

**Pittsburgh Chapter, Special Libraries Association**  
**Board/Committee Chair Meeting**  
**February 8<sup>th</sup>, 2005**

The Spring Board/Committee Chair Meeting of the Pittsburgh Chapter of the Special Libraries Association was held at the Panera Restaurant in the North Hills.

**In attendance:** Jan Deitch, Kim Gregory, Judy Lesso, Earl Mounts, Linda Hartman, Denise Callihan, Angela Polis, Brian Steinmetz, Mary Arnold, Steve Posti, Amanda Shultz Mitchell, Amy Watson, Bhuva Narayan, Adele Barsh

- ❖ Call to Order – Jan Deitch brought the meeting to order at 6:05 pm.
- ❖ Welcome to Attendees – Jan Deitch formally welcomed the group and introduced new individuals. New to the group is Steve Posti, who has volunteered to act as the Membership Chair. Also introduced was Bhuva Narayan, who has volunteered to act as Editor of *The Confluence*. A written agenda for the meeting was submitted (see attached). Unable to attend were Scott Trask (Director), Shelia Rosenthal (Archives), Deb Barker (Employment), and Cynthia Schwartz (Government Relations).
- ❖ Reading and Approval: Minutes of Board/Committee Chair meeting of August 24<sup>th</sup>, 2004 (Amy Watson) - Copies of the minutes were distributed by Amy Watson. Earl Mounts pointed out that the minutes were misdated, listing the previous meeting as occurring in 2003 instead of 2004. With that change to be made, Kim Gregory moved to approve the minutes. Earl Mounts seconded the motion. All members of the Board approved.
- ❖ Reading and Approval of the Treasurer’s Report (Mandy Shultz Mitchell) - A written report was submitted at the meeting (see attached). Mandy Mitchell brought special attention to the Cash Flow Report, which covered from January 2004 through February 2005. As Mandy pointed out, our meeting inflow continues to be less than our meeting outflow. The increase of the price of our dinner meetings to \$25 is not truly reflected in this Report, as that did not begin until September 2005. There is a concern about the Chapter’s inflow/outflow, especially in light of the fact that Alcoa has been paying the postage for this year’s meeting announcements, as well as paying for Earl Mounts’ trip to Leadership. Additionally, Jan Deitch’s trip to Leadership incurred minimal costs, as the Chapter did not have to cover lodging. The Chapter’s dues allotment from Corporate SLA should be arriving sometime in February, and Earl Mounts has several ideas for significant sponsorship of meetings. Clarification of meeting outflows was requested through a breakdown of costs per meeting. With that request pending, Linda Hartman moved to approve the Report, and Amy Watson seconded the motion. All members of the Board approved.  
Later in the meeting Mandy had a request of the Board. On the third page of her Report was a survey concerning budgeting. The Board was asked to complete the survey and to submit back to her by the end of the meeting.
- ❖ Committee Chair Report – Webmaster (Kim Gregory) - Web site statistics were submitted via email (<http://www.sla.org/stats/cpit/00-05/>). At the last meeting, Kim Gregory solicited ideas for changes to the website. She is currently still working on these changes. The page viewed most often continues to be the [Pittsburgh Area Library Jobs Page](#).
- ❖ Committee Chair Report – Public Relations (Judy Lesso) - A written report was submitted at the meeting (see attached). Judy Lesso continues to submit the Chapter’s meeting announcements to the *Pittsburgh Business Times*, the *Post-Gazette* and the *Tribune-Review*. As discussed at the last Board meeting, Judy is investigating the cost of advertising on local radio stations, specifically via underwriting opportunities on WYEP and WDUQ. Linda Hartman suggested looking into working with the stations as volunteers during their fund drives, which would also be a possibility with the local PBS television stations. Denise Callihan expressed that we should decide what the Chapter hopes to express in the allotted airtime. In the past the Chapter has used a grant for general publicity, which led to a brief burst of interest, and has since died out. Mary Arnold mentioned that three outside guests attended the January meeting, and all were referred from the announcement in the *Pittsburgh Business Times*. Earl Mounts then suggested that if a guest comes to a session, either the Programs Chair or the Professional Development Chair should coordinate with the Membership Chair to send them information. Judy will continue to gather information concerning our increased publicity options, and will present them to the Chapter at our May meeting.

- ❖ Report – Programs Chair/President-Elect (Earl Mounts) -  
A written report was submitted at the meeting (see attached). Earl Mounts reported that the increase in price for meeting attendance has not had an effect on the number of attendees. Some concern was expressed that students and faculty from Clarion had not been attending as many meetings this year, and it was suggested that Clarion, MLA and WPLLA be sent special meeting reminders. Earl expressed that it was his goal this year to have geographic diversity for our meeting locations, as well as a variety of days of the week. Angela Polis suggested that an upcoming meeting should be held in the Eastern part of the Pittsburgh area. Earl summarized upcoming meetings, specifically the March meeting on Stress, and the splitting of the Member Recognition Dinner and Annual Business Meeting into two meetings (April and May respectively) in order to devote more time to each.
- ❖ Committee Chair Report – Consultations (Denise Callihan) - No update was made.
- ❖ Committee Report – Nominating Committee (Denise Callihan) - No written report was submitted. Denise Callihan solicited the Board for nominations for the offices of Treasurer, President Elect and one Director. Denise also asked Brian Steinmetz to replace Deb Barker on the Nominating Committee. There was some concern that Brian would not be able to be part of the Nominating Committee as current Past-President, however Denise will check the Chapter by-laws to ensure propriety.
- ❖ Committee Chair Report – Awards (Angela Polis) -  
No written report was submitted. Angela Polis reiterated that the April meeting would be for the Member Recognition Awards only. In light of our previous budget discussion, Linda Hartman requested more information on the cost of last year's awards. Ange clarified that the Outstanding Member Award receives a plaque, and a check for \$125 (meant to pay the member's SLA dues for the upcoming year). The Technology Award and Author Award were both approximately \$30, and an Attendance Award was a token gift. The Student Award (Conference Scholarship Award) was approximately \$1000, and is meant as a travel stipend to the Annual SLA Conference. Ange solicited for suggestions of different awards for this season, and will send a notice to the discussion list for general member suggestions as well. The suggestion was made to also take into consideration the Corporate SLA Awards and Ange and Earl Mounts will investigate the deadlines for Corporate Awards. Linda Hartman volunteered to work with Jan Deitch on making more explicit requirements and guidelines for use of the Student Award. Jan Deitch also suggested a Faculty Award, but the consensus of the group was to hold off on this until next year's Faculty Recognition Event.
- ❖ Committee Chair Report – Professional Development (Mary Arnold) -  
No written report was submitted. Mary Arnold displayed a new pamphlet that has been recently issued by Corporate SLA concerning professional development. The Board was split as to whether they had received the pamphlet or not. Earlier in the year Mary had contacted the Chapter concerning a series of virtual seminars, and she received the greatest interest in Competitive Intelligence and Blogging seminars. Additionally, Swets-Blackwell has expressed interest in speaking on a roundtable at a future point in 2005. In summary, Mary expressed that we had two very successful professional development meetings this year.
- ❖ Committee Chair Report – Membership (Steve Posti) -  
No written report was submitted. The Board welcomed Steve Posti as the new Membership Chair. Steve is currently working with Corporate SLA to receive a standing list of members of the Pittsburgh Chapter.
- ❖ Report – Confluence Editor (Bhuva Narayan) -  
Bhuva Narayan was welcomed as the new Editor of *The Confluence*. Bhuva stated that she looked at the newsletters of every other SLA Chapter before coming up with the new layout of the publication, and that the January issue would be published to the discussion list the next morning. Bhuva also requested that the Board continue to act as authors for the newsletter, with the next issue to be published at the end of April. Submissions should be made to Bhuva in early April.

❖ Committee Chair Report – Student Liaison/Discussion List Management (Adele Barsh) -

A written report was submitted (see attached). Adele Barsh is currently planning a spring student event with Clarion, as well as encouraged the Board to attend the February 16<sup>th</sup> breakfast meeting at Pitt. Adele also proposed collaborating with the Membership Chair to ensure that new members are subscribed to the discussion list and vice versa. Upcoming plans for the [Chapter Directory](#) include another round of publicity, and investigation into making it more searchable.

Jan Deitch made special recognition of Adele's efforts this season, with dedication to the discussion list, overseeing Bhuvu Narayan as the new Editor of *The Confluence*, and the directory. Additional recognition was given to Denise Callihan, Earl Mounts and Kim Gregory for their dedication to the student events.

❖ Old Business

A. Update on Chapter Areas of Concentration -

Jan Deitch updated the Board on the status of our four areas of concentration for this season.

1. Members and potential members – The Chapter has increased in size since the last Board meeting.
2. Student Chapters – Jan is thrilled to see a much more active student chapter at Pitt, and expressed concern that there may be conflicts with our meeting times and the Clarion academic schedule.
3. Collaboration with Vendors – Jan recognized Earl Mounts for working very hard with several vendors in securing program speakers as well as sponsorships.
4. Marketing the Chapter – Jan recognized Judy Lesso's efforts as our Public Relations Chair, especially in her investigation of new ways to market our activities.

B. Summer Programs -

Jan Deitch reminded us of the success of last year's summer programs, and suggested that it may work well to offer the Competitive Intelligence Virtual Seminar this summer in two parts. There was some discussion as to whether these programs should be free, and in general the Board agreed that a \$5 fee to cover refreshments was reasonable. Mary Arnold volunteered to investigate hosting these programs at the Seagale Library.

C. Strategic Plan Update -

Scott Trask was not in attendance to make an update on the status of the Strategic Plan. Scott had sent the other members of the Strategic Planning Committee (Denise Callihan & Brian Steinmetz) his update, which was reviewed by their Committee and will be sent back to Scott for final revisions.

❖ New Business

A. Change in Calendar Year for Chapter/Division Officers -

Jan Deitch and Earl Mounts reported that while at Leadership they learned of Corporate SLA's plan to change to a January-December calendar year in order to fall in line with budgeting. This will affect the incoming President of the Chapter, as their term will change to 18 months instead of a year. Earl and Jan have both pledged to work closely with the incoming president during this time. Denise Callihan inquired if this change will also change the schedule for our business meetings. Jan reported that there would be more information on this topic in the near future.

B. Silent Auction Fundraiser for Chapter -

Earl Mounts made the suggestion that the Chapter should have a silent auction, similar to what was done at Leadership, as a fundraiser. Linda Hartman stated that the fundraiser should be a means to raise funds for a specific purpose, as opposed to just raising general funds for the Chapter. Ange Polis mentioned that there is a difference between a silent auction, a white elephant sale, and an 'Asian' auction – Linda then gave a description of the differences between each. Jan Deitch vetoed the idea of a white elephant sale, and suggested that Chapter members donate to the auction. Earl Mounts moved to form an official committee to investigate and plan this fundraiser. Amy Watson seconded the motion. Jan will appoint a committee and solicit volunteers from the general membership via the discussion list as well.

C. Grants/Endowments -

Jan Deitch mentioned that there are grants and endowments available for specific projects from Corporate SLA, and asked the Board if we had opinions on any potential projects. Adele Barsh stated that she would like to seek a grant for the improvement of the searching technology used for the [Chapter Directory](#). Bhuvu Narayan stated that as a class project she is required to write a grant, and volunteered to work on this project.

D. Joint Chapter Reception in Toronto -

Several groups have approached the Chapter concerning a joint reception in Toronto in June. It was agreed to not do so this year.

E. Highlights of SLA Leadership Summit -

Jan Deitch and Earl Mounts both feel that they learned a great deal from the Chapter Cabinet Meeting, and feel that it is important for our leaders to continue to attend Leadership. Denise Callihan informed the Board of a [nice summary](#) on the SLA website. Jan told the group of potential changes to the dues structure in the future, in order to have a more international perspective.

F. Advertising in *The Confluence* -

Bhuva Narayan brought up the issue of advertising in *The Confluence*. Jan Deitch mentioned that she had a standard rate sheet for advertising in newsletters. Bhuva, Earl Mounts and Kim Gregory will meet on this issue and get back to the group.

G. Reception for Pitt Faculty -

Due to time constraints, this issue was not addressed.

H. Budget Issues -

Mandy Mitchell was able to provide the Board with a breakdown of meeting expenses, as requested earlier, for six meetings. For the meetings from March through January, the Chapter lost money on all but the October meeting. On average, there is a loss of \$269 per meeting. The loss at meetings brought up the issue of door prizes again, as well as the need for meeting sponsorship if the Board plans on increased advertising. Earl Mounts and Jan Deitch will work with Mandy on these budget issues.

❖ Announcements -

The Board was reminded of the following events:

1. The student breakfast "Meet & Greet" will be held on February 16<sup>th</sup> in the 5<sup>th</sup> Floor Commons at SIS Pitt, starting at 8:30 am.
2. A memorial for Ruth Shapiro is being held on Saturday, February 19<sup>th</sup> at the Pittsburgh Athletic Association from 1:00 to 4:00 pm.
3. "Thriving Skills for Leaders", the next Chapter program, will be held on February 22<sup>nd</sup>.
4. WPLLA is sponsoring "You say VCR, I Say TiVo! - Generational Issues in the Workplace" on February 23<sup>rd</sup> from noon to 2 pm. at the Omni William Penn.
5. Pitt SIS Alumni are being asked to take part in a professional development workshop for students on April 2<sup>nd</sup> and 9<sup>th</sup>. The alumni will be asked to act as mock interviewers, as well as to review resumes. The next SAS@SIS meeting will be on March 3<sup>rd</sup> at 6pm.

❖ Adjournment -

Earl Mounts motioned for adjournment. Mandy Mitchell seconded the motion. The meeting was adjourned at 8:23 pm.

Respectfully submitted -  
Amy Watson