

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**September 4, 2002
3:00 PM**

Teleconference

In attendance: Rachel Berrington, President; Linda Absher, President-elect; Dareth Murray, Treasurer; Samara Wilson, Secretary; Linda Lovett, Valley Liaison; Gretchen Leslie, Public Relations and Consultation Team Leader; LaJean Humphries, Professional Development Team Leader.

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 3:06 PM. Introductions were made and Rachel asked for the treasurer's report.

II. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter is in a healthy position financially, with a balance of \$8,101.57 and a \$500 award pending.

III. PROGRAM PLANNING:

Kick-Off Breakfast:

President Rachel Berrington confirmed the date, time, and location for the Fall Kick-off Breakfast and outlined a proposed schedule for the event.

Cindy Hill, SLA President-Elect will be the speaker for the event. During a discussion of Cindy Hill's travel plans, LaJean Humphries offered to host Ms. Hill overnight in her home.

Following brief discussion, the board agreed on a name for the Fall Kick-Off Breakfast, "Chaos as Opportunity."

Expenses:

Linda Absher motioned to approve \$350.00 for Artemis Catering to cover the cost of food for the event. Dareth Murray seconded the motion, and the motion passed with a unanimous vote from the board.

Dareth Murray motioned to approve \$85.00 for Wilsonville Training Center – CCC to cover the cost of the room for the event. Linda Absher seconded the motion, and the motion passed with a unanimous vote from the board.

After amending the amount to \$100.00 from \$75.00 to include the cost of a gift for Cindy Hill, Dareth Murray motioned to approve \$100.00 to cover the cost of door prizes, decorations, and a gift for Cindy Hill for the event. Rachel Berrington seconded the motion, and the motion passed with a unanimous vote from the board.

Dareth Murray motioned to approve \$250.00 to cover Cindy Hill's travel costs for the event. Linda Absher seconded the motion, and the motion passed with a unanimous vote from the board.

Volunteers:

Linda Absher, Linda Lovett, and Samara Wilson volunteered to coordinate the purchase of door prizes and decorations for the breakfast.

Rachel Berrington noted that Kathy Brost of Mentor Graphics offered her assistance for the breakfast, and after a brief discussion, the board recommended that Kathy help with greeting attendees, making and distributing name tags, and collecting money.

Additionally, LaJean Humphries recommended that the board solicit additional help from the chapter by sending out a push-mail.

Registration:

Rachel Berrington confirmed that the registration form is already posted on the ORSLA site, and the cost for the breakfast will be \$10 for members and \$15 for non-members.

LaJean Humphries suggested that Althea Pribyl, Membership Director, could contact new or lapsed chapter members to make certain that all are invited to the breakfast.

Seating:

The board agreed that a seating arrangement of several smaller, round tables (seating 6-8 people) would be most appropriate for the breakfast in terms of facilitating networking and conversation between all attendees.

Publicity:

The board suggested that push-mails be sent to the chapter on a weekly basis as an invitation and reminder for the breakfast.

The board also agreed to post an invitation to the breakfast with SCIP, OLA, and both Emporia State University's and the University of Washington's distance education programs.

Virtual Seminars:

Rachel Berrington opened up a discussion surrounding the virtual seminars available to the chapter during this next year. After hearing a suggestion that PORTALS could assist with some of the virtual seminars, the board agreed to table this discussion until the next board meeting.

Info Audit VPAK Program in October:

The board also agreed to table a discussion of the VPAK program until the next board meeting.

30th Anniversary Party in May:

President-elect Linda Absher provided an update regarding plans for the Oregon chapter's 30th Anniversary Party in May. The tentative location for the event is McMenamins' Edgefield in Troutdale, Oregon. The event, to be held on Saturday, May 24th, will include music, speakers, dinner, champagne, cake, mementos, an improve group, and some SLA and outside luminaries including past presidents, the state librarian, Perri Pierise from ESU, and others.

Based on Edgefield's requirements of a deposit to reserve a space, Dareth Murray motioned to approve \$500 for a room deposit. Linda Absher seconded the motion, and the motion passed with a unanimous vote from the board.

Rachel Berrington reported that the chapter is asking for \$500 from vendors or sponsors to be considered a "contributing sponsor" of the event. LaJean Humphries suggested that contributing sponsors receive an invitation and one free admission to the reception.

A question was raised regarding concern about Valley members and their availability to attend the anniversary event. Discussion included the suggestion that a smaller event or reception be held in the Valley area for members in that area.

IV. MISC:

Valley liaison Linda Lovett reported that she is preparing to meet with former Valley liaison Marcia Hoak with the hopes of learning more about the Valley members' situation and to encourage more participation from the Valley. The board agreed to further discuss possible Valley events at the next meeting.

V. NEXT MEETING: The next meeting will be directly following the September 27th Kick-Off Breakfast at Wilsonville Training Center – CCC. Items to be included in the agenda include Virtual Seminars, Info Audit VPAK Program, and Valley Events.

VI. MEETING ADJOURNED: President Rachel Berrington adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
September 9, 2002

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**September 27, 2002
10:30 AM**

Wilsonville Training Center

In attendance: Rachel Berrington, President; Linda Absher, President-elect; Dareth Murray, Treasurer; Samara Wilson, Secretary; Linda Lovett, Valley Liaison; Gretchen Leslie, Public Relations and Consultation Team Leader; Shannon Marich, Communications Team Leader; Kathy Hemphill, Past-President; Althea Pribyl, Director/Membership Team Leader

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 10:30 AM.

II. MISCELLANEOUS BUSINESS: Linda Absher moved to approve the minutes from the September 4, 2002 meeting, and Shannon Marich seconded the motion which passed unanimously. After hearing that Judy Anderson was not in attendance due to an emergency appendectomy, Kathy Hemphill moved to spend \$50.00 for flowers. Rachel Berrington seconded the motion which passed unanimously.

III. PROGRAM PLANNING:

Kathy Hemphill proposed that the October 30th virtual seminar on Intranets be held at David Evans & Associates in downtown Portland. Rachel Berrington moved that \$185.00 be approved to purchase access to the virtual seminar, but this amount was amended to \$250.00 to include the cost of food. Linda Lovett seconded the amended motion which passed unanimously.

Wine Tasting was discussed as a possible upcoming social event. Linda Lovett volunteered to investigate options as well as talk to LaJean Humphries and Cindy Romaine to plan the details, including what tour group to use, which day of the week, etc.

Additionally, the Board discussed the possibility of coordinating a Christmas event for the Chapter. The event will most likely involve watching the Christmas boats and could be held on a Friday in December.

Linda Lovett discussed the status of Valley events including her plans to introduce herself to Valley area members. The Board discussed possible venues and programs for the Valley, and Gretchen Leslie suggested that the Board look for and identify national level SLA members in the Valley and tap into them for possible programs or participation. Also, she suggested that ORSLA offer V-Paks more than once so Valley members also have an opportunity to participate.

IV. WEBSITE DISCUSSION:

The Board discussed the status of the ORSLA website. After some recommendations that library school students might take on the redesign of the site with the guidance of an ORSLA member, Gretchen Leslie suggested that the Chapter give a financial incentive to the person(s) chosen to take on the responsibility of updating and maintaining the site. Althea Pribyl and Gretchen Leslie agreed that the ORSLA Board needs to establish some parameters regarding the site. Shannon Marich offered to contact Lenora Oftedahl and Anne Poteet regarding content and design of the

site, as well as exploring what is needed in terms of establishing parameters and/or the possibility of hiring an outside contact to redesign or maintain the website.

V. NEXT MEETING: The next meeting will be a phone conference to be held on Wednesday November 11 at 3:00 PM. Details to follow.

VI. MEETING ADJOURNED: President Rachel Berrington adjourned the meeting at 11:20 AM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
September 30, 2002

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**December 3, 2002
3:00 PM**

Teleconference

In attendance: Rachel Berrington, President; Linda Absher, President-elect; Samara Wilson, Secretary; Linda Lovett, Valley Liaison; Shannon Marich, Communications Team Leader; Kathy Hemphill, Past-President; Althea Pribyl, Director/Membership Team Leader; Judy Anderson, Operations Team Leader.

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 3:03 PM.

II. TREASURER'S REPORT: Current Budget shows a balance of \$6,843.08

III. TEAM REPORTS:

Mid Valley Team - Linda Lovett reported her findings regarding the possibility of a wine tasting outing for the Chapter. Plans have not yet been finalized, but Rachel suggested February, March or April for having a half-day tasting tour in Yamhill County. Judy Anderson also mentioned that Scott Burn (sp?), a faculty member at PSU, gives talks about wines in the region and he might be willing to host a tour of wineries for ORSLA if we could cover the cost of his tasting. Judy will investigate further.

Communications Team – Shannon Marich provided an update on the next e-bulletin, which will be out in January. She also discussed the possibility of her team planning a winter or spring event (Virtual conference?) around other scheduled events.

Membership Team – Althea Pribyl announced that she has a new email address, a.pribyl@attbi.com. She also noted that Cindy Romaine offered to host a student reception at Nike and invite SLA student members from both University of Washington and Emporia State University. The proposed reception might include a library tour and a panel discussing customer service in special libraries. Althea will further explore options in terms of dates, transportation, etc.

IV. XMAS SHIPS/GOODBYE DINNER FOR TERRY

Rachel moved, Kathy Hemphill seconded, and the board unanimously approved \$60.00 to cover the cost of dinner and a going away gift for Terry Chadwick.

V. ANNIVERSARY DINNER UPDATE

Rachel noted that the estimated budget for the 30th Anniversary dinner, "I Dream the Library Electric", is generous and at this point, a total of \$2000 has been promised from various vendors. However, additional fundraising is under way. Rachel reiterated that local library luminaries, both SLA members and non, will be invited to the event. The dinner will be held on Saturday, May 24th (Memorial weekend) at approximately 6:00 pm.

VI. WEBSITE REDESIGN

Rachel reported that she has been in correspondence with Julie Nakao (sp?) from IDC regarding Julie's expressed interest in helping with the ORSLA website content management. Bonnie McCallum is on board to handle the site redesign and her deadline is before the end of the year. Rachel mentioned that Bonnie and possibly Julie will need copies of DreamWeaver MX, which is approximately \$350 on Amazon. Kathy Hemphill suggested that we try to purchase DreamWeaver at the non-profit price, which could be significantly less. A suggestion was made to ask Andrea Drury what the process is for making purchases as a non-profit. Judy Anderson also offered to investigate the price of DreamWeaver through PSU. Some questions arose surrounding the compatibility of various DreamWeaver versions. The questions were not immediately resolved and will require additional investigation. In the meantime, Rachel moved to spend up to \$350.00 on DreamWeaver MX for Bonnie McCallum; Kathy Hemphill seconded the motion which the board passed unanimously.

V. NEXT MEETING: The next meeting will be a phone conference to be held on Thursday January 16th at 4:00 PM. Details to follow.

VI. MEETING ADJOURNED: President Rachel Berrington adjourned the meeting at 4:00 PM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
December 4, 2002

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**January 16, 2003
4:00 PM**

Teleconference

In attendance: Rachel Berrington, President; Linda Absher, President-elect; Dareth Murray, Treasurer; Samara Wilson, Secretary; Shannon Marich, Communications Team Leader; Kathy Hemphill, Past-President; Althea Pribyl, Director/Membership Team Leader; Gretchen Leslie, Public Relations and Consultation Team Leader.

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 4:00 PM.

II. PREVIOUS MEETING MINUTES: The board unanimously approved minutes from the December 3rd Board Meeting.

III. TREASURER'S REPORT: Current Budget shows a balance of \$7,308.13. Outstanding costs include \$99 x 2 for purchase of DreamWeaver (non-profit price) and approximately \$150 for Cindy Hill's travel expenses. IEEE's donation of \$500 for the annual dinner has been received – Rachel will remind other vendors to submit donations soon.

Linda Absher, President-elect, asked for financial assistance to attend SLA in June. The board agreed that it would wait for more of an estimate of total cost before voting to approve. More discussion to follow via email.

IV. PAST PROGRAMS: The Christmas ships/goodbye dinner for Terry Chadwick was well attended by a total of 18 members. Also, the Chapter recently sponsored 2 virtual conferences related to marketing special libraries and classification.

V. PROGRAM PLANNING:

A. UPCOMING PROGRAMS:

The next scheduled program is a Virtual Conference at PSU on January 24 from 10:30 am – 12:00 pm. Rachel moved to spend \$235.00 for this conference, Dareth Murray seconded, and the motion received unanimous approval.

Also, a question arose around the archiving of VPaks purchased by the Chapter. It was determined that, as current secretary and archivist, Samara Wilson will include this in her duties and keep the VPaks with the Chapter archives.

B. TEAM REPORTS:

Membership Team – Althea Pribyl reported on plans for an upcoming student reception. She is planning to schedule the reception on April 26th, with April 11th as a back-up date. The reception will be in honor of SLA student members from both University of Washington and Emporia State University and might include a panel of 4 SLA members representing different types of libraries. After confirming dates and other logistics with Cindy Romaine at Nike (host for reception), Althea noted that the board will need to approve a budget for food and incidentals.

Communications Team – Shannon Marich provided an update on the next e-bulletin, which will be out in February. She also discussed the possibility of her team planning a virtual conference in the next couple of months. Shannon also updated her email address – it is: smarich@stoel.com.

Professional Development – Gretchen Leslie commented on the upcoming International Librarians Day, which is Thursday, April 10th. This year's theme is "Orchestrating a World of Information." Gretchen is waiting for a press package and noted that something will be posted on the chapter website. There was some discussion surrounding plans for a possible event, but in lieu of low attendance at past International Librarians Day events, no plans were made.

VI. ANNIVERSARY DINNER UPDATE: Rachel reported that invitations are being created to be sent to library luminaries, ex-presidents, members, and others. The event will consist of a presentation, dinner, a toast, entertainment, and a board meeting. Please contact Rachel with any ideas of items that should be mentioned during the presentation.

VII. WEBSITE REDESIGN: Rachel reported that the web team is rolling and Julie Nakao and Bonnie McCallum have a plan in process to complete the redesign. Currently, Julie is learning how to update content on the site and has been giving full license to clean-up pages.

VIII. NEXT MEETING: The next meeting will be a phone conference to be held on Wednesday February 19 at 12:00 PM. Details to follow.

IX. MEETING ADJOURNED: President Rachel Berrington adjourned the meeting at 4:45 PM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
January 17, 2003

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**February 19, 2003
12:00 PM**

Teleconference

In attendance: Rachel Berrington, President; Linda Absher, President-elect; Dareth Murray, Treasurer; Samara Wilson, Secretary; Kathy Hemphill, Past-President; Althea Pribyl, Director/Membership Team Leader; Gretchen Leslie, Public Relations and Consultation Team Leader; Cindy Romaine, Professional Development Team; LaJean Humphries, Professional Development Team Leader; Judy Anderson, Operations Team Leader

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 12:03 PM.

II. PREVIOUS MEETING MINUTES: The board unanimously approved minutes from the January 16th Board Meeting.

III. TREASURER'S REPORT: Current Budget shows a balance of \$7,930.29.

IV. SLA WINTER MEETING REPORT: Cindy Romaine reported on the branding taskforce meeting, noting that there will be a vote in the annual business meeting in June regarding the new brand, either Information Professionals International or SLA. More information on the SLA Branding Task Force is available online at: <http://www.sla.org/content/SLA/brandinggsframeset.htm>. Cindy and LaJean also reported that they invited Steven Abram (Chair, Branding Task Force) to discuss the rebranding efforts with our chapter on March 6th @ 5:00 pm at PSU classroom 160 (in the PSU Library).

V. ORSLA BUDGET: After some discussion, Rachel moved, Dareth 2nd, and the board approved up to \$1350 for Linda Absher's President-Elect trip to SLA in June.

Discussion related to budget concerns and planning for the future determined that our chapter may want to consider keeping a cushion of at least \$5000 in our budget. LaJean recommended a larger cushion, between \$20,000 to \$30,000, in order to have funds to send officers to various conferences.

Ideas for raising funds included charging more for individual events; holding one big fundraising event; holding several small fundraising events; workshops, etc. Linda Absher recommended that the chapter establish a fundraising committee for next year. The board agreed that fundraising is an important issue, but a little late to address this year, but should be revisited early in the next year.

VI. PROGRAM PLANNING: Rachel moved, Kathy 2nd, and the board approved \$235 for the February 26 virtual conference on crisis communication to be held at PSU.

VII. TEAM REPORTS:

Public Relations & Consultation: Gretchen announced that on June 1, 2003, she will be resigning from her position as team leader. She also discussed changing the chapter website to direct consulting services inquiries to the consulting service at SLA headquarters rather than our

chapter, as the requests are often out of our scope. Gretchen also noted that she needed \$10 for the International Librarian's Day press kit, which will include an online display.

Operations: Judy Anderson reported on upcoming vacancies in the chapter, including President-elect, Membership Team lead, and Secretary.

VIII. NEXT MEETING: The next meeting will be a phone conference to be held on Tuesday March 18 at 12:00 PM. Details to follow.

IX. MEETING ADJOURNED: President Rachel Barrington adjourned the meeting at 1:00 PM.

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**March 18, 2003
12:00 PM**

Teleconference

IN ATTENDANCE: Rachel Berrington, President; Linda Absher, President-elect; Dareth Murray, Treasurer; Samara Wilson, Secretary; Kathy Hemphill, Past-President; Linda Lovett, Valley Liaison; Gretchen Leslie, Public Relations and Consultation Team Leader; LaJean Humphries, Professional Development Team Leader.

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 12:06 PM.

II. PREVIOUS MEETING MINUTES: The board unanimously approved minutes from the January February 19, 2003 Board Meeting.

III. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter currently has a balance of \$8,272.18. This balance includes \$1,500 in donations from Factiva, Blackwells and IEEE – we are expecting an additional \$500 from West.

IV. ORSLA ANNIVERSARY: Invitations have been sent, including invites for all past presidents and local library luminaries.

V. ORSLA WEBPAGE REDESIGN: Rachel reported that the redesign is going very well and hopefully will be complete by the annual dinner. Both Gretchen and LaJean mentioned that they were extremely impressed with the professionalism displayed by the website redesign team. Additionally, a recommendation was made that the newsletter be published as a PDF rather than HTML. Tentative plans were made to make this change with the summer issue.

VI. PROGRAM PLANNING: The next virtual conference, "An Organic Approach to Project Management" will be held on April 30th @ PSU from 11:00 to 12:30. Rachel moved, Kathy seconded, and the board unanimously approved a motion to approve \$235 for the cost of this conference.

VII. TEAM REPORTS:

Professional Development – LaJean reported that Steven Abrams presented a program based on SLA's rebranding efforts to a group of approximately 12 attendees at PSU on March 6th. Dareth attended this meeting and reported that the presentation was very well done, although biased toward changing SLA's name to Information Professionals International (IPI). A final vote on the name will be held in June at the national business meeting. A recommendation was made to initiate discussion on the chapter listserv in order to get a sense of what our chapter would prefer so those chapter members who plan to attend SLA in New York in June may vote accordingly, as representatives of the ORSLA chapter.

Promotions – Gretchen outlined plans to distribute a press release announcing International Special Librarians Day on April 10, 2003.

VIII. NEXT MEETING: The next meeting will be a phone conference to be held on Tuesday April 22 at 12:00 PM. Details to follow.

IX. MEETING ADJOURNED: President Rachel Barrington adjourned the meeting at 12:42 PM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
March 20, 2003

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**April 22, 2003
12:00 PM**

Teleconference

IN ATTENDANCE: Rachel Berrington, President; Linda Absher, President-elect; Dareth Murray, Treasurer; Linda Lovett, Valley Liaison; LaJean Humphries, Professional Development Team Leader; Judy Anderson, Operations Team Leader; Althea Pribyl, Membership Team Leader/Director; Shannon Marich, Communications Team Leader

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 12:03 PM.

II. PREVIOUS MEETING MINUTES: The board unanimously approved minutes from the March 18, 2003 Board Meeting.

III. ELECTRONIC VOTE: Rachel moved, Dareth seconded and the board unanimously ratified the electronic vote to spend up to \$200 for the Student Reception on April 26th.

IV. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter currently has a balance of \$9,037.18. We just received \$500 from Dialog and are expecting more sponsorship monies.

V. ORSLA ANNIVERSARY: Current count of 47 attendees, with more expected. Rachel requested that nominee ideas for the Kathy Greey award be forwarded to her as soon as possible.

VI. PROGRAM PLANNING: The next virtual conference, "An Organic Approach to Project Management" will be held on April 30th @ PSU from 11:00 to 12:30.

The Student Reception will be held on April 26th at Nike. Dareth moved, Rachel seconded and the board unanimously approved the motion to provide an extra \$200 to Althea's team for the Student Reception.

VII. TEAM REPORTS:

All TEAMS: Rachel requested information from Team Leaders about the status of their team for next year. Leaders need to send leadership status and suggestions for new team leaders to Linda Absher by May 9th. Linda will share openings with the board and take suggestions for new Team Leaders. All departing Team Leaders need to create an annual report and gather any additional information to transfer to their successor by the end of their term.

Professional Development – LaJean recommended that ORSLA recognize the assistance of PORTALS, especially Ann Payne, at our Annual Dinner. Rachel stated that Ann has been invited to the dinner and will be recognized. A letter will also be sent to Portals director Merrill Johnson at George Fox University.

Operations – The Nominating Committee has submitted three candidates for the 2003-2004 board. Pamela Osborne for President-Elect, Samara Wilson for Secretary, and Todd Hannon for

Membership Team/Director. Biographies will be placed on the ORSLA website and a notice will go to members. Linda Lovett stated she had contacted two additional interested members and she will offer Team Leader positions to them once we have a list of potential openings. Judy Anderson stated that she will not be able to continue as Operations Team Leader next year, so that position is definitely available now.

VIII. NEXT MEETING: The next meeting will be a phone conference to be held on Monday, May 19th at 12:00 PM. Details to follow.

IX. MEETING ADJOURNED: President Rachel Berrington adjourned the meeting at 12:36 PM.

Respectfully submitted,

Rachel Berrington
ORSLA President
April 22, 2003

**Oregon Chapter
Special Libraries Association**

Board Meeting Minutes

**May 19, 2003
12:00 PM**

Teleconference

IN ATTENDANCE: Rachel Berrington, President; Linda Absher, President-elect; Dareth Murray, Treasurer; Linda Lovett, Valley Liaison; LaJean Humphries, Professional Development Team Leader; Shannon Marich, Communications Team Leader

I. CALL TO ORDER: President Rachel Berrington called the meeting to order at 12:02 PM.

II. PREVIOUS MEETING MINUTES: The board unanimously approved minutes from the April 22, 2003 Board Meeting.

III. TREASURER'S REPORT: Treasurer Dareth Murray reported that the chapter currently has a balance of \$10,574.52. The Chapter has received \$4,500 from sponsors for the upcoming Anniversary dinner.

IV. ORSLA ANNIVERSARY DINNER: Current count of 83 registrants. Rachel outlined the agenda for the evening, noting that new officers will be elected during the business meeting. The board also agreed that Gretchen Leslie will be the very deserving recipient of the Kathy Greey award, to be presented at the dinner.

V. WEBSITE UPDATE: LaJean reported that the upgrade upgrade has gone very smoothly and quickly and is close to being finished.

VI. OTHER NEWS: Rachel reminded team leaders that team lead reports should be submitted to Linda Absher, President elect, for next year's planning. Finally, Rachel thanked everyone for a great year.

VII. MEETING ADJOURNED: President Rachel Berrington adjourned the meeting at 12:33 PM.

Respectfully submitted,

Samara Wilson
ORSLA Secretary
May 20, 2003