

Board Minutes

**Oregon Chapter, SLA, Board Meeting
Schwabe, Williamson and Wyatt
Portland, Oregon
June 15, 1999**

(Minutes approved at the July 10, 1999, board meeting)

Board Members Present: Terry Chadwick, President; Gretchen Leslie, Past-President; Gerry Lukos, President-elect; Rosemary Burris, Secretary/Archivist; Donna Cohen, Director/Membership; Kristi DeShazo, Treasurer

Members Present: Linda Appel, Andrea Drury, LaJean Humphries.
The chapter's board meeting was called to order by Terry Chadwick at 3:00 p.m.

Terry welcomed new board members, Donna Cohen, Gerry Lukos, and Rosemary Burris and continuing team members: Andrea Drury, and LaJean Humphries.

The meeting began with introductions.

Terry suggested that a list of all board members through the years should be compiled and posted on the web site.

Reading and Approval of Minutes:

Gretchen Leslie moved to approve the Minutes from the May 21st meeting; Gerry Lukos seconded it. Kristi DeShazo moved to approve the May 21st Business Meeting Minutes; Gretchen Leslie seconded it. Minutes from both meetings were approved.

Financial Report Overview:

Kristi DeShazo reported confusion over the closing date of the financial report due to SLA Headquarters. She submitted Oregon SLA's mid-year financial statement (January 1 – May 31, 1999), which shows a balance of \$1,847.92.

Terry Chadwick requested that a Treasurer's apprentice be assigned this year to learn processes of the financial management system.

Oregon SLA made ~\$500 from the Annual Business meeting. Gretchen Leslie requested that the attendance price be less expensive next year.

Annual Report, Unit Officer Acknowledgement Forms, Annual Meeting Report

Discussion on Distribution of Minutes: Terry Chadwick will clarify whether copies of all Board meeting minutes must be sent to Headquarters.

Gretchen Leslie reported that:

- DACOLT is now called the Leadership Development Institute
- SLA Headquarters has hired Linda Broussard to coordinate leadership training and communications.
- Chapter and Division discussion lists have been combined into one Leadership discussion list.
- A SLA Member-based task force was created to look into creating the virtual association.

SLA Unit Officer Acknowledgement Forms were distributed to all Board members to sign. They are due in by August 15th. Rosemary Burris will be responsible for collecting them, filing a copy in the archives, and sending originals to Headquarters. The Board decided that only Board Members and Team Leaders need to sign this form.

Board and Team Leader Job Descriptions

Gerry Lukos said she would focus on putting together a procedural file for programs. Gretchen Leslie said that SLA Headquarters has a programs manual already available on the SLA web site. It was decided that putting a copy of Oregon's checklist on our web site would be helpful.

Terry Chadwick read board-approved tasks for the Director/Membership chair.

Andrea Drury offered the Communications Team's charter, which includes team positions and duties, as a model for other teams.

Recruiting: Donna Cohen asked who should be the focus of our recruitment. Ideas that surfaced included: OLA and non-members who post to the chapter's discussion list. It was decided that Donna's team should come back with a proposal to be discussed.

Roger Davis is responsible for handing off archives to Rosemary Burris.

Gretchen reported that SLA Headquarters is considering phasing out "consultations." Members of our chapter give several consultations to businesses each year. The information sheet on these 1-hour consultations should be placed on the web site

Nominations and approval of 7th Board Member:

Gretchen Leslie nominated Mary O'Brien to the 2nd Oregon SLA Director position for the term June 15th 1999 – June 10th, 2000. Gerry Lukos seconded it; all present approved.

July 10th Planning Meeting:

The July 10th luncheon planning meeting will be held at Andrea Drury's house from 10 am – 2 pm. Gretchen Leslie moved that Kristi DeShazo and her team authorize funds for the July 10th planning meeting not to exceed \$200.

Donna Cohen seconded it; all present approved.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,
Rosemary Burris, Secretary/Archivist

Board Minutes

Oregon Chapter, SLA, Planning Meeting
Andrea Drury's Home
Portland, Oregon
July 10, 1999

(These minutes were approved at the Sept. 15 board meeting.)

Board Members Present: Terry Chadwick, President, Gerry Lukos, President-elect, Rosemary Burris, Secretary/Archivist, Mary O'Brien, Director/Valley Liason, Kristi DeShazo, Treasurer

Members Present: Cindy Romaine, Judy Anderson, Linda Maddux, Linda Appel, Andrea Drury, LaJean Humphries.

The chapter's planning meeting was called to order by Terry Chadwick at 10:15 a.m.
The meeting began with introductions.

Reading and Approval of Minutes:

Gerry Lukos moved to approve the revised minutes from the June 15th, 1999 meeting; Terry Chadwick seconded it. Minutes were approved.

Incomplete Oregon SLA Board:

Donna Cohen has resigned as the Director/Membership Team Leader. Gerry Lukos has agreed to substitute until a replacement has been found. Cindy Romaine mentioned that SLA Headquarters should be aware that the required Unit Officer Acknowledgement Forms discourages participation.

Times and Days of Future Board Meetings:

Meetings throughout the year will likely be held on variable days and dates to maximize participation by all members.

Planning Meeting

Terry Chadwick distributed a proposed calendar and clarified that each team must do at least one program per year. Participants spent the rest of the meeting discussing possible events for the year. The following is a summary of proposed events:

Non-SLA events are listed to avoid conflicts.

July 1999

7/23 Deadline for July Oregonized Librarian newsletter:
articles/columns/news

August 1999

8/15 Officer Acknowledgement Forms Due

? **Potluck Picnic** - Silver Creek Falls? Linda Maddux

September

? PNW ASIS Annual Meeting

? **Fall breakfast meeting** (Portland area) - (*Professional Development Team*)

(possible roundtable topics: How to keep up with new tools, what is datamining, web-database interfaces overview) Keynote topic may be topic below, or not

? **Duties & Responsibilities of Officers in a Non-Profit Organization** -
(Professional Development Team)

? **Valley Kickoff Event** - (Valley Liaison)

(need dates by 7/20)

October

? Deadline for October Oregonized Librarian newsletter:
articles/columns/news

10/14 **Fall Videoconference: Effective Negotiating Techniques for
Licensing Content** - (Professional Development Team) (looking for Ku/C
band enabled sites)

10/25-27 Online World, Chicago, IL

10/29 **Friday Night Halloween Dessert?** - (Communications Team?)

November

11/7-11 Internet Librarians Conference, San Diego, CA

? **How do you choose what databases to use on various questions, while
working with limited resources.** (Dialog vs STN, Internet etc.)

(Done in both Portland & Valley?, maybe in conjunction with Downtown
Librarians groups in Portland and Salem; probably lunch program)

December

? **Information Technology: Working with IT staff, How to survive without
IT staff.** Tour of the Intel Museum. Students. (Late afternoon, followed
by nohost dinner at local restaurant) (Membership Team)

January 2000

? Deadline for January Oregonized Librarian newsletter:
articles/columns/news

1/20-22 SLA Midwinter Leadership Meeting, St. Louis

1/23-25 SLA Winter Education Conference, St. Louis

1/31 Audited Annual Financial Statement due to National (2 copies)
[Treasurer]

? **Revitalizing your life and your career:** How do you know when to
change jobs, go in a different direction? How have members made that
decision? How do you market yourself to get a new and different job?
Virtual Conference: profiles & readings on web, list discussions, live
chats (Promotional Activities & Communications Teams)

February

? Online Northwest

? **Marketing Your Library and Swap & Shop** - (Promotional Activities
Team)

March

? **Developing Stylesheets and Guidelines for Website Maintenance and
Updating** - (Communications Team)

April

? Deadline for April Oregonized Librarian newsletter:
articles/columns/news

4/5-7 OLA Annual Conference (Airport Sheraton Hotel, Portland)

4/15 International Librarians Day

? ***Small Crawl on the Coast*** -- Tour of small & solo libraries (Newport Public?, Hatfield?, OR Institute of Marine Biology?) on the Coast, with brewpub and/or winery tours **Program: *Issues faced by librarians in solo and small libraries*** (*Valley Liaison*)

May

5/1 Chapter Annual Report due to National (2 copies) [President]

5/16-18 National Online Meeting, NY

? ***OR SLA Annual meeting and Dinner*** - (*Operations Committee*)

(Ideas suggested include Nike Campus & Zoo)

June

6/10-15 SLA Annual Conference, Philadelphia

6/15 Roster of names, contact information for Chapter officers, Team Leaders [President-elect]

6/30 Mid-year Financial Statement (2 copies) [Treasurer]

The meeting was adjourned at 1:30 pm.

Respectfully submitted,
Rosemary Burris, Secretary/Archivist

Board Minutes

Oregon Chapter, SLA, Email Board Meeting Portland, Oregon August 24-26, 1999

(These minutes were approved as corrected at the Sept. 15 board meeting.)

Board Members Present: Terry Chadwick, President; Gretchen Leslie, Past-President; Gerry Lukos, President-elect; ~~Kristi DeShazo, Treasurer~~; Rosemary Burris, Secretary/Archivist

Members Present: Linda Appel, Andrea Drury, LaJean Humphries, Rachel Berrington, Bob Weber
The chapter's email board meeting took place over a period of three days, from August 24 through 26. The meeting was called by president Terry Chadwick.

Reading of the minutes from the last board meeting, July 10, were postponed until our next face-to-face meeting.

The agenda for this board meeting included:

1. funds needed for fall activities
2. new membership director
3. team reports and discussion

Funds needed for fall activities:

Terry reminded everyone that expense requests were due to Kristi by the 18th (of August) as she is gone (no email) until the 29th. Board approval is required in advance for program expenses.

New membership director:

Terry reported that we haven't found a new membership director yet. She and Gerry will pursue this effort after Labor Day.

Team reports and discussion:

Operations team: Bob Weber reported that our latest financial report (June 30) to SLA apparently had some incorrect data. He's waiting for a copy so he can review it.

Terry suggested Bob have an Operations team meeting in September and invite Linda Appel and Roger Davis to attend. Roger could pass on the archives and Linda could help Kristi work out whatever problems there were with the midyear financial report.

Professional Development team: LaJean Humphries reported details:

September 24 breakfast is at Schwabe, Williamson & Wyatt, 1211 SW 5th Avenue, Conference room 1940, from 7:45-10:30 (the time has been extended to allow for longer demos and questions). Breakfast will be a muffins/rolls type buffet.

The first hour is for breakfast and socializing, followed by an hour or so for a non-technical showcase of what different people are doing with their corporate intranets. Kathy Hemphill has agreed to do a brief PowerPoint demo of her firm's intranet; Florence Graham from Intel has been asked (and LaJean is waiting to hear back from her) and Dareth is waiting to hear from others she's asked to demo.

Only two people have signed up to attend so far. A short flyer announcement/RSVP will go out once the speakers are firmed up.

October 14th Videoconference "Effective Negotiating Techniques for Licensing Content" is to be held at Portland State University, Neuberger Hall, Room 454, from 10 a.m. to 1 p.m. Lexis has agreed to underwrite the \$350 fee. It's a bring your own brown bag affair. Mary has expressed interest in getting a second site farther south. This would cost an additional \$350 and the professional development team doesn't have the time and resources to arrange a second presentation. If Mary's team can take care of the arrangements, that would be great!

Gerry Lukos pointed out that at its July planning meeting the board discussed acquiring the tape of the videoconference for subsequent viewing. This would be an option for 1) the folks in the Valley if there are no resources to get them a live seat and 2) local people who can't make it to the live event. The video could be shown along with the video we already have of the first Licensing videoconference from last year. The video costs \$35 and Terry Chadwick has the video from the first videoconference.

Terry said the chapter should provide drinks. PSU may require any refreshments to be catered through them. Also, we need to know about any possible fees as soon as possible. Terry suggested that we have a nominal fee of \$10 for SLA (and sister library association members) and \$15 for non-members, if the PSU arrangements allow that. That would cover any refreshments and fees we incur. We also need to cover the costs to photocopy handouts for all attendees.

Additional questions to be answered: How many people does the room hold? How broadly will we advertise the videoconference? I know a lot of non-librarians who are involved in 3rd party content acquisition who would like to attend.

November's event is having some scheduling difficulties but we're working on it.

Promotional Activities team: Rachel Berrington brought up the subject of board member bios. She asked people to forward their bios to her so she has them on hand should any of us "become librarian of the year." She'll be able to send something to the *New York Times* without delay!

I don't know if the board was planning on posting these on the web site. If someone knows, please speak up.

Communications team: Andrea reminded everyone doing programs this year that the Communications team will coordinate with program planning teams to decide how best to promote a particular program. Promotion could be by posting to our discussion list, posting to other discussion lists, sending post cards, etc.

In response to Rachel's question about posting bios to the web site: yes, we did plan to post them. Bios received to date are posted at <http://www.sla.org/chapter/cor/about/profiles/profiles.html>. At its July planning meeting the board put a "Virtual Conference: revitalizing your life and your career" on the calendar for January, 2000, to be co-sponsored by the Promotional Activities & Communications teams. The thought was to coordinate a combination of list discussions and live chats. Questions we thought of included:

1. How do you know when to change jobs, go in a different direction?
2. How have members made that decision?
3. How do you market yourself to get a new and different job?

Discussion fodder would come from whatever collection of member and library profiles we can collect by then, along with a reading list and/or web site list.

Unit Acknowledgement Forms: Rosemary reported that these were sent to SLA headquarters by the August 15 deadline date.

The next boarding meeting is scheduled for September 15, Wednesday, 3-5 PM. Those affirming they can attend the 9/15 meeting at a yet unspecified site: Terry, Andrea, Rachel, Gretchen, LaJean, Rosemary.

The email board meeting was adjourned on the 26th of August.

Respectfully submitted,
Rosemary Burris, Secretary/Archivist

Board Minutes

**Oregon Chapter, SLA, Board Meeting
Law Offices of Schwabe, Williamson & Wyatt
Portland, Oregon
September 15, 1999**

(These minutes have not been ratified by the board.)

Board Members Present: Terry Chadwick, President, Gretchen Leslie, Past-President, Rosemary Burris, Secretary/Archivist, Mary O'Brien, Director/Valley Liason, Kristi DeShazo, Treasurer, Althea Pribyl, Director/Membership

Members Present: Andrea Drury, LaJean Humphries
The meeting was called to order by president Terry Chadwick at 4:05 PM.

The agenda for this board meeting included:

Halloween party

Nomination of Althea Pribyl to the Director/Membership Board position

Continuing education videos – purchasing decision.

Reading and Approval of July and August meeting minutes

Treasurer's current and mid-year financial report

September Kickoff events

October's video conference: *Effective Negotiating Techniques for Licensing Content* – (Professional Development Team)

November events: a) *Duties & Responsibilities of non-profits*" and b) *How do you choose what databases to use on various questions, while working with limited resources.*

December event: *Information Technology: Working with IT staff, How to survive without IT staff. Tour of the Intel Museum.*

Future board meetings using: phone conference, bulletin board, and chat as well as a good time/place for F2F.

Team reports not already given. (includes Communications Team's report on bulletin advertising)

Halloween Party:

Terry Chadwick reported that the StreamNet library has offered to host a Friday October 29th 5-7 PM Halloween Party.

Nomination of Althea Pribyl as new Director/Membership Team Leader:

Kristi DeShazo nominated Althea Pribyl as new Director/Membership Team Leader. Gretchen Leslie seconded it. All present approved this nomination and welcomed Althea.

Video Purchase:

Terry Chadwick proposed that the Oregon SLA Chapter purchase the following videos for \$35 each: 1) Demystifying the Licensing of Electronic Resources, 2) Harnessing the Internet Potential, and 3) Effective Negotiating Techniques for Licensing Content. Gretchen Leslie moved that we approve the purchase of the 3 videos, not to exceed \$250. Kristi DeShazo seconded it. All present approved. The videos will be stored at the Professional Development Chair's Library (LaJean Humphries, Law Offices of Schwabe, Williamson & Wyatt Library).

Reading and Approval of Minutes:

Gretchen Leslie moved to adopt minutes from both the July and August board meetings as with changes.

Treasurer's Report:

Kristi DeShazo is collecting requests for budget items. To date she has only received the Communication's Team request. Andrea Drury asked about how we can include in the budget costs such as printing/photocopying that are provided by a member's organization. Kristi will report back to the board.

Kristi submitted the corrected mid-year financial report. The 5/31/99 balance was \$7318.26. The budget balance as of 9/15/98 is \$7495.98. (July and August meeting expenses totaled \$477.43. Income was limited to \$16.40 interest.)

September Kickoff Events:

Terry Chadwick reported for May O'Brien: The Valley kickoff luncheon is scheduled for Tuesday September 21, 1999 from 12-2 PM. Box lunches will be ordered at no expense to SLA; participants are paying for their own lunches. Discussion will be held relating to solo librarian issues, including how to keep up with new technology. The videoconference scheduled for October in Portland will not be shown in the Salem area. Instead, the program may be shown on video at a later date.

LaJean Humphries reported that 17 people have RSVP'd for the September 24th, 1999 breakfast kickoff in Portland. There will be a breakfast buffet and social hour. Four people have agreed to do brief PowerPoint presentations on intranet development at their work place. Thanks go to Dareth and Cindy Romaine for helping line up presenters.

October 14th 1999 Videoconference at Portland State University:

October 14th Videoconference "*Effective Negotiating Techniques for Licensing Content*" is to be held at Portland State University, Neuberger Hall, Room 454, from 10 a.m. to 1 p.m. Lexis has agreed to underwrite the \$350 fee. LaJean Humphries reported that the videoconference is limited to 46 people and that 9 have signed up to date. Portland State University is not charging SLA for the room or equipment. In turn, we cannot charge for anyone to attend. Schwabe, Williamson & Wyatt will donate photocopy services. Participants must bring their own lunch. LaJean has prepaid for the expenses and will be reimbursed.

The event will be publicized via various library listservs: Oregon's SLA, Health Sciences Librarians, Public Librarians, Internet Professionals, Oregon Library Association and SLIMOR-ALUM. The communications team is maintaining a list of these organizations, the address and whether non-members can post items.

November Events:

LaJean Humphries reported that she hasn't had luck scheduling the speaker and the room for the lecture and discussion on *Duties & Responsibilities of non-profits*. Mr. Simpson has agreed to give the lecture but not at night. He is available at noon. The only possible date is Friday November 12th. LaJean will follow up tomorrow on the date; if not available, the event will be postponed indefinitely.

Terry Chadwick suggested that SLA join the Downtown Librarian's group for a program entitled: *How do you choose what databases to use on various questions, while working with limited resources*. She suggested that we could have a panel of four search experts discuss how they would handle three different questions (the databases selected, the search structure, and results). Terry will coordinate the program, which will be held December 15 at the StreamNet Library.

December Event:

In December the Membership team and Intel librarians will sponsor a presentation on *Dealing with Technology in Your Library* at Intel's Jones Farm campus 3:30-6:30 pm. Intel Library will sponsor refreshments at ~\$100. The Emporia State library students will be invited to attend. There will be no charge to attend the event.

A no-host dinner will follow at a nearby restaurant. Althea will work with the Communications team to promote the event.

Future Board Meetings:

We discussed the formats for upcoming meetings. We agreed not to have a Chat room board meeting and agreed to have Bulletin Board meetings.

Boarding meetings were scheduled for:

- **October 27th – Bulletin Board meeting**
- **December 8th – Bulletin Board meeting (Bob Weber needs to solicit nominations by December 3rd)**
- **January 12th – Face to Face (Nominations due)**
- **February 23rd – Bulletin Board (Nominations firmed up)**
- **March 29th – Face to Face (Nominations ratified)**

- **May 19th – SLA Annual Dinner (Board meeting just before dinner)**

Team Reports:

- Communications Team
- Membership Team
- Professional Development Team

The board meeting was adjourned at 5:00 PM.

Respectfully submitted,
Rosemary Burris, Secretary/Archivist

Board Minutes

Oregon Chapter, SLA, Board Meeting Electronic Bulletin Board Portland, Oregon October 26-28, 1999

Board Members Present: Terry Chadwick, President, Gerry Lukos, President-elect, Rosemary Burris, Secretary/Archivist, Mary O'Brien, Director/Valley Liason, Kristi DeShazo, Treasurer, Althea Pribyl, Director/Membership

Members Present: Andrea Drury, LaJean Humphries, Rachel Berrington

The meeting was called to order by President Terry Chadwick at 8:28 PM October 25th, 1999. She provided the following instructions:

ORSLA Board meeting that commences at 12:01am, Tuesday, Oct. 26 and officially ends at midnight, Thursday, Oct. 28. This bulletin board is organized by Agenda item. Each agenda item has its own original, top-level welcome message. The "report" for each agenda topic (primarily team reports) should be posted as a "reply" to the main item. Discussions of the report and questions should be done as replies from either the main agenda section, or the report. To let everyone else on the Board know that you are actively participating, please sign in as replies to this message. This is an experimental system, so don't be shy and don't worry about making mistakes.

The agenda for this board meeting included:

September Meeting Minutes
Treasurer's Report
Professional Development Team Report
Membership Team Report
Promotional Activities Team Report
Communications Team Report
President's Report on scheduled meetings for Oct. 29th and Dec. 12th
Valley Report
President-elect: Meeting Guidelines, Regional Meeting
Concerns about SLA Headquarters – Public Comment
Who Uses our Web Site

September Meeting Minutes: September Board Meeting Minutes were posted by Rosemary. Kristi moved that we accept the minutes as is. Rachel seconded the motion. Andrea, Rosemary, Terry, Mary and Gerry voted to approve the minutes.

Treasurer's Report: Kristi DeShazo

7/1/99 – 10/26/99
TOTAL INCOME 398.20
TOTAL EXPENSES 308.38
TOTAL INCOME - EXPENSES 89.82
BALANCE AS OF 10/26/99 7612.83

Terry asked if anyone has submitted a budget to you for this year and if there funds to send her to Midwinter in St. Louis.

LaJean said the only expenses she foresees for the rest of the year are lunches for the nonprofit event in November. They'll cost \$10 per person. We're charging \$10 for SLA members and \$15 for non-members. Since we are providing the speaker's lunch and I have 3 non-members already signed up, I estimate that we'll break even or maybe even make a few dollars. She thinks we broke even on the other events.

Team Reports

Also discussed:

Concerns about SLA Headquarters – Public Comment
Who Uses our Web Site

The board meeting was adjourned on midnight, Thursday, Oct. 28.

Respectfully submitted,
Rosemary Burris, Secretary/Archivist

Oregon Chapter SLA
President's Report on meetings scheduled
for Oct. 29th and Dec. 12th
supplement to **October 28 , 1999** board meeting minutes
Terry Chadwick

Haunted Library Halloween Party

Date/time: Friday, October 29, 5-7pm

Location: StreamNet Library;

729 NE Oregon St., Ste. 190,

Portland, OR

Hosts: Lenora Oftedahl, Laurie Nock, David Liberty

RSVP: fishlib@critfc.org, 503-731-1304

Program: Social/networking/fun

Refreshments: Candy/cookies/hors d'oeuvres

Cost: \$5 (to cover cost of refreshments)

Lenora and her library staff are doing most of the work on this, as well as hosting it. She will cover the cost of the refreshments out of her own pocket and will be reimbursed from the cover charge revenue.

Search Strategies and Resource Choices

Joint program of OR SLA and Portland Downtown Librarians

Date/time: Wednesday, December 15, 11:30-1:30pm

Location: StreamNet Library;

729 NE Oregon St., Ste. 190,

Portland, OR

Hosts: Lenora Oftedahl, Laurie Nock, David Liberty

RSVP: fishlib@critfc.org, 503-731-1304

Refreshments: brown bag (use any leftover funds from 10/29 to get cookies, beverages)

Program: Panelists (3-4 librarians) will discuss their search strategies and resource choices for finding the answers to the same 3-4 questions. The librarians represent a mix of skill sets, experience, and resources.

Answers, strategies, and resources used will be posted on the ORSLA website. Attendees will be offered a chance to participate by posting their own strategies and resources to the questions to the ORSLA bb.

One panelist is identified at this time: Lenora Oftedahl. Several possible questions were suggested at the October Downtown Librarians meeting.

Action: Get 3 more panelists. Volunteers?

Action: Get more questions.

Action: Decide process for giving panelists questions and how the roundtable will work.

**Oregon Chapter SLA
President-Elect's Report**
supplement to **October 28 , 1999** board meeting minutes
Gerry Lukos

Not a lot to report at this time as I have been "out of operation" for several weeks and just back after a week in the Midwest.

Meeting Guidelines

Will develop as I work with Althea to plan the December 3 meeting. Have found some existing meeting guidelines from various sources from which I will steal with pride. If anyone knows of "meeting checklists" from other organizations that you can recommend as a resource, please let me know.

Regional Meeting

Barbara Holder, President of the Western Canada Chapter of SLA for 1999/2000, and Nola Sterling the Pres.-Elect of the Pacific Northwest Chapter, are proposing a Regional Meeting with the Oregon Chapter in Seattle in September 2001. Terry and I have responded to indicate that we are interested, but I have not yet engaged Barbara or Nola. Terry noted in an email that the Regional Meeting came up in our Program Planning meeting (on July 10th) and that we discussed an idea for a theme/program: Vendor Training. The idea would be to get as many vendors as possible to come to the conference and offer training for our members, but also for us to have a forum to "train" the vendors. We want to be able to tell the vendors what our concerns and needs are regarding licensing, pricing, training, etc.

Board Minutes

Oregon Chapter, SLA, Board Meeting by Email Portland, Oregon December 12-19, 1999

Board Members Present: Terry Chadwick, President, Gretchen Leslie, Past-President, Gerry Lukos, President-elect, Rosemary Burris, Secretary/Archivist, Mary O'Brien, Director/Valley Liason, Kristi DeShazo, Treasurer, Althea Pribyl, Director/Membership

Members Present: Andrea Drury, LaJean Humphries, Rachel Berrington
The meeting was called to order by President Terry Chadwick at 11:47 PM on December 12, 1999.

October Meeting Minutes: Meeting minutes have not been prepared. They will be ratified in January.

December event: *Information Technology: Working with IT staff, How to survive without IT staff. Tour of the Intel Museum*

Gerry Lukos reported that the Dec 3 meeting at Intel was a success. About 50 people came, including many students, quite a few non-SLA members, and Bob Grover, the dean of the Emporia State program.

Althea reported that the Dec. 3 meeting at Intel had a large turnout, thanks to Gerry, Gretchen, Kristi, and the rest of the Intel SLA members who did a wonderful job publicizing, organizing and hosting the event. There were 42 names from the sign-in sheets, not including the Intel members, and there may have been others who attended without signing in. Of these, 28 are not members; (at least) 2 are former members and (at least) 8 are students. The program consisted of small group discussions on a variety of topics dealing with technology, and a tour of the chip museum, conducted by Kristi. Discussion leaders should forward their notes to Andrea for inclusion on the website. (Gerry thought that notes were taken for only two of the discussion sessions -- Terry and Andrea were the note takers.)

Those who also gave an email address will be getting a note this week thanking them for attending and telling them about the website and discussion list, and of course, inviting them to join. Gerry said that she probably has email RSVP messages from most of the attendees and will compile and forward those to Althea in the next week or so.

Treasurer's Report: Kristi DeShazo

A financial report has not yet been put together yet. Kristi asked the Andrea (Communications) to resubmit a budget. Althea has sent in a budget; no budget forecasts from anyone else have been submitted.

Terry request that everyone who still has a program to put on, besides a budget, outline their proposals for getting sponsor support then we'll discuss relative needs and availability of sponsors.

Dec. 15th Joint Downtown Librarians/ORSLA Meeting Report Terry Chadwick gave the following report:

"The December 15th Joint program of the Downtown Librarians and ORSLA went off well and has received good reviews.

M-C Cuthill and the staff of the Oregon History Center created a festive atmosphere. Cookies and eggnog were served. About 20 people attended.

The program was Search Strategies and Resource Choices. The panelists were SLA members Lenora Oftedahl, Katie Weiby, and the audience. Panelists and audience had all received the four questions, but the panelists were under the additional restrictions of a 48-hour time limit to answer them. As might be thought, the panelists used different strategies on each question and found different resources. The audience also eagerly contributed. I will write up my moderator's notes and some of the audience tips that we recorded. Those, and Lenora's and Katie's papers will be added to the website so everyone can share in the program. I told the audience that the notes will be up after Christmas."

Membership Team Report:

Communications Team Report

Promotional Activities/Consultation Team Report
Professional Development Team Report
Valley Liaison Report

Nominating Committee: Gretchen Leslie

Gretchen will present the members of the nominating committee at the January meeting, but we're interested in hearing any ideas you have on the best way to make sure all of our nominees are fully informed about the positions.

Annual Meeting/Dinner: Kristi DeShazo and Rosemary Burris (as the remaining members of the Operations Team) Status of putting together an Annual Meeting committee

Operations Team Leader: Should we appoint a new team leader or leave the position open. Be prepared to vote on this topic by the end of the week.

Suggestions to HQ about how to improve the Chapter Leadership

Gerry Lukos asked if HQ acknowledged the concerns expressed so far about the general user UN-friendliness of the SLA web site as a whole? In particular, has there been any statement from others that both the tone of the material and the navigation/architecture of the site need to be examined and addressed?

Gretchen response to this topic follows:

- (1) "a little official" caution
- (2) my second would be "yes, there are administrative issues that should be addressed with the SLA headquarters staff,"
- (3) and last, please keep in mind the old saying "you can catch more flies with honey than vinegar" meaning, let's please not radicalize our relationship with our national administration.
- (1) As Oregon Chapter SLA board members and team leaders, you represent the chapter. When dealing with headquarters, you wear an official hat of representing this chapter. Please be very very careful about voicing your OWN opinions, when you are in the role of representing the chapter. Not all chapter members may feel this way about the site and headquarters. Here's where I would like to see us be careful, professional, and constructive with our feedback to the SLA headquarters folks.
 - (a) Comments re the chapter's feelings and thoughts: if you survey the entire chapter membership about the site and our headquarters' performance, and then get feedback like "unfriendly, not easy to navigate, etc etc." you then have grounds to say "and the chapter feels this." Otherwise, I think it's more fair to clearly say "and this is my personal opinion, it's not representative of the entire chapter."
 - (b) I would suggest that concrete, positive input at the Mid-Winter session would be your most efficient way to get some change around these issues. For example, pull and print copies of pages that "don't work or have offending language," make a clear argument for what the problem or issue is with the page, put a one-page bulleted list of comments and suggested fixes on it, and package it up so you can give it to the SLA staff in a fashion that results in a clear communication about the problem and some suggested effective results.
 - (c) Please remember and value the history of this chapter with headquarters: we are a little "offbeat" with our chapter management structure of team leadership (I prefer to think of us as being "ahead of the curve") and SLA headquarters has been very supportive of our different way of doing things. I think we owe them positive, constructive, and supportive input.
 - (d) Please remember and value the place where SLA headquarters is coming from: their recent IRS audit really did point out major "disjoints" with the state chapters. Many chapters were operating like Oregon, with a great deal of autonomy and freedom. The IRS status SLA holds REQUIRES A FAIRLY CLOSE EYE ON THE CHAPTERS--that's a situation we cannot change. What we CAN do is work with headquarters SLA to make that situation easier to work with, better and more clearly communicated, reflected more positively in their website and other communications.
- (2) I agree, there are valid issues of administrative and directional issues that should be addressed with the SLA headquarters staff. These include:
 - (a) The membership function; help with recruitment materials and models, problems of enrollment notice, etc.

- (b) Lack of helpful models and documentation for recruitment of new board members; the issue of signing the infamous compliance form, for example.
 - (c) The lack of help with regional programming; it would be nice to have professional help in pulling together true regional programming
 - (d) The lack of low cost national continuing education programs
 - (e) The falling quality of our professional journal
 - (f) Lack of outreach to other professional associations
 - (g) Lack of PR about our profession
 - (h) Lack of clarification about the SLA consultation role
- (3) A last word of caution: please do not polarize our national SLA staff with rhetoric that we cannot back off of. Keep in mind, others will follow you in chapter leadership, and they will have to deal with the fallout."

Terry replied she hasn't yet sent the responses from the last meeting to Linda Broussard. Terry will combine them with the responses from this meeting. Terry thinks that we do need to make it clear to HQ that the user unfriendliness of the association site not only discourages its use by members but also gives us as a profession a black eye. As information professionals, we should have an association website that works and works well, and that is inviting to both its members and people seeking to learn more about the profession.

Midwinter SLA Financial Proposal for Terry Chadwick to Attend:

Terry's company does not support/pay for participation in SLA so in order to attend Midwinter, she needs support from the board. The budget sent to Kristi follows:

- SLA Conference Costs: \$ 80 (\$25 registration; \$55 dinner)
- Air fare \$250
- Hotel (3-4 nights) \$375 (est. \$93.50/night; could be less)

Total budget \$705

We need to validate the motion for funds for the Midwinter meeting at the January meeting.

On Monday December 20, 1999 Terry extended the board meeting because there are a number of yet unfilled tasks to take care of

- Treasurer's report - Kristi will submit at the January meeting
- Complete vote on Allocation of Funds for Terry Chadwick to go to Midwinter
- Next board meeting We need to have at least 4 voting officers RSVP to attend this.
- LaJean suggested that Terry and Gerry jointly present a proposal so this could be handled in one motion and vote.
- Mary O'Brien moved to approve funds in the amount of \$800 for Terry Chadwick to attend
- SLA Midwinter 2000. Gretchen Leslie seconded Mary O'Brien's motion that we: approve funds in the amount of \$800 for Terry Chadwick to attend SLA Midwinter 2000. Terry called for a vote:
- There are seven votes yes, so the motion has passed.

Membership directory

La Jean said that the SLA Membership directory was posted at:

http://www.tribalconnections.org/map/special_lib.html

Mary replied that the page says "Special Library Directory – Oregon Compiled by:

<http://www.osl.state.or.us/libdev/libdirs.spec.html>"

It must have been compiled from the directory and statistics sheets we send in to the State Library every year, not from our membership directory. It included a lot of non-SLA libraries, and it was very out of date. There are other places some of our information can be found, too, e.g., the Gale Directory of Special Libraries and Information Centers and the American Library Directory.

January Board Meeting: A face-to-face board meeting is scheduled for Wed. Jan. 12, 4-6pm, Schwabe downtown. The board meeting was adjourned on Wed, 22 Dec 1999 11:50:54 PST

Respectfully submitted,
Rosemary Burris, Secretary/Archivist

Board Minutes

**Oregon Chapter, SLA, Board Meeting
Law Offices of Schwabe, Williamson and Wyatt;
Portland, Oregon
February 23, 2000**

Attendees: Terry Chadwick, Kristi DeShazo, LaJean Humphries, Gretchen Leslie, Gerry Lukos, Althea Pribyl
Excused: Andrea Drury, Mary O'Brien
Absent: Rosemary Burris, Rachel Berrington
Called to order: 4:15 PM

NOTES:

1. Confirm minutes of previous meetings. September and December meeting minutes reviewed by members present. Request for change in December meeting minutes: Change December event title to "Dealing with Technology".

Motion made and seconded to approve the 10/26-28 meeting minutes and attached transcriptions with one vote to approve; approval of September meeting minutes.

Motion made and seconded to approve the 12/12-19 meeting minutes and attached transcripts with change of December event title and approval of the only vote: stipend for presidents attendance to winter meeting.

2. Treasurer's report:

Kristi DeShazo presented summary of chapter account from 7/1/99 through 2/23/00 showing positive cash flow and ending balance as of 2/23/00 at \$8,333.16. Request for \$600 to sponsor a site for the SLA satellite videoconference on April 27th. This event to be planned for and presented in the valley. Gretchen volunteered to assist Mary O'Brien with planning and logistics. The event will be open to non-SLA members and assuming no additional costs the chapter will subsidize the event making attendance free. Motion made and seconded for expenditure.

3. Nominating Committee report:

Gretchen Leslie reported nominating committee consists of Yan Soucie, Jacki Solis and Gretchen Leslie. The slate of candidates will be presented at the next board meeting (3/29) and ballots will be mailed (paper/U.S. mail) on April 1. Positions to be filled include President Elect, Treasurer, Membership Chair/Director and Director of Valley. Request for dollars to cover the mailing was approved by board.

4. Promotional Activities Report:

Terry Chadwick presented report for Rachel Berrington on the Feb. 11th program "Love Your Library". Attendance was low for the effort put forth. Some lessons learned from the experience include the probability that the time of day was an issue and that the topic was not one called for or requested in earlier polling of the membership. Following the event an informal discussion by email prompted the possibility of a short survey of the membership concerning attendance of this particular event and reasons for not attending. A suggestion that a broader survey of membership interests/needs/? would be desirable. See agenda item #9.

5. Membership report:

Althea Pribyl reported that membership stands at 139 as of the end of January.

6. Annual Meeting report:

There is no set coordinator for this event at this time. Kristi DeShazo has verbal confirmation that Cindy Romaine has secured the facilities at Nike for this event and that she will act as liaison for all issues concerning the set up and use of the facilities.

All in attendance were requested to think of possible speakers for the event and to send names to Kristi DeShazo. In the meantime, LaJean suggested Jeannie Goodrich, Multnomah County Library Deputy. LaJean will ask her and get back to Kristi.

Every effort will be made this year to keep cost at a minimum for attendees as last years annual meeting proved to be too expensive for many.

7. Gerry Lukos Sabbatical plans:

Gerry reported that she will be away during September and October 2000 for her planned sabbatical. She will brief the up-coming President-Elect of any items to be dealt with during that time.

8. Coordinating contacts with vendors:

General discussion and assignment to a team -- LaJean Humphries facilitating. Board discussed this as being part of duties on the board, possibly part of the Promotional Activities team. LaJean is waiting for some feedback from headquarters and has collected what some other chapters are doing to handle/coordinate vendor contacts. She will report findings at next board meeting, 3/29.

9. Membership Survey -- Terry Chadwick facilitating

Board agreed that we need to do a membership survey. Agreed to survey in April. Gerry Lukos and Terry Chadwick will query the SLA Leadership list and put together a draft to share and discuss by email. It was we will offer prizes for completed surveys. Board approved purchase of four (4) \$25 gift certificates from Powell's. Ask Andrea to provide a digital list of ORSLA subscribers to use for membership survey.

10. March program -- will we have one?

Gerry Lukos suggested an Almost Spontaneous event of an afternoon at the Oregon Zoo. She will give tour. This event to be purely fun and social! Network, network, network!

11. Other reports:

Satellite Distance Learning videos on Electronic Resource Management have been received by Kristi DeShazo. She will give to Professional Development team (LaJean Humphries) to keep.

Gerry Lukos networked at winter meeting and discussed with Nola Sterling (Pacific Northwest Chapter) and Debbie Millward (Western Canada Chapter) the possibility of a joint meeting in September 2001 to be held Friday PM through Saturday AM. There is the possibility of gaining a grant through the SLA Endowment Fund by presenting this as an educational program. Next step is to develop a theme and send in application for grant by July 1.

Reva Basch has been approached as main speaker and verbally agreed to engagement.

12. Next Board meeting - March 29, 2000, 4-6 pm

Meeting adjourned: 6:06 PM

Board Minutes

**Oregon Chapter, SLA, Board Meeting
Intel – Hawthorne Farms, Hillsboro Oregon
Portland, Oregon
March 29, 2000**

Board Members Present: Terry Chadwick, President, Gretchen Leslie, Past-President, Gerry Lukos, President-elect, Rosemary Burris, Secretary/Archivist, Kristi DeShazo, Treasurer, Althea Pribyl, Director/Membership

Members Present: Andrea Drury, Cindy Romaine

The meeting was called to order by President Terry Chadwick at 4:15 PM on March 29, 2000/

The agenda for this board meeting included:

- Ratification of 2/23/00 Board Meeting Minutes
- Treasurer's Report
- April 27, 2000 SLA Videoconference
- Annual Meeting Dinner Report
- Nominating Committee
- Communications Team Report
- Vendor Relations
- Report on March Zoo event
- Annual Team Reports

1) February Meeting Minutes: Approval of the February 2000 meeting minutes as posted on the web was moved and seconded.

2) Treasurer's Report: See attached. Total income minus expenses: -38.38

3) April 27th Video Conference – D.O.E. Albany, OR

- Linda Absher of the Communications Team will be asked to send an announcement to the membership listserv.
- Videoconference is open to everyone.
- Refreshments will be offered. Kristi need details on how they will be paid for.

4) Annual Dinner

- Cindy Romaine gave an overview of the annual dinner:
- The event will hold ~50 people at Nike. It will begin at 5:30 with Andrea and Linda Absher presenting cascading style sheets for those interested.
- Food will cost ~\$300; Flowers and awards ~\$250.
- Cindy Romaine will give a presentation from 6:30-7:30
- 4 vendors are contributing \$250 each.
- After some discussion on the dinner cost for SLA members, we agreed to set the price at \$15. Gretchen mentioned that we should use our rebate to subsidize the cost of the event. Since the event is limited to 50 people, the board decided that a higher guest cost (\$25) would limit the number of nonmembers attending the event. Invitations will set a guest limit of 1 per SLA member.
- In discussing the opportunity of members to bring their promotional material, the board decided on a new policy for events. **At SLA sponsored events, business members have the opportunity to display for distribution both their business card and multiple copies of one type of promotional material (not to exceed the dimensions 8.5" x 11").** Terry will communicate this policy via the SLA newsletter.
- The board recognized that guidelines for vendor posters and setup also needed to be determined and communicated. **Terry Chadwick will write a policy for vendor displays.**
- Gretchen and Kristi are developing the meeting agenda
- An announcement about the SLA dinner will be sent out via the Oregon SLA listserv.

- Cindy Romaine will provide directions.
- Awards and door prizes will be given. Cindy Romaine suggested that the President and Past-President should decide awards outside of this meeting.

5) Nominating Committee

- Marsha Hoak is the nominee for the South Valley Director
- Althea Pribyl is the nominee for the Membership chair.
- Dareth Murray is the nominee for Treasurer
- The nominating committee has not found a candidate for the President-elect position. The penalty for not having a president is the SLA chapter will dissolve. The board decided to communicate the consequences to the Oregon SLA membership and ask for someone to set up to the leadership position. Gretchen will draft the message and Andrea will send it out via email.
- The board decided to devote 15 minutes of the annual dinner to the topic of leadership needs.

6) Communications Team Report

- Andrea Drury reported that the Communications Team report was available on the SLA web site.
- Andrea also raised the issue of contracting out the web maintenance work. The board did not decide anything on this yet.

7) Vendor Relations

- LaJean was not here to give this report.
- Vendor thank yous are needed for the Oregon SLA web site.
- Terry mentioned that you can now sell ads for the web if the chapter newsletter is totally web-based. Next year the Communications Team can address the web advertising issue.

8) Report on March Zoo event

- Jerry mention that 8 SLA members attended the zoo event.

9) Team Reports

- Terry needs team reports by April 20th.

The board meeting was adjourned on March 29th 2000 at 6:00 PM PST

Respectfully submitted,
Rosemary Burris, Secretary/Archivist

Board Minutes

(not approved yet)

Oregon Chapter, SLA, Board Meeting

Nike Library

Beaverton, Oregon

May 19, 2000

Board Members Present: Terry Chadwick, President, Gretchen Leslie, Past-President, Gerry Lukos, President-elect, Rosemary Burris, Secretary/Archivist, Kristi DeShazo, Treasurer, Althea Pribyl, Director/Membership, Mary O'Brien, Director/Valley Liason

Members Present: Cindy Romaine, Marcia Hoak, Dareth Murray, Rachel Berrington, Kathy Hemphill

The meeting was called to order by President Terry Chadwick at 4:20 PM on May 19, 2000

- **Introduction.** The meeting began with introductions of everyone present.
- **April Meeting Minutes:** Approval of the April 2000 meeting minutes was moved and seconded.
- **SLA Unit Acknowledgement Forms:** Terry distributed the 2000-2001 year SLA Unit Acknowledgement forms and asked that everyone sign and give to Rosemary to mail into SLA headquarters.
- **Treasurer's Report:** Kristi gave an annual summary of income and expenses. See attached. Total income minus expenses: -322.63; Balance as of 5/19/00 is 7634.38. The electronic vote to give \$150 for the Emporium student graduation on 6/4/00 at the PSU's Smith Memorial Building was ratified.
- **Enhancing Your Value—It's Personal** (New SLA initiative for Outgoing Presidents). This is an SLA new initiative added to the SLA annual meeting. Terry will look for someone to go in her place.
- **Annual Meeting Program** --- Kristi reviewed the agenda for tonight's' annual dinner and presentation. Terry is making copies of team reports available at each dinner table.
- **SLA Annual Meeting Program "Virtual Challenges and Rewards: One Chapter's Story":** Terry will suggest to SLA headquarters that this meeting should be made available "virtual" since she cannot attend.
- **June Board Meeting.** Gerry will set up a meeting for the new leadership on either of the following dates: June 21, June 28, or June 27th. Gerry is still soliciting people to fill Chair roles.
- **Increasing Participation in Leadership activities:** The group discussed how to get more people involved. There was agreement that we should target Emporia students since they get membership for 3 years at the student rate if they join before graduation. Valley events should also continue since they were very successful. Althea reported that a combination of meeting on various topics in different places and different times will draw the largest pool.

The board meeting was adjourned on May 19th 2000 at 5:15 PM PST

Respectfully submitted,
Rosemary Burris, Secretary/Archivist