

1 SLA Southern California chapter  
2 Executive Board and Advisory Council Meeting December 4, 2000  
3 Minutes

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5 The meeting was called to order at 6:00 p.m. by President Debbie Hartzman.

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7 Present: Elaine Adams, Barbara Amago, Loran Bures, Billie Connor-Dominguez, Jean  
8 Crampon, Debbie Hartzman, Bill Lee, Katherine Richards, Kathleen Smith, Shirley Lee  
9 Tanaka, Joyce Hardy, Doris Helfer, Bill Lee, Bruce Liebman, Robert Powers, Seymour  
10 Satin, and Donna Scheeder.

11 Debbie introduced special guest, Donna Scheeder, the current SLA President. Donna  
12 discussed "simplification" projects at SLA HQ and the retirement of Executive Director,  
13 David R. Bender including the efforts to recruit a new executive director.

14 The minutes of the September 26th were approved.

15 Treasurer's report - Elaine Adams reviewed the budget, discussed low funds and said  
16 we're still waiting for disbursement from the SWRC. She discussed the standard form for  
17 reimbursement (handed out copies of the form). Elaine will contact Barbara Amago and  
18 Jean Crampon for their social security numbers. This is required by the IRS for members  
19 who have received over \$600.00 from the Chapter in stipends or other payments.. A  
20 report will be submitted to the Association in January for tax purposes.

21 2002 Planning Committee - Debbie expressed satisfaction with how the planning is  
22 proceeding. Seymour Satin gave the status report on 2002 meeting preparations. He  
23 showed the banner that was produced for the SCC booth. He discussed the budget items  
24 with projected costs of \$18,300. Debbie had several questions regarding budget: the one  
25 time costs? Where will money come from? Seymour discussed fundraising. The plan is  
26 to have four sponsors at a cost of \$5,000 each. Debbie talked about the reception on June  
27 9 at LAPL. They have one quote from a recommended vendor that LAPL supplied.  
28 Doris joined in the discussion regarding local arrangements and discussed the process for  
29 choosing a vendor for the reception. Bruce had a question regarding the sponsor for the  
30 reception. Will there be one vendor as sponsor? What about co-sponsors? Seymour said  
31 he is approaching more than one sponsor. LAPL is a sponsor because they have donated  
32 the space for the reception. Debbie motioned for the approval of the budget for 2002; the  
33 budget contingent on the receipt of fund raising monies. Jean restates the motion to  
34 accept the budget for the 2002 conference as presented by the committee. Elaine had a  
35 question about the restatement, and Katherine seconded the motion.

36 Debbie discussed an email she received from SCOUG requesting to have us share our  
37 mailing list with them for a future event. There was a general discussion about this.  
38 Katherine wanted two provisions: If there is any cost for providing SCOUG with the  
39 labels, SCOUG will pay this cost; and SCOUG will guarantee that this will be a one time  
40 use of the list. Debbie restated motion to give SCOUG the current list with the above two  
41 provisos. Katherine seconds the motion.

42 Kathleen Smith gave the Programs Committee report. Kathleen discussed the Holiday  
43 party concerns and the high cost of the Caltech Athenaeum and the decision to find a less

44 expensive location for next year's party. Next she discussed the January meeting at  
45 Aerospace Corp. The February meeting will be held March 1<sup>st</sup> in Brea, the speaker is the  
46 vice-president of Marketing for Nexis Systems and he will speak on creating high  
47 performance teams. The May meeting is being planned and will be held at the Court of  
48 Appeals in Pasadena. Debbie reminded everyone that we need a program chair for next  
49 year.

50 Bruce Leibman reviewed fundraising. There is \$4500 in commitments from various  
51 vendors for yearly sponsorship. Bruce discussed the Factiva check (discussion includes  
52 Debbie, Seymour and Kathleen). Did we have a check from Factiva or did we have  
53 something in writing saying they would be a sponsor. Bruce said that he had something  
54 in writing. Additional discussion centered around sponsorship levels and the time period  
55 for which the sponsorship is valid. Jean clarified that sponsorship is for full year. Debbie  
56 asked about updating the "Thank you" section of the next newsletter to reflect thanks to  
57 Factiva. Bill asked to be notified about new sponsors so he could include them in  
58 newsletter.

59 Robert Powers reviewed new design for chapter web site. He discussed the organization  
60 of the site and passed around copy of home page and sample subsidiary page. Robert  
61 expressed wish to move ahead with the site implementation. He would post the new site  
62 to the server this week, and then solicit feedback from board and from advisory council  
63 members. He would give a one-week deadline for comments. The site would then be  
64 posted. Robert asked if he had the authority to post the site without further review (after  
65 the one-week comment period). Debbie stated that he could post, and that the matter did  
66 not require a vote from the board.

67 Loren Bures reviewed the proposed changes to the bylaws as they had been made by the  
68 Bylaws Committee (document attached). Each change was discussed in detail.

69 At this point a general discussion of the bylaw changes ensued. Debbie covered the  
70 changes point by point for members to discuss their concerns.

71 A general thanks was given to Loren.

72 Loren recommended taking a vote that this is what we want to formally present to the  
73 board and the chapter.

74 Elaine made a motion that we adopt these changes to the bylaws and formally present  
75 these to the membership.

76 Katherine seconded the motion

77 Loren said he forwarded a copy of the recommended bylaw changes to Dorothy McGarry  
78 for her suggestions. She did not make further suggestions. Loren stated the next step in  
79 the process to change the bylaws is to put this into a form that can be published in the  
80 newsletter and allow at least 30 days before the board meeting in March. There, any  
81 member can come and comment on the proposed changes before you take your formal

82 vote to forward it to the association bylaws committee chair. Loren said we are on  
83 schedule to get these approved by our annual election.

84 Debbie discussed the Sternheim Scholarship and the silent auction. Send descriptions  
85 and a photo of items to Larry Zamora.

86 Date of the next meeting was fixed for Feb. 5<sup>th</sup>.

87 Motion to adjourn made by Shirley. Meeting was adjourned at 7:50 PM.