executive Secretary noted that it is important for COGNA to maintain a credit card account for routine bill-paying. He currently has a debit card for the checking account which seems to work well. This year, a line of credit was established at the Boulder hotel.

6: Additions to Executive Committee

It was suggested that the Committee may wish to add advisors in the future. This topic will continue to be explored. Runyon also reminded the attendees that the Executive Secretary has been largely responsible for many of the details and logistics for this year's conference, particularly after Dr. Bright was obliged to step aside due to his declining health. She asked that Furr be commended for his efforts, and that in the future and whenever possible, other State Boards should step forward to assist. Smith suggested it might be appropriate to appoint two at-large members to help with future conference planning.

7: Any Needs for Bylaw Changes?

The Executive Secretary invited the attendees to review and comment on the existing by-laws, but noted that any changes would have to put out to the membership for review, with approval at a future meeting.

8: 2006 Banking Account

Cowell announced that Dr. Bright was the only signatory on the 2006 checking account in Boulder, and so at present, any remaining funds must go to probate. However, the bank has agreed that if the COGNA Business Council would appoint a second signatory, the funds can be released to COGNA and the account subsequently closed.

A motion was made and seconded to add Cowell as a signatory to the 2006 checking account (Gardiner/Smith). The motion was approved unanimously.

9: Recognition of Bill Bright's Contributions

It was agreed that it would be appropriate for the COGNA membership to extend its condolences to the family of Dr. Bright. Cowell and Furr will prepare a letter to be sent on behalf of the Council. Cowell noted also that there will be a memorial service on November 5th at the University of Colorado. An account has also been established at the Endangered Language Fund at Yale University in Dr. Bright's memory. This non-profit fund will be used as an endowment for academic research. It was agreed it was probably not appropriate for COGNA to offer funds from the Council's account but if individual members wished to make a contribution, that could be encouraged. Gasque offered to collect donations.

IV. Adjourn

The Meeting was adjourned at 5:35 p.m.