



**SPECIAL LIBRARIES ASSOCIATION - PITTSBURGH CHAPTER | SLA-CPIT
EXECUTIVE BOARD & COMMITTEE TEAM LEADERS MEETING
FEBRUARY 7, 2007
5:45 pm – 7:00 pm
7:00 pm – 8:00 pm**

The first Executive Board meeting of the Pittsburgh Chapter of the Special Libraries Association for 2007 was held at Mellon Institute in the Social Room (328).

In attendance: Rachel Callison (President), Amy Watson (President-Elect), Earl Mounts (Past-President), Sallie Smith (Treasurer), Marge Rhodes (Secretary), Esther Nathanson (Director), and Denise Callihan (Director)

Immediately following the Executive Board session, Committee Team Leaders joined the meeting at 7:00 pm.

In attendance: Rachel Callison (President), Amy Watson (President-Elect), Earl Mounts (Past-President), Sallie Smith (Treasurer), Marge Rhodes (Secretary), Esther Nathanson (Director), and Denise Callihan (Director)
Betsey Tuttle (Listserv Administrator/Moderator), Rebecca Altes (Chapter Member & Student - Archive Project)
Elaine Zelmanov, Sheila Rosenthal (Archivist), Jan Dietch

Invited but not in attendance: Lynn Berard, John Fudrow (Membership), Steve Ely (SLA-PSG President), Kim Gregory, Ange Pollis (Awards), Eve Wider (Elections/Nominations), Donna Beck (Student Liaison), Marilyn Harhai (Clarion faculty advisor), Judith Jablonski (Pitt - SLAPSG - faculty advisor)

Call to Order:

Rachel Callison brought the Executive Board meeting to order at 5:45 pm

Rachel Callison brought the All Board & Committee Team meeting to order at 7:03 pm

1. Agenda:

The agenda had been previously distributed to the Board via email. Hardcopy was distributed at the meeting. No additions to agenda were brought forth prior to or at the meeting.

2. Approval of Executive Board Meeting Minutes - August 14, 2006:

The minutes had been previously distributed to the Board via email. Hardcopy was distributed at the meeting. Earl Mounts moved to approve the minutes. Esther Nathanson seconded the motion. All members of the Board approved.

3. Approval of 2007 Strategic Plan - Pittsburgh Chapter's 85th year:

The Strategic Plan for 2007 (see attached) had been previously distributed to the Board via email. Hardcopy was distributed at the meeting. Rachel Callison pointed out that since distributing the strategic plan, she had made a word change under PRIORITIES 2007 >> Communication; the word "means" was replaced with the word "methods". Hardcopy distributed at meeting reflects the change. It was proposed that the wording under MISSION >> Board Responsibility for Mission be changed from 'winter board' meeting to 'opening board' meeting. Rachel Callison said she would reflect this change in the document before posting to chapter website. Sallie Smith moved to approve the strategic plan. Amy Watson seconded the motion. All members of the Board approved.

4. Treasurer's / Budget Report:

Sallie Smith distributed the end of year budget report (see attached) and indicated that she has filed our report with SLA Headquarters. Sallie Smith stated that the 2006 chapter program meetings had 'funded themselves', thus we were 'in the black' for 2006. Both Sallie Smith and Amy Watson voiced that chapter events and programs should and would continue to fund themselves in this same manner in 2007. In response to questions raised regarding calendar year and membership dues/allotments, Sallie Smith explained that chapter allotments would be

sent/deposited into our chapter account from SLA Headquarters sometime around February or March (2007). Rachel Callison indicated that some topics and committee activities related to budget and funding would be discussed later in the meeting. Esther Nathanson moved to approve the budget. Amy Watson seconded. All members of the Board approved.

5. New Business:

Rachel Callison pointed out the goal for the rest of the Executive Board meeting was to facilitate discussion of the projects and activities to be implemented for the coming year. Since there is a lot of ground to cover, Rachel Callison said she would like to keep the meeting moving as quickly as possible, but that she wanted to be able to give each item its due. She also stated that this would be the only meeting this year that would be conducted in 2 (two) separate meetings (Executive Board meeting first with the Executive Board & All Committees meeting to follow); the rest of the meetings in 2007 will be scheduled and conducted as one inclusive meeting.

The following items were discussed / proposed:

▪ Project Management for Chapter Projects

Rachel Callison proposed that chapter projects this year should follow a model proposed by SLA Leadership - SMARTER [Specific - Measurable - Agreed - Realistic - Time bound - Exciting or Enjoyable - Recorded] and asked the group if there was interest in usage of a template for project / task management in order to record and document the status of chapter projects. All members of the Board indicated that using some form of project management would be of interest.

Action Item: Information regarding SMARTER model & sample project management template will be distributed to Committee Chairs/Team Leads.

▪ Inventory & Reorganization of Chapter Archive Materials

Rebecca Altes, MLIS student at SIS, University of Pittsburgh, has finished taking a (folder level) inventory of chapter archives. Chapter archives are currently housed in 2 filing cabinets in the Mellon Institute Library (CMU). Rebecca Altes has proposed an organizational structure for the chapter's archives that allow for growth but also recognizes the provenance of older documents (see attached). Rachel Callison provided a brief background history regarding this project and indicated that Rebecca Altes will be present at the 'All Board' meeting to follow and available for any questions. Rachel Callison indicated that this inventory would be helpful in prioritizing future projects that involve using documents residing in the archive. One such project could be to index bulletins (*Pointer, Confluence*) and to put an index guide on the chapter's website. Rachel Callison said that in her discussions with Rebecca Altes, Rebecca has expressed an interest in beginning this index, as her area of study is indexing not archives. Rebecca Altes indicated to Rachel Callison that she would need input from Board & Chapter regarding the level of indexing that should be done (i.e. name level (members, institutions), etc.) Discussion regarding possible indexing project occurred. Also related to archives and documenting chapter history, Rachel Callison and Amy Watson shared that several announcements were made at Leadership Conference regarding the Special Libraries Association's Centennial in 2009 and that ideas and information pertinent to the Centennial can be forwarded to 100@sla.org. Earl Mounts raised some questions regarding best practices for storing electronic documents. Discussion about determining best practices for archiving 'digitally-born' documents (such as emails, websites) was discussed. Several SLA groups have raised similar questions and continue to have discussions regarding electronic documents and best practices. Rachel Callison mentioned a SAA (Society of American Archivists) web talk she had recently attended that concerned the adoption of PDF-A as a standard.

Action Item: Once Board has had an opportunity to review inventory, future projects can be decided upon and prioritized.

▪ Chapter Student & Member Awards: Process & Criteria

Rachel Callison has talked with Ange Pollis (Awards Chair) and Donna Beck (Student Liaison) regarding their willingness to work on drafting criteria for the chapter's Student Award and she remarked at what a great job Ange Pollis did with revising the criteria for the chapter awards last year. Last year, Rachel Callison and Donna Beck did look at the criteria of other awards and the one thing that stalled the development of criteria was how much the Pittsburgh Chapter's award would be and what the award money should be/could be used for. Rachel Callison would like the Board to provide Ange Pollis and Donna Beck with as much information regarding amounts and purpose/goal of this award in order for them to create a draft. Rachel Callison feels that regardless of the amount that is awarded, that it should be consistent on a year to year basis. Rachel Callison consulted the SLA *Unit*

Treasurer's Manual to find out what is allowable with regard to disbursement of scholarships, etc. and shared this information with the Board. The manual states that these are referred to as "Designated Funds" – as opposed to "Operating Account" – and that the "first step to creating a designated fund is to determine the design and purpose of such funds. Concrete policies should be adopted and documented as to what the purpose of the fund is and what type of vehicle the funds can be invested in with regard to return on investment/yearly award amounts." Denise Callihan proposed that the goal or purpose of the award should be to get new members more involved in both the local chapter and SLA International. After some discussion regarding the creation of a Student Award and/or a New Member Award, Board members agreed with the purpose proposed by Denise Callihan. Board also agreed that any monetary component should be used towards membership fees and/or stipend for annual conference.

Action Item: Information from Board will be shared with Ange Pollis and Donna Beck in order for them to begin researching what other chapters and divisions are doing with regard to awards for both students and new members. Topic for future meeting will involve possible fundraising ideas that could seed a designated fund.

▪ **Use of Collaborative Software Tools for Chapter Work**

Rachel Callison asked the board about their interest in continuing to use BSCW (collaborative shared workspace) software as a means to share documents and project work. Rachel Callison had created a trial workspace for members of 2006 Executive Board. Several members indicated that logging in to BSCW had been problematic for them; remembering passwords, etc. Amy Watson suggested using/switching to Google Documents. After discussion, group indicated that investigating the use Google Documents would be of interest. Earl Mounts inquired as to longevity of storing documents in shared workspaces; what happens when people who have set them up step down from Board and/or Committees. Rachel Callison clarified that these types of collaborative tools should be used for working documents only, not as a depository or archive for final versions of documents, reports, etc. As related to part of an earlier discussion regarding digitally born documents, more questions were raised regarding timeframes and responsibility of depositing materials to the chapter archives. Rachel Callison pointed out that, according to SLA guides/documentation regarding chapter archive and records, it is the responsibility of the outgoing president to either deposit directly or arrange for the direct deposit of materials related to their tenure as President to the archive via chapter archivist.

Action Item: Amy Watson offered to look into setting up a work space for the Executive Board in Google Documents. Rachel Callison will forward 'SLA Archives Checklist' document to Jan Deitch and Earl Mounts regarding outgoing president responsibilities and will cc: Sheila Rosenthal (Archive Chair) on this email.

▪ **Management of Chapter Membership Information: New Members & Retention**

Rachel Callison and Amy Watson discussed the new Membership Management System that will be implemented this year by International Headquarters. The January 10, 2007, SLA Board Meeting Minutes (available on the SLA website) stated that SLA International has selected a product by Euclid Technologies called *ClearAdvantage*. Rachel Callison and Amy Watson were present for a demo of this product at Leadership Summit (Reno, January 2007). Input was being sought by a focus group at this same Leadership Summit. SLA Headquarters hopes to implement this new management system after Annual Conference and go live with the product to SLA Members in August 2007. Rachel Callison and Amy Watson indicated that the product demo was positively received at the Leadership Summit and stated that the capabilities of this new system will allow more flexibility with the management of member profiles and membership information. Rachel Callison stated that John Fudrow has agreed to serve as Membership Chair for 2006, but is unable to be at the All Board Meeting to follow the Executive Board meeting. John Fudrow is currently working at the Engineering & Sciences Library, CMU while finishing his MLIS degree at University of Pittsburgh, where he was formerly the SLA Student Group President.

Action Item: Keep chapter members aware of progress of new membership management system implementation. John Fudrow and Membership Team (Donna Beck, Rachel Callison, Betsey Tuttle, and Amy Watson) will be working on development of a communication process for welcoming and tracking new chapter members.

6. Announcements:

Rachel Callison said to look for the upcoming member profile of Denise Callihan that will be in the February 2007 issue of *Information Outlook*.

Denise Callihan said that Margarete Bower has stepped in to serve as Secretary for the Chemistry Division of Special Libraries Association.

7. Adjournment:

Executive Board meeting was adjourned at 6:58 pm

All Board meeting was adjourned at 8:05 pm

Respectfully submitted - Marge Rhodes & Rachel Callison