

## Operations Team Report – 2002

Leader: Judy Anderson

Treasurer: Dareth Murray

Secretary: Linda Absher

Tasks:

- organize one program for the year
- manage the chapter's money/maintain solid fiscal processes
- manage the chapter's record of Board decisions/maintain the archives
- monitor, and revise as necessary, the chapter's bylaws
- nominate the candidates for election at the chapter's annual business meeting
- report on team activities at each board/leadership meeting

This year, the team organized the nominations team and annual dinner team.

We will be contributing procedures on process to use for future nominations committees to the ORSLA procedures handbook. The procedures will include descriptions of the offices and length of term, and the information to give to each prospective candidate regarding the requirements from SLA for officers. Reports were given as requested from team members.

The team for the annual dinner included:

Donna Cohen

Denise Pagh

Kimberly Willson-St. Clair

Judy Anderson

The team used the recommendation of the Board and made arrangements at the Sweet Brier Inn, Tualatin, to hold the dinner/annual meeting. In addition to the President's sending email and putting notice on the ORSLA website, the team also prepared and sent postcard reminders to the membership. Several members contributed party favors from their companies for the dinner party bag, and our chapter president contributed the door prize. We are fortunate to have one of our local members, Gerry Lukos, as our keynote speaker for the event.

The nominations team included:

Marcia Hoak

Samara Wilson

Jeanine Linder

The team got off to an energetic start with more members than stated in the by-laws. Angela Hodge and Gretchen Leslie were kind enough to withdraw, but assist behind the scenes, when the error was discovered. Team members successfully found candidates for each office, and posted the information as indicated in the by-laws.