

**Special Libraries Association
Hawaiian-Pacific Chapter Minutes
March 4, 2004**

President Susan Johnson called the meeting to order at 6:15 pm.

Present: Dave Coleman, Susan Johnson, Terese Leber, Franda Liu, Amy Saxton, Linda Sjogren, Phyllis Tabusa,

Absent: Kris Anderson, Lois Kiehl-Cain, Sara Rutter, Gwen Sinclair, and Beth Tillinghast

MINUTES

Minutes were reviewed and approved pending insertion of amount the chapter paid for the Anne Keiser event under Reports, Program Committee. Phyllis Tabusa will obtain this figure from Kris Anderson and route the revised minutes to board by email.

REPORTS

Treasurer: Kris was absent so there was no report.

Program Committee: Chair Terese Leber reported the success of the program, "Capturing the History of your Organization: CFHT Oral History Initiative" featuring chapter member Liz Bryson as speaker. More people than had signed up came to the February 27, 2004 event co-sponsored by Research Information Services, East-West Center. Alexis Weatherl videotaped the program so that members who could not attend could borrow and view the tape.

Membership Committee: Chair Sara Rutter was absent but Susan mentioned that we have 3-5 new members. In light of the fact that our Australian and New Zealand members have recently proposed forming a separate chapter, Susan also mentioned that the chapter has 22 members from these two countries.

Newsletter Committee: Editor Amy Saxton solicited articles for the next newsletter. It was agreed that the following people will write or will be asked to write articles as follows:

Gwen Sinclair: Capturing the History of your Organization even

Phyllis Tabusa: HLA fall conference

Franda Liu: PIALA conference

LIS Job Fair: Susan Johnson

Garage sale: Lois Kiehl-Cain

OLD BUSINESS

Garage Sale: Terese Leber reported that the January sale was not as successful as in previous years in that there was lots of nice merchandise left after the sale ended. Various ways of drawing more customers were discussed.

Membership Survey: The board agreed to distribute the membership survey developed by Susan Johnson and Linda Sjogren. Beth Tillinghast will use survey software to distribute and collect the responses by email. The board will test the survey before it goes out to all chapter members. It was agreed that some kind of phone followup would occur after the survey is distributed to touch base with non-responders and others informally.

Chapter Archives: Amy Sestinas delivered former member Kathleen Robertson's chapter files to Gwen Sinclair. Linda Sjogren will solicit the chapter list for volunteers to archive the chapter's files.

NEW BUSINESS

1. **Governing Documents:** Susan Johnson called for discussion on the recently distributed "Model Chapter Governing Document" and a March 1, 2004 memo to all SLA Chapter Presidents from Davenport Robertson, Chair of the Chapter Cabinet. The cabinet has decided that chapters will replace by-laws with governing documents based on the distributed "model." Terese Leber recommended setting up a committee to revise chapter by-laws and volunteered to serve on the committee. Susan thanked her and noted that the revised by-laws need to be distributed to member 2 weeks before voting on them (either at the annual meeting in May or electronically). A deadline for the revision was set for April 1, 2004. Susan reported that she inquired with the cabinet about the item in the document, "No member shall serve in the same office for more than two consecutive terms," since the chapter presidents had voted this down at the cabinet meeting last June. She has yet to have a response to her inquiry.
2. **Future Programs:** Terese Leber suggested presenting a panel on archives, records management and preservation as a follow-up to the recent oral history program in the fall. Board members supported the idea. Susan Johnson suggested sponsoring a panel of LIS systems analysis students speaking on projects done in the community. Board members suggested we do this at an evening pizza party in April. Susan asked for discussion on past program ideas on digitization and professional competencies. Terese suggested the digitization program would follow nicely on the fall archives/records management/conservation program and Linda Sjogren volunteered to run the competency workshop in fall or spring of next year.

3. ***Annual Meeting:*** After some discussion the board decided to hold the meeting in mid-may at the Waioli Tea Room. Terese Leber will ask Kim Small, a community mediator, to give a short talk on interpersonal relations in the workplace.
4. ***New Board Nominees:*** Past-President Dave Coleman asked for suggestions for nominees to next year's board. Phyllis Tabusa said she would run again as secretary. The board suggested members Dave might ask to run for offices of President, Vice-President, and Treasurer.

ADJOURNMENT

The meeting was adjourned at 7:35 pm.