

**Special Libraries Association  
Hawaiian-Pacific Chapter  
Minutes of the Executive Board Meeting, October 5, 2004**

Present: Susan Johnson, Lois Kiehl-Cain, Franda Liu, Ann Marsteller, Richard Miles, Linda Sjogren, Gwen Sinclair, Phyllis Tabusa (recorder)

Excused: Kris Anderson, Sara Rutter, Amy Saxton Elaine Schultz

President Linda Sjogren called the meeting to order at 6:15 pm.

**MINUTES**

The minutes from the August 5, 2004 board meeting were approved.

**REPORTS**

**Treasurer:** Treasurer Kris Anderson was excused from this meeting and there was no report.

**Membership Committee:** Linda reported that Membership Chair Sara Rutter has reported to her that the information for members on how to print their own membership directories is now on the HI-Pacific Chapter website. There is a watermark on the PDF format, which makes for an unattractive printout. Sara has asked SLA if it is possible to remove the watermark and will update us on that issue by email or at the next board meeting.

**Newsletter:** Networking Chair Franda Liu reported that the September 2004 issue has been posted on the chapter website. It was suggested that the newsletter be posted as a PDF file instead of an HTML file in order to save work for both the editor and the Webmaster.

**Program:** Chair Gwen Sinclair announced final plans for the Manoa Chinese Cemetery tour by Nanette Napoleon on October 26, 2004 from 5:30-7:30 pm. The tour costs \$100 total (*correction to that amount: \$150, G. Sinclair, 10/7/04*); the maximum number of people is 30. The board decided to charge \$5 a head. Gwen will send out an email notice announcing the tour in the next few days and Phyllis will take RSVPs by email and phone.

Gwen asked for input on how we might do a speed networking event. Discussion resulted in tentative plans for a wine-and-pupus event at the Outrigger Canoe Club on November 10, Wednesday at 6 pm. The board agreed to subsidize the cost of pupus and one drink per attendee. Lois Kiehl-Cain kindly agreed to make arrangements once details were finalized. The event will be publicized through listservs including those for SLA-HPC, HLA, MLA, and AHA. Linda volunteered to create a flier for distribution at the HLA conference.

## **OLD BUSINESS**

### ***Chapter sponsorship of speaker at HLA Conference***

SLA-HPC will sponsor Elaine Lundberg as dinner speaker at the Hawaii Library Association (HLA) conference in October. The chapter will pay the \$500 sponsorship fee.

### ***Membership Survey***

Survey Monkey is software provided free to SLA chapters to use for chapter voting, membership surveys, and any other polling related to chapter business. The board discussed adapting a questionnaire used in a 1994 chapter membership survey together with Survey Monkey to conduct a new survey of the membership.

## **NEW BUSINESS**

### ***Discussions about Future Programs***

Gwen is also in the process of contacting RuthMarie Quirk about doing a Camtasia Studio workshop for members. She asked for suggestions for the chapter's "traditional" spring continuing education workshop. Lois Kiehl-Cain suggested holding one on either setting up a videoconferencing session or on network security for personal computers by the UHM's ITS department. Linda suggested one based on Sue Henczel's business competency workbook. The board also agreed to look into the possibility of viewing the Medical Library Association's satellite-broadcast panel program on electronic licensing recently sponsored by the local MLA chapter, which Franda and Phyllis were fortunate enough to attend. Gwen encouraged the board to think about these and other ideas for discussion at future board meetings.

## **ADJOURNMENT**

The meeting was adjourned at 7:00 pm.