



**Special Libraries Association -
Pittsburgh Chapter
Executive Board Meeting
March 23rd, 2006**

The Spring Executive Board Meeting of the Special Libraries Association – Pittsburgh Chapter was held at the SEI Library.

In attendance: Earl Mounts (President); Jan Deitch (Past-President); Rachel Callison (President-Elect); Sallie Smith (Treasurer); Amy Watson (Secretary); Esther Nathanson (Director). **Unable to attend:** Linda Hartman (Director)

Call to Order – Earl Mounts brought the meeting to order at 5:35 pm.

1. Approval of Minutes of Meeting of February 1, 2006 (Amy Watson) -

The minutes of the February meeting had previously been distributed to the Board. Amy Watson pointed out that Jan Deitch's name was spelled incorrectly. With that correction, Earl Mounts moved to approve the minutes. Rachel Callison seconded the motion. All members of the Board approved.

2. Treasurer's Update (Sallie Smith) -

A written Report was submitted at the meeting (see attached). Sallie Smith confirmed that the membership allotment from International Headquarters for both the prior and current years has been received. In addition to the written Report, Sallie also provided a draft budget proposal.

The current leadership does not require funding for conference travel, therefore the suggestion was made to move this budgeted amount to student funding. A discussion was had concerning the past misuse of this funding and the current lack of firm guidelines for student travel awards. Jan Deitch will send a copy of the current guidelines via email to Donna Beck & Rachel Callison for evaluation. In addition Rachel volunteered to collaborate with Donna on a benchmarking of what other chapters are doing, and to lay out a plan. In order to accommodate this, the decision was made to shift the awards to a December timeframe. This will also allow students time to both prepare their award submissions, and to plan for the 2007 conference. Amy Watson reiterated that the Chapter should not feel obligated to award a travel stipend every year, but rather that it should be based on merit. As one of Earl Mounts' Presidential Priorities is working with Students, there was some discussion of taking the scholarships away for a year being a negative step. However, the suggestion was made to instead do other things to celebrate the students, such as a fall meeting that would be free for them to attend. This fall meeting could be a networking session for the students, perhaps including some poster sessions, and brainstorming suggested that the poster sessions could lead to submissions for the awarding of the travel stipend.

Action Items:

Jan Deitch – send current student travel stipend information to Rachel Callison & Donna Beck.

Rachel Callison & Donna Beck – evaluate current Chapter guidelines for student travel. Benchmark other chapters concerning student stipends. Create plan for December awarding of Chapter's student travel stipend.

3. Items for Discussion-

A. Communicating to Members Not on the Discussion List -

Earl Mounts has received notice from several Chapter members who are not on the discussion list, concerning not being invited to recent Chapter events. The decision was made to take the Chapter membership list & compare it with the current subscriber list, and to do mailings only to those not subscribed to the discussion list. Rachel Callison will confer with Adele Barsh concerning the current subscriber list. For those members who have e-mail addresses listed in the membership roster but who are not subscribed to the discussion list, there was a suggestion to send them a reminder email concerning joining the discussion list, or to send the announcements to them directly via email.

Action Item:

Rachel Callison – contact Adele Barsh concerning a list of the current subscribers to the discussion list.



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B. Strategic Plan-

Earl Mounts submitted the Strategic Plan for his presidential term (see attached). The Board approved the plan unanimously.

C. Housekeeping -

According to the bylaws, the Chapter is named "Pittsburgh Chapter – Special Libraries Association", however for financial and tax ID reasons, we are named "SLA – Pittsburgh Chapter", "SLA-CPIT" or "Special Libraries Association – Pittsburgh Chapter." Esther Nathanson suggested that for consistency we follow the same naming convention as our financial records.

D. Signatories on Checks –

As stated in the submitted agenda, having three signatories on checks is in variance of the bylaws, and therefore required Executive Board approval. The Board approved this step unanimously.

E. Budget -

This discussion was held during the Treasurer's Update.

F. Awards -

Ange Pollis has asked for assistance from the Board concerning the 2005 and 2006 award periods. After significant discussion the decision was made to create a standard list of awards, through the collaboration of Ange & the Executive Board. The decision was also made to postpone the 2005 awards until December of 2006, in order to accommodate the timeframe of this process, and to combine them with the annual holiday party. This change will also require moving the annual business meeting to earlier in the year, perhaps November. The shifting of the awards celebration would become permanent, opening April up to a program meeting if desired. The Board would like Ange to pull together a history of awards that have been given in the past, and then at the July Executive meeting a standard set of awards will be created – this timeline will allow award nominations to be submitted to Ange by early fall for winter recognition. Among the awards suggested were: Leadership, Technology, Authorship, Mentorship, Catalyst, and Lifetime Achievement. The Board agreed that the Chapter Award should stay in place.

Action Item:

Ange Pollis – submit to the Executive Board a historical summary of past awards.

G. Policies & Procedures Manual -

The current Chapter Policy & Procedures manual is 10 years old and in need of revision. In previous discussion, Earl Mounts asked Amy Watson to take ownership of this revision. Amy will divide the manual into workable sections and delegate the sections to the leadership committee. Any sections that cannot be easily assigned will be dealt with by the Executive Board. The Executive Board will meet in July to address the revisions and updates to the manual.

Action Item:

Amy Watson – divide current manual into workable sections, assign sections to appropriate members of the leadership committee.

H. Bylaws Revision –

Earl Mounts sought to update the bylaws to reference the change in the governance year. Jan Deitch reminded the Board of the issuance of a 'leadership document' from headquarters, thus negating the need for Chapter bylaws. It was decided to confer with headquarters on this matter and clarify via both email and at the July meeting.

I. Communication Issues -

This issue was not discussed in light of time.



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J. Executive Board Meetings vs. Combined Executive & Advisory Board Meetings -

It was discussed as to if an expanded board meeting was necessary, or if it was a nicety. It was agreed that the first meeting of a leadership year should be just the Executive Board, and then an expanded meeting could follow at the current President's discretion.

K. Member Survey 2002 -

Since the dissemination of the meeting agenda, it was discovered that the 2002 survey results were compiled. There was some discussion concerning how often a member survey should be done, and that this should be put in the procedures manual, but a consensus was not reached. The general thought was to do a comprehensive membership survey every few years via the web, but to put an introductory survey into new member welcome packets. This discussion will be continued at the July meeting.

L. Web Redesign -

Since the last meeting, a test redesigned site has been discovered. Rachel Callison has taken the "new" site and worked on it. Changes need to be made concerning a consistency of file naming conventions, style, flow, etc... A major topic of discussion was if the Membership Directory can be turned into a PDF. The Board agreed that if it can be done, it should be, perhaps by a student intern. There was additional discussion concerning the existence and activity of the current web committee. It was proposed that Rachel & Amy Watson will go through the site, set up the architecture and naming conventions, and then bring it back to the Board prior to going live. Content will be based on what already exists, and new content will follow from there. Neither Amy nor Rachel has agreed to be full time webmaster during the current leadership term.

Action Items:

Rachel Callison – discuss the change of the membership directory to PDF with Adele Barsh.

Rachel Callison & Amy Watson – web redesign.

Miscellaneous Discussion -

* There is a need for clarification concerning the Student Groups. They are not in fact "Student Chapters" of SLA; rather they are to be considered groups. By becoming a member of the student group, a student does not become a student member of SLA. In order to become a Student Member, they must join SLA, which makes them then a Student Member of the Chapter, as well as a member of the Student Group. A student can be a member of the group, but not a member of SLA, and vice versa. The Student Groups are then considered subsets of our larger Chapter.

* There was some concern that the meetings were falling on the same evenings each month (for example, Thursday). Amy Watson pointed out that in the past meetings had been scheduled for later in the week to accommodate the advertising in the Sunday Post-Gazette business calendar. The decision was made to continue to advertise in the Post-Gazette, but to not include the RSVP deadline, therefore allowing a variety of meeting nights.

* Earl Mounts & Steve Posti are currently working on a welcome packet to send to new members. A first draft will be sent to the Executive Board for comments.

Action Item:

Earl Mounts & Steve Posti – compile welcome packet.

* There was some discussion as to if the Leadership nominations should also be shifted, in the same timeframe as the awards. Earl suggested that we consult the bylaws concerning the leadership nomination process; however Amy suggested that the election discussion be tabled until the July meeting in order to accommodate the revisions of the bylaws and policy/procedures manual.

Adjournment -

The meeting was adjourned at 8:15 pm.

Respectfully submitted – Amy Watson