

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**August 6, 2003
3:00 PM**

IN ATTENDANCE: Linda Absher, President; Pam Osborne, President-Elect; Rachel Berrington, Past President; Dareth Murray, Treasurer; Samara Wilson, Secretary; Todd Hannon, Membership Team Leader; Matt McBride, Operations Team Leader

I. CALL TO ORDER: President Linda Absher called the meeting to order at 3:00 PM.

II. PREVIOUS MEETING MINUTES: No previous minutes to approve.

III. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter currently has a balance of \$6,076.45.

IV. ORSLA KICK-OFF BRUNCH PLANNING:

When: Wednesday, September 24th from 9:30 am to 12:30 pm

Where: David Evans and Associates, 2100 SW River Parkway, Portland OR

What: Brunch and Virtual Seminar on Branding presented by Chris Olson, a veteran of brand management

Cost: Students - \$10; Oregon Chapter SLA Members - \$15; Non-members - \$20

Rachel Berrington moved to spend \$750 for the kick-off breakfast; Pam Osborne 2nd the motion; the motion pass unanimously.

Todd Hannon will work with Julie N. to create online registration form and after sending an initial "save the date" email to membership, will set pre-registration deadline as September 12th. Todd will also reach out to non-member groups such as OLA, Portals, SCIP, ACRL, PNLA, and IPN.

Rachel Berrington will handle nametags and Samara Wilson will purchase door prizes (\$50) and decorations (\$25) for the event.

V. PROGRAM PLANNING FOR 2003/2004: Discussed potential programs, including the following:

- Virtual Conferences
- Dialog/Factiva programs
- Student Reception (tentatively April 2004, sponsored by membership team)
- Virtual Conference/chat sponsored by vendors (coordinated by communications team)

Also discussed chapter fundraising ideas, including the following:

- Silent auction

VI. OTHER NEWS: Linda Absher reminded the operations team that ORSLA will need nominations for a president-elect, valley liaison, and consultation team leader.

VII. MEETING ADJOURNED: President Linda Absher adjourned the meeting at 5:39 PM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
August 7, 2003

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

September 24, 2003

IN ATTENDANCE: Pam Osborne, President-Elect; Rachel Berrington, Past President; Dareth Murray, Treasurer; Samara Wilson, Secretary; Todd Hannon, Membership Team Leader; Matt McBride, Operations Team Leader; Mary Zinn, Communications Team Leader.

I. CALL TO ORDER: Past President Rachel Berrington called the meeting to order at 12:40 PM.

II. PREVIOUS MEETING MINUTES: The previous minutes from August 6, 2003 were approved unanimously.

III. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter currently has a balance of \$6,076.45 minus the cost of the Kick-off Breakfast, which appears to be about \$242.00.

IV. UPCOMING PROGRAMS:

A. Outlined upcoming Virtual conferences, including the following:

- October 29, 2003 – Knowledge Management
- November 19, 2003 – Visible Librarian
- December 3, 2003 – Business Planning

Rachel Berrington moved that the chapter approve \$750 to pay for these three virtual conferences, Dareth Murray 2nd, and the board approved unanimously.

B. Discussed potential programs, including the following:

- Factiva/XML training – Matt will explore further
- Student Reception (tentatively April 2004, sponsored by membership team)
- Additional student programs: bring your resume night/mock interviews
- Mentor programs

C. Also discussed chapter fundraising ideas, including the following:

- Silent auction
- Continuing education-type programs offered for a small fee

V. TEAM REPORTS:

Membership: Team Leader Todd Hannon reported that our chapter was asked to contribute to the ESU SLIM IV Cohort's graduation fund. The chapter suggested that this might be a good opportunity to recruit new members and Rachel Berrington proposed that the chapter offer to contribute \$15 for every ESU student recruited into the chapter. Todd will explore this as an option and report back to the board. Todd also informed the board that he has plans to meet with ESU SLIM students on October 11th to inform them about ORSLA and hopefully recruit some of them to join.

Operations: Team Leader Matt McBride reminded the board that the nominating committee will be in search of a President-Elect and a Valley Liaison.

Communications: Team Leader Mary Zinn presented several questions from Julie Nakao, Webmaster. Julie requested feedback regarding the following: any problems with registration for Kick-off breakfast; the need for an operations calendar with events; and the frequency of bulletins.

VI. NEXT MEETING: Tentatively planned for Wednesday October 8th @ 4:00 PM, location TBD.

VII. MEETING ADJOURNED: Past President Rachel Berrington adjourned the meeting at 1:15 PM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
September 25, 2003

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**December 10, 2003
4:00 PM**

Portland State University

IN ATTENDANCE: Linda Absher, President; Rachel Berrington, Past – President; Pam Osborne, President-Elect; Dareth Murray, Treasurer; Linda Lovett, Valley Liaison (via telephone); LaJean Humphries, Professional Development Team Leader; Todd Hannon, Membership Team Leader/Director; Mary Zinn, Communications Team Leader

I. CALL TO ORDER: President Linda Absher called the meeting to order at 4:03 PM.

II. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter currently has a balance of \$5,855.39.

III. PROGRAM PLANNING: Linda Lovett moved and Pam seconded purchasing the next virtual conference at \$185. Unanimous approval. The next virtual conference, "Communities of Practice" will be held on January 23rd @ PSU from 11:00 to 12:30. Linda Absher says that Portals board approves co-hosting future virtual conferences.

IV. ORSLA FUNDING FOR OFFICERS: Pam would like to attend mid-winter SLA. She will notify the board after speaking with Mercy Corps about sponsorship.

V. TEAM REPORTS:

Professional Development – LaJean reports that the team is planning a January 16, 2004 fund-raising event. Cost for attendees will be \$15. Would also like to plan a government documents program at PSU in early March. Is interested in planning a pre-conference workshop for OLA 2005. Perhaps a half-day event with a speaker.

Membership – Todd reports that we currently have 136 members and 18 new student members. Currently, we've promised \$255 to fund the Emporia students graduation ceremony, based on new member enrollment. Planning a student reception in April, probably a panel. Need to contact Oregon Historical Society or Mercy Corps. Mentorship project is in the works. Student chapter is also in the works.

Valley – Linda Lovett needs to do some outreach in the valley. Wine-tasting event is still a possibility. Linda Lovett will investigate.

Communications – Mary reports that the team is planning an end-of-February event, possibly a panel discussion and/or potluck. Three bulletins are planned this year. They need a new editor. Mary will communicate to the chapter membership via listserv for possible applicants.

Promotional Activities – Gretchen reports via email that she's arranging press for ISLD in April.

VIII. NEXT MEETING: The next meeting will be on February 10th at 4:00. Details will follow.

IX. MEETING ADJOURNED: President Linda Absher adjourned the meeting at 5:10 PM.

Respectfully submitted,

Rachel Berrington
ORSLA Past-President
February 10, 2003

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

February 10, 2004

IN ATTENDANCE: Linda Absher, President; Pam Osborne, President-Elect; Dareth Murray, Treasurer; Samara Wilson, Secretary; Todd Hannon, Membership Team Leader; Mary Zinn, Communications Team Leader; LaJean Humphries, Professional Development Team Leader; Judy Anderson, Past Membership Team Leader.

I. CALL TO ORDER: President Linda Absher called the meeting to order at 4:05 PM.

II. PREVIOUS MEETING MINUTES: With the exception of making the distinction between Linda Absher and Linda Lovett, the previous minutes from December 10, 2003 were approved unanimously.

III. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter currently has a balance of \$5,250.

IV. NEWS:

Recruitment Drive: President Linda Absher reported that the ORSLA chapter won the national recruitment drive, for which we received free registration for an ORSLA member at the national conference in Nashville. The Board offered the registration to Todd Hannon in recognition of his hard work as the membership team leader, but Todd deferred, noting that he might rather give the prize to a new member or other person (twinning candidate) that would not otherwise have the opportunity to go. A final decision was not made, but the Board will discuss again at a later date.

Twinning Program: Pam Osborne indicated that she will investigate options and guidelines related to the twinning program and report back to the board with a proposal in the future.

V. TEAM REPORTS:

Membership: Team Leader Todd Hannon reported that Pat Salas (of Intel and the UW's I School) has joined the membership team. Todd also reported that he has been in contact with OHS to discuss the viability of holding the student reception at OHS. Unfortunately, the only date that is available, April 3rd, will not allow for the UW students to attend. But the Board agreed that Todd should probably move ahead with preparations anyway, as securing another location, date, etc., will be very difficult at this time. Finally, Todd reminded the Board that we owe the Emporia State University Students \$225 for sponsorship of their graduation – the enrolled 15 new members in ORSLA, and we agreed to pay them \$15 per student enrollee.

Operations: Team Leader Matt McBride was absent – Linda Absher is waiting for update regarding the status of nominations and annual dinner. The Board discussed alternate plans in case help is needed to secure nominees for 2004-2005 and/or in the planning of the annual dinner. President Linda Absher did suggest Saturday May 16th or Saturday May 22nd as possible dates for the annual dinner.

Communications: Team Leader Mary Zinn reminded the Board of the upcoming inaugural 2nd Thursday Event, "Thursdays Conversazione," which will take place monthly at the Bridgeport Brewery at 5:30 PM.

Professional Development: Team Leader LaJean Humphries announced the upcoming program, "What You Don't Know CAN Hurt You: A Government Information Roundtable," will be

held on March 12th from 10:00 AM to 2:00 PM at PSU's Millar Library, Room 170. Lunch will be provided, courtesy of Westlaw.

Promotions: In Gretchen Leslie's absence, Linda Absher read an update from the Promotions team. Gretchen does have some plans in the works for promotions/media outreach – the team has not received any requests for consultations recently.

VI. MISC:

Pam Osborne noted that she would like to complete another member survey to gain insight into our memberships thoughts regarding what kind of events are most desirable; how much individuals are willing to pay for events; fundraising ideas; continuing education opportunities; and more.

Linda Absher reported that in the future, PORTALS will have more of a focus on continuing education in the future. She will keep the Board updated as she learns more.

VII. NEXT MEETING: Tentatively planned for Tuesday February 24th @ 4:00 PM at PSU.

VIII. MEETING ADJOURNED: President Linda Absher adjourned the meeting at 5:26 PM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
February 11, 2004