

Fort Smith Historical Society  
Executive Board Meeting  
Wednesday, November 11, 2009, 5 – 6 p.m.

**Those present were:** (left to right) Martha Siler, Bill Kirk, Calline Ellis, Dot Rappeport, Jerry Hendrix, Wincie Hendrix, Nancy Ciulla, Joe Wasson, Al Whitson, and Clara Jane Rubarth (total of 10).

**Meeting called to order by Clara Jane Rubarth, President.** The meeting was held at the office of John Langham and John Taylor, 820 South 21<sup>st</sup> Street. In the absence of Jo Ann Campbell, secretary, Calline Ellis was asked to take the minutes. This was a study/discussion session so no votes were taken nor decisions made.

**Al Whitson reported on his progress in researching self-publishing of manuscripts** that have been donated to the Fort Smith Historical Society (FSHS). Al has done research on on-line publication/print-on-demand/publish-on-demand options. He recommends **lulu.com** and the following relate to this publisher:

A book can be self-published through [lulu.com](http://lulu.com) and other similar organizations without the need to spend funds on the publication itself. The norm, which lulu.com follows, is to require the self-publisher to purchase at least one proof copy of the book to verify that it has been published correctly, before allowing its sale on line through that distributor. Books can be published without an ISBN at all, through such online services. If the self-publisher wants to obtain an ISBN for their book, they have a variety of options. At lulu.com, those options are:

- 1) Obtain the ISBN yourself from a service such as Bowker. ISBNs are sold in blocks of 10 and such a block costs about \$250 when processing fees are included.
- 2) Purchase a single ISBN from one the blocks owned by lulu.com for \$100 and be your own publisher of record. Dot Rappeport said she would pay the \$100 if this is our choice.
- 3) Obtain a free ISBN from lulu.com in exchange for making them the publisher of record for the book.

All books have a per copy manufacturing or production cost that the online printer will receive for each copy. If a self-publisher wishes, they can sell their book at the production cost and not make a profit. If the self-publisher does want to add a markup to the production cost, they split the markup amount 80/20 with the printer.

The Publications Committee is currently working with ***Hanging Times*** by Jerry Atkins. This manuscript is about 150 pages, depending on how it is formatted. Al has it as a Word document and can use Word to index it and submit it to Lulu.com in this format. Judge Jim Spears has also donated a manuscript to FSHS. The committee hopes to get a process in place for handling donated manuscripts.

Al asked for 1-2 editors to be assigned to look at the manuscript for ***Hanging Times*** to be sure it reads like a book. Clara Jane said she will be copy editor, using the ***Chicago Manual of Style***.

Clara Jane will contact Billy Higgins and others to meet Al's request for someone to be sure it is appealing as a book.

Also, it was recommended that the Publications Committee take as one of its responsibilities, the task of creating a body of knowledge regarding copyright law as it pertains to FSHS and the task of determining appropriate boundaries between the rights and responsibilities of authors for whom we publish and those belonging to FSHS.

**Nancy Ciulla reported on the budget for 2010 and related financial information.** Nancy presented a problem with applying for grants, i.e. most grants call for submission of an external audit and FSHS has never had an external audit. Robert Crain, CPA said FSHS is too small to afford an audit, which averages \$2,000 for non-profits. Nancy has a daughter, who is a CPA and Calline Ellis has a son, who is a CPA. Both will ask what the options are in this situation, in relation to grant-seeking activities.

There was discussion regarding fundraising with the following offered for discussion:

- FSHS needs a fundraising strategy. Nancy will chair and Jerry Hendrix, Dot Rappeport and Elvin Frick will serve on the committee to develop a strategy.
- Nancy will call a meeting in January to develop the strategy.

Announcements:

- January 21, 2010 is the next quarterly meeting of FSHS
- January 30 is the Symposium on Black History with Angela Walton Radji at the Clayton House

Meeting adjourned at 6 p.m.

Respectfully submitted,

Calline Ellis, Substitute Recorder for Jo Ann Campbell