

# Meeting Notes

## Oregon Chapter, SLA, Planning Meeting Portland State University; Portland, Oregon July 22, 2000

Meeting was called to order 7/22/00 at 10:15 by Chapter President Gerry Lukos. A quorum was present.

**Attendees:** Terry Chadwick, Kathryn Hemphill, Marcia Hoak, Gretchen Leslie, Gerry Lukos, Anne McMahon, Dareth Murray, Lenora Oftedahl, Althea Pribyl, Jian Wang, Camille Clark Wallin.

### **Agenda:**

Plan activities for coming year, assign responsibilities to teams, including the board acting as a "Leadership Team."

#1 General event planning philosophy

The group reviewed membership input for (a) Mary O'Briens's Valley Liason survey, (b) Gerry's call for member's input for this planning meeting.

Summary of input and discussion:

We should offer (a) low-cost events and events priced for members/non-member (b) there should be adequate events planned for as networking and social events eg "time to talk" events (c) times of events should be varied throughout the year, to allow people to choose at least one event that fits their schedule (d) we must remember to plan good events for the Valley members in that geography (e) we should invite other professional associations to our meetings and events, as space permits, and as we determine a "members/non-members" pricing plan for events. (f) we should continue with our virtual conference efforts so that members attend from their desktops (g) we should look for every opportunity to partner with regional SLA chapters and other regional and state library and information professional associations. (h) meetings during the work day must relate to people's professional development or work day, to justify attendance. (i) we should make sure our events get onto the calendars of other regional SLA chapters and other regional and state library and information professional associations.

#2 Event planning process: Team leaders as event coordinators, coordination of vendor funding

The group reviewed the past use of vendor donations and it was decided to (a) re-affirm to ALL people planning events that requests for vendor funding need to go through one person and that person is [I think is was LaJean but honestly have no note on this, best ask Gerry]

It was discussed that team leaders need to make sure proposals for major events come to the Board for information and input in a timely fashion, and everyone was reminded that we must have prior, board-voted approval on the expenditure of any funds for an event, including vendor donations.

The Communications team has the lead responsibility to make sure our events get onto the our calendar, and the calendars of other regional SLA chapters and other regional and state library and information professional associations.

Basic assignments were made for team responsibilities:

Kickoff breakfast – Board Leadership team with Kathy Hemphill, President-elect

Annual Dinner - Operations Team Team Leader Jian Wang

Valley Events, and Distance Learning events for valley library community– Valley Liason, Director, Marcia Hoak

Professional Development events including joint the Chapter meeting – Lajeane Humphries

DownTown Librarians liason Oftedahl, Lenora

International Special Librarians Day and outreach at OLA and PNLA conferences, plus SCIP event, Promotional Team, Gretchen Leslie [will work with membership Team leader on the outreach]

Membership outreach events Membership Team, Director, Pribyl, Althea

#3

Basic calendar of events was planned

#4

Misc. event input that did not get planned, and should be reviewed in a Nov. Board meeting

- a. Gretchen's event with SCIP

- b. Have the State Library folks gets us an update on the state's electronic access plans, telcom for high speed internet, information archiving, public information access plans, etc.
- c. Marcia and Camille investigate a spring session in the valley, with tours of the new Valley Library and HP facilities
- d. Watch to see what O.S.U. is doing with the new branch in Bend
- e. General membership and "health of chapter" issue around recruiting new leaders, including the idea of a retreat
- f. Some kind of fun, group event that is outdoors [hiking, etc]

#5 The Board voted on one point

It was moved and seconded to donate \$150 to the Beaverton Public Library Grand Opening. Approved.

#6 The meeting was adjourned at 1:45.

# Board Minutes

## Oregon Chapter, SLA, Board Meeting by Telephone August 23rd, 2000

**Board Members Present:** Gerry Lukos, President, Kathryn Hemphill, President-Elect, Terry Chadwick, Past-President, Rosemary Burris, Secretary/Archivist, Dareth Murray, Treasurer

**Members Present:** Andrea Drury, Gretchen Leslie, LaJean, Yan Soucie, Cindy Romaine

The meeting was called to order by President Gerry Lukos at 3:00 PM on August 23, 2000

The agenda for this board meeting included:

1. Ratification of June 28, 2000 Board Meeting Minutes
2. Team Reports / Programs
3. Announcements
4. Annual Meeting
5. General Membership Meeting
6. Vendor Contacts

**Minutes:** June 28th Meeting Minutes: The June 28th 2000 meeting minutes were moved, seconded and preliminarily approved as amended pending a face-to-face vote.

### Team Reports:

- **Membership:** [See attached report](#). Scheduled is a December 2nd membership drive with Emporia State that will be preceded by a board meeting. This is also a general membership meeting. Terry moved that we reserve up to \$500 to cover expenses for Dec. 2nd meeting. This was seconded and approved pending a face-to-face vote.
- **Treasurer:** Dareth reported a balance as of 6/25/00 is \$6928.04. Vendors, FatBrain and Intelligence Data have not paid \$500 of promised support for annual dinner. Dareth will follow up.
- **Valley:** Marcia reported new members from the valley. Possibility of a videoconference; waiting for more information from SLA Headquarters on the contents. LaJean reported that the videos ordered last year never arrived; follow up with Kristi. One program possibility is a vendor smorgasbord down in the valley. The initial SLA valley meeting will not occur until late fall. Rosemary will pull together list of round-table topics from previous kick-off breakfasts.
- **Communications:** [See attached report](#). Andrea reported that her team was trained. Publication dates of the e-bulletin were reported. News items go to Laura Merrell. For future virtual conference, it was moved that we reserve up to \$500 to cover expenses; it was seconded and approved pending a face-to-face vote.
- **Professional Development:** Nov. 17th ORSLA International Dessert and Finger-Food Potluck at Schwabe. Waiting to hear from SLA Headquarters on available video conferences. Also doing Joint Program with Pacific NW and Western Canada April 2001
- **Promotional Team:** [see attached](#)

- **Operations: Dareth** reported on the 9/10/00 Beaverton Library grand opening. 10 SLA members have volunteered; mostly acting as tour guides. Annual kick-off breakfast \$10 for students and members. \$15/non-members. Dareth moved that we budget \$100 to cover door prizes; it was seconded and preliminarily approved pending a face-to-face vote.

**Announcements:**

- Terry received a thank you letter from Susan Dimattia, SLA-past-president. Terry will get it to Rosemary to add to the archives.
- Gerry reported on joint program with Pacific NW and Western Canada in Seattle. April 21st - "Changing Roles in a Changing Information World."

**Annual Meeting:** Yan reported that the zoo was too expensive for our annual meeting. The Oregon Garden is proposed. They have designated caterers. Holds up to 80 people. Since every Saturday in May has already been booked; Sunday May 21st, 11 am brunch is proposed instead. It was moved that we have our annual meeting at the Oregon Garden on Sunday morning 11 am - 2 PM, May 21st and budget a \$100 deposit; it was seconded and approved pending a face-to-face vote.

**General Membership Meeting:** Andrea suggested that we use general membership discussion group to participate in discussions. Gretchen talked about supporting new SLA board members - helping them out; perform the mentoring task. Terry suggested that the board supports a general membership meeting - encourage members to plan it themselves - request budget money. Gerry proposed that we have a membership survey - fill out survey and get entered in the raffle. Everyone agreed to email Andrea the key points each took from the discussion. Andrea will collate these key points and send them back out to the leadership team for feedback. Next we will post this back to the discussion list to continue the discussion in progress.

**Vendor contacts:** It was agreed that the treasurer would be the chapter's point of contact for vendors. Vendors wanting to donate funds to the chapter or sponsor a program should contact Dareth. Program planners needing support from vendors should first identify the vendor(s) they would like to contact, then check with Dareth prior to making the contact to be sure that vendor hasn't already been asked for money by someone else in the chapter

The board meeting was adjourned on August 23, 2000 at 4:25 PM PST

Respectfully submitted,

Rosemary Burris, Secretary/Archivist

## Board Minutes

Oregon Chapter, SLA, Board Meeting  
Portland State University;  
Portland, Oregon  
December 2, 2000

(Minutes were approved, with corrections, at the January 11, 2001 telephone board meeting--to be formalized at the next face to face meeting of the board.)

**Board Members Present:** Gerry Lukos, President, Kathryn Hemphill, President-Elect, Althea Pribyl, Membership, Rosemary Burris, Secretary/Archivist,

**Members Present:** Andrea Drury, Anna Skinner, Jian Wang,

The meeting was called to order by President Gerry Lukos at 3:55 PM on December 2nd, 2000

### Agenda:

1. Vote to approve minutes from August 23 (conference call) and the June 28th, 2000 meetings
2. Validate votes that have taken place since the last face-to-face meeting
3. Finalize the decision about whether the chapter should follow through on its plans to have a booth at Online Northwest
4. Provide the Communications Team with direction for the Virtual Conference
5. Joint Downtown Librarians / SLA meeting in December
6. SLA joint meeting with PNW Chapter and Western Canada - decide if we will participate
7. Review November 17th International Potluck
8. Operations Nominating Committee
9. Set tentative dates (and locations or means of meeting) for future board meetings

### Discussions:

1. Vote to approve · The August 23rd, 2000 conference call meeting minutes were moved and seconded. · The June 28th 2000 meeting minutes were officially moved and seconded.
2. Validate votes that have taken place since the last face-to-face meeting The following budget items were officially moved and seconded: · Vote to budget \$100 to purchase door prizes for the September Roundtable event (in the minutes) · Vote for \$500 for virtual conference (in the minutes) · Vote to budget \$100 as a deposit to secure the site for the annual meeting at the Oregon Garden (in the minutes) · Vote to reserve up to \$500 to cover expenses for Dec. 2nd meeting (Student reception) (in the minutes) It was moved and seconded that we approve an increase to \$150 the amount previously voted to secure the site for

the annual meeting at the Oregon Garden. It was moved and seconded that we approve the email vote allotting \$100 for wine purchase for the November 17, 2000 event. It was moved and seconded to accept the email vote to budget \$250 for purchasing lunch for December 1, 2000 Valley event "Sharing Conference Highlights"

3. Online Northwest Conference The board decided not to have a \$250 table at the Online Northwest Conference in 2001. The decision was based on comments from ASIS board members that it failed to attract new members. Instead, Althea will ask if we can hand out business cards with the Oregon SLA web address. Additionally we request recruiting assistance from SLA members that are attending.
4. Virtual Conference (Communications Team) This year there will be two topics (instead of 4 topics) each 1 hour long and held at 2 different times (daytime and evening). Andrea solicited input for topics. Suggestions including "Striking out on your own" and "Managing fulltext online subscriptions." The event will be held either February 6-8 or 13-15th. See the Communications Team report at [http://www.sla.org/chapter/cor/members/2000-01/q2dec2\\_comm.html](http://www.sla.org/chapter/cor/members/2000-01/q2dec2_comm.html)
5. Joint Downtown Librarians /SLA meeting is on December 20th. The request to contribute \$50 for refreshments for the joint Downtown Librarians/SLA meeting on December 20, 2000 was moved and seconded.
6. SLA joint meeting with PNW Chapter and Western Canada There was no decision made as to whether we will participate. The board decided to discuss this via email.
7. Review November 17th International Potluck Some attending members mentioned that they like the electronic format of the newsletters; others said they like it printed. The discussion of a membership meeting indicated that they needed to have an agenda and set purpose for attending. No conclusion for a follow up meeting was made. The board decided that there would be more promotion of the summer planning meeting to get member input at that time.
8. Operations Nominating Committee Gretchen agreed to be the chair of this years nominating committee. According to the by-laws, the President needs to appoint the nominating committee and the Past-President can serve on the chair. The nominating committee should be assigned by ~~December 20th~~ January 20, 2001.
9. Set tentative dates (and locations or means of meeting) for future board meetings It was agreed that the next Board meeting should take place before January 24th. Gerry will send email on proposed dates.

The board meeting was adjourned at 4:45 PM.

Respectfully submitted, Rosemary Burris, Secretary/Archivist

# Board Minutes

## Oregon Chapter, SLA, Board Meeting Conference Call January 11, 2001

**In attendance:** Gerry Lukos, Terry Chadwick, Kathy Hemphill, Andrea Drury, Gretchen Leslie, Dareth Murray, Althea Pribyl.

The meeting was called to order at 3:36 pm by President Gerry Lukos.

1. Corrections to the minutes posted on ORSLA website: The nominating committee must be appointed 1/20/01, not 12/20/00. Minutes were accepted as amended.
2. Treasurer: Dareth reported that as of 12/31/00, there was balance of 7468.18, plus an uncashed check of \$250 from a vendor and an outstanding expense of \$200 from the lunch at the Salem meeting Dec. 1. Net income in 2000 was \$713.57 (from vendors), gross income 4127.89, expenses \$3414.32. The chapter still needs an audited financial statement. Dareth has not been able to submit her report to headquarters because their software didn't work properly and has a virus.
3. Membership: Althea reported on the proposal to exhibit at Online Northwest on Jan. 26. Online NW offered us an exhibit table for \$100. It was also suggested that members wear an SLA button. However most board members were not planning to attend the conference. Since the chapter has no follow-up activity planned close to this time, it was decided not to exhibit there.
4. Valley: There was no report for this committee. Gretchen reported that the State Library has offered space to hold a luncheon and a tour of their facilities. There has been no progress in organizing a meeting at the Valley Library at OSU or at HP in Corvallis. Update: Marcia sent her report by email several days earlier. Since it is long, I'm including it below.
5. Communications: Andrea reported that arrangements for the virtual conference to be held Feb. 6-8 are progressing smoothly. There will be 2 topics, "non-traditional careers for librarians" and the "invisible web." Sara Behrman will be the guest expert for the first topic, and they are still looking for a moderator for the second. Sessions will be moderated by a communications team member. Andrea also reported that the new edition of the e-bulletin is now posted on the chapter website.
6. Operations: Gerry reported for Jian Wang that the nominating committee has been named and a schedule for the nominations process is set. The slate of candidates needs to be mailed out to all members at least 30 days before the annual meeting on May 20. Addition: Gerry also agreed to ask hq whether this slate of candidates needs to be mailed to members, or if we can use the email newsletter to disseminate this information.
7. Professional Development: There was no report from this committee. Gerry Lukos noted that she had the opportunity to review and recommend an application for an SLA scholarship from a student in the Oregon Emporia program. Addition: Gerry will check at the Winter meeting about the directive on consultation policy re competition/non-compete with information brokers.
8. Consultation/Promotional: Gretchen plans to clarify with headquarters their directives

on SLA consultation.

9. Joint meeting Gerry asked for an email vote on contributing \$1000 to the regional conference to be held in Seattle April 21. There was discussion about the short time left to prepare, the change in program and the lack of interest by the Oregon members, with no one saying that they would definitely attend. Others felt that the Oregon chapter should participate. It was decided to make the motion and vote by email, with the vote being confirmed in the face to face meeting scheduled Thurs. March 15.

10. Other business: Suggestions for a Kathy Greey memorial. Yan Soucie and Linda Appel will make a proposal and present it at the annual meeting. This will be discussed further at the March meeting. Gretchen announced that SLA will present a distance learning videoconference March 29. She suggested we look for a free site in the south Valley area.

The meeting adjourned at 4:53 pm.

(Submitted by Althea Pribyl)

## Minutes of the Oregon SLA Board Meeting

March 15, 2001

Beaverton Library

In attendance:

Voting members: Gerry Lukos, Terry Chadwick, Dareth Murray, Althea Pribyl, Kathy Hemphill

Team leaders: Jian Wang, Gretchen Leslie

Members: Dee Magnoni

Taking minutes: Terry Chadwick

President Gerry Lukos called the meeting to order at 4pm.

1. The minutes of the January 11<sup>th</sup> phone conference board meeting were approved, with one change: to move the "Addition: Gerry will check at the Winter meeting about the directive on consultation policy re competition/non-compete with information brokers" from under item 7, Professional Development, to under item 8, Consultation/Promotional.

2. Ratifying votes of previous "virtual" board meetings:

1. Ratify the Jan. 12-16 vote on the motion to contribute \$1000 to the joint PNW-WC-OR program meeting in Seattle on April 21, which failed. Action: Since the motion failed, the board decided that we didn't need to ratify the loss.

*2. Ratify the Jan 17-Jan 19 vote on the motion to contribute \$500 to the joint PNW-WC-OR program meeting in Seattle on April 21, which passed. The ratification vote was moved, seconded and passed.*

*3. Ratify the Feb. 5-7 vote on the motion to budget \$500 for the March 29 SLA distance learning video conference, which passed. The ratification vote was moved, seconded and passed.*

3. Treasurer' s Report: The ending bank balance is \$7,760, much of which is already earmarked for use. Dareth needs a list of year 2000 programs. *Terry will send Dareth her list of programs during her term as president.*

#### 4. Team Reports

a. Membership: Althea said that we lost a lot of members. There are only 130 members now. The count on December 31<sup>st</sup>, which is used for our allotment from HQ, was 143. Rosemary Burris, the chapter' s secretary, did not renew her membership and did not inform anyone of that fact. Since she is no longer a member, she can no longer be the chapter' s secretary. Terry agreed to take over as secretary for the rest of the year.

*A motion to make Terry secretary until the end of Rosemary' s term (June 2001) was moved, seconded and passed.*

b. Valley Liaison: Gerry reported for Marcia Hoak. Marcia reported that there were zero people signed up for the March 29<sup>th</sup> distance learning event. Gretchen pointed out that there were problems with Spring Break occurring at that time and people facing layoffs that could account for the lack of pre-registration. It was also mentioned that the event conflicted with the OLA meeting.

*Terry moved that ORSLA cancel the March 29<sup>th</sup> program, request a refund from HQ, and buy the videotape of the videoconference when it becomes available. The motion was seconded and passed.* Gerry will call Marcia and tell her to make the refund request.

c. Communications: Gerry reported for Andrea Drury. She said that articles for the newsletter were due on March 15<sup>th</sup>, but there will be an extension (unspecified). Dareth will talk with Mark McGrath to have him announce the newsletter deadline. Andrea is documenting the problems we had during the January Virtual Conference, all of which were on SLA HQ' s end – problems with their server and software.

d. Operations -- Jian reported that Yan Soucie said she needed \$150 for prizes for a library metrics game during the annual meeting. There was discussion and consensus that the announcement needed to include that EBSCO is the sole sponsor of the annual meeting and brunch. There was discussion and consensus to change the wording on the "Fee" portion of the annual meeting announcement from "non-members" to "invited guests."

Gretchen will ask Yan about the costs of the Wooden Nickel – deposit, minimums, maximum capacity, child plates, etc. There was discussion about logistics for the meeting. There was also discussion about how much to spend on awards.

It was moved and seconded to allocate up to \$150 for the library metrics prizes. Terry amended the motion to make the amount encompass all non-business meeting expenses. The original motion was withdrawn. *It was moved and seconded to allocate up to \$150 for non-business meeting program costs. The motion passed.*

*It was moved and seconded to allocate up to \$150 for recognition awards. The motion passed.*

Agenda for the annual meeting: The treasurer will present a summary. There are no new bylaws to be discussed and voted on. Teams leaders will present brief highlight of the year. Survey results? Awards. Candidates presented and voting. Discussion on what makes the chapter run?

Should we hold a board meeting prior to the brunch and annual meeting? That depends on whether we can get into the facility prior to the brunch. Find out (Yan?) if we can get into the building at 10am.

e. Professional Development: Gerry reported for LaJean Humphries. There was discussion that OLA was occurring during Spring break. LaJean will be doing a program on non-profit board service, an expansion on the ORSLA Nov. 1999 program. There was discussion about the April 21<sup>st</sup> joint chapter meeting. Yan is speaking and Dee and Kathy are planning to attend.

f. Consultation/Promotion: Gretchen was contacted by the Jungian Society for a consultation and met with them. She had one other inquiry that she referred to the SLA Consult database. Gretchen has contacted the Oregonian and Business Journal regarding International Libraries Day. Gerry asked about the non-compete clause at the SLA Winter Meeting. SLAU is using ORSLA's consultation guidelines. There will be a consultation chair meeting in San Antonio. Dee will try to get handouts from the meeting.

#### 4. Nominating Committee.

Gretchen said that she won't be on, or in charge of, the nominating committee again. Rachel Berrington accepted nomination for President-elect. (applause) Gretchen has been unable to find anyone for the Secretary position. Denise Pagh and everyone else she has contacted has said no.

Gretchen said that Althea's director position is not open as we had thought. The minutes show that Althea was nominated for a 2 year term. Although the minutes are wrong, they were approved. Also, the bylaws say that directors are elected for a two-year term. Gretchen checked on this with HQ. Instead of electing Althea as director last year, we should have continued her appointment until the end of Donna Cohen's elected term. However, since Althea was elected, she serves for another full year and we will have the two director positions coming open for

election in 2002. *Gretchen will check to see if there are some ways to get around this with Rules guru Didi Pancake.*

Meeting attendees suggested several names for Secretary to Gretchen. She had contacted all of them, and all said no. Dee said that she would be willing to do a program next year. Jian suggested Judy Anderson to Kathy for Operations Chair.

*In a separate discussion, the group agreed that their needed to be another telephone board meeting before April 21<sup>st</sup>.*

5. Strategic Planning: Kathy may make development of a strategic plan the focus of her presidency. She will get back to the board on this.

6. Kathy Greey Award: It will be an informal award given to an OR SLA member for good mentoring of newcomers or for long-standing service. It will not be a monetary award. *It was moved and seconded to institute an annual Kathy Greey award for good mentoring and long-standing service. The motion was passed.*

7. The meeting was adjourned at 6pm.