

**Special Libraries Association
Hawaiian-Pacific Chapter
Minutes of the Executive Board Meeting, December 2, 2004**

Present: Kris Anderson, Susan Johnson, Lois Kiehl-Cain, Ann Marsteller, Richard Miles, Elaine Schultz, Linda Sjogren, Phyllis Tabusa (recorder), Beth Tillinghast
Excused: Franda Liu, Sara Rutter, Amy Saxton, Gwen Sinclair, Mabel Trafford

President Linda Sjogren called the meeting to order at 6:05 pm.

MINUTES: October 5, 2004 board meeting were approved with corrections.

REPORTS

Treasurer: Treasurer Kris Anderson submitted a written report. The treasury balance is \$7,150.45.

Membership Committee: Chair Sara Rutter was excused and there was no report.

Newsletter: Chair Amy Saxton was excused and there was no report.

Program: Chair Gwen Sinclair was detained and there was no report.

Student Chapter: Liaison Richard Miles reported that, despite severe losses, there has been good progress in recovery since the October 30, 2004 Hamilton Library flood. The school has found new offices and classrooms and classes are being held.

OLD BUSINESS

Chapter Archives. Chapter files currently reside with Linda Sjogren, Phyllis Tabusa, and Gwen Sinclair. Linda will check with Gwen, whose office was flooded, on the status of the files she held.

Speed Networking Program. The speed-networking event scheduled for November 5, 2004 was cancelled due to the Hamilton Library flood. The board planned a new speed networking event to be held on January 21, 2005, Friday, 5:30 pm, at Lois Kiehl-Cain's condominium at 2987 Kalakaua, #606. Lois reported that she had found an excellent article on the value of professional association membership to career-building and suggested that this article be posted and cited as part of the advertising this event. The board thanked Lois for her generosity in supporting this event.

Membership Survey. Linda distributed copies of the new membership survey she drafted based on the 1994 chapter membership survey questionnaire. The board edited the survey

and will test it themselves before Linda distributes it to the membership, who will have one month to return the survey. Linda plans to present survey findings at the February board meeting.

NEW BUSINESS

Meeting Frequency. Phyllis Tabusa raised the issue of meeting frequency for discussion. Chapter by-laws require quarterly meetings. The board decided to meet every other month for the rest of the year. Due to the Hamilton Library flood, meetings cannot be held with Hilo-based Amy Saxton using videoconferencing facilities in the Yap Room (now office space for displaced library staff). Susan Johnson suggested that we maintain very strong communications among board members to ensure continuity and progress between meetings.

Discussions about Future Programs

Lois reported that her garage, the site of the chapter's annual sale, is currently occupied. The board agreed not to hold its garage sale this year.

ADJOURNMENT

The meeting was adjourned at 7:15 pm. Future board meetings are scheduled for Feb. 3 and April 7 of 2005.