

## MINUTES

### SLA-San Diego Chapter Executive Board/Advisory Board Meeting

Wednesday, January 30, 2008 – 8:30 a.m. – 10:45 a.m.  
La Jolla Country Day School Library, La Jolla, CA

#### **Present:**

President	<b>Kathy Quinn</b>	Membership	<b>Beth Autin</b>
President-Elect	<b>Cindy Shamel</b>	Employment	<b>Adele Barsh</b>
Past President	<b>Linda Counts</b>	Blog Administrator	<b>Michelle Ohnstad</b>
Secretary	<b>Amy Lisewski</b>	Webmaster	<b>Mary Wickline</b>
Director	<b>Alicia Provenza</b>		
Treasurer	<b>SuHui Ho</b>		

The meeting was called to order by Kathy Quinn at 8:45 a.m.

#### ***Treasurer*** (SuHui Ho)

- Submitted the chapter's year-end balance sheet and cash flow statement. Cash Flow = +\$48.84; Balance Sheet: Assets= \$12,951.04 Liabilities= \$0 (attached)
- A discussion was held regarding the accrual versus the cash methods of accounting. The accrual method is desired for the chapter's accounting. Expenses should be recorded as the bill is received or the liability incurred. Kathy, SuHui, and Linda will further discuss accounting practices after the meeting.
- The year-end financial statements have been sent to headquarters in accordance with the rules and deadlines. Any expenses over \$600 were also reported.
- The bank signature card needs to be updated with the new officers. The same positions as last year will need to sign this year (President, President Elect, and Treasurer). The secretary will provide proof of officers to the bank again by providing a copy of the minutes of a recent chapter meeting. SuHui will report by email the details for proceeding.

#### ***Past-President*** (Linda Counts)

- Linda will take on the project of updating our governing documents.

#### ***President-Elect*** (Cindy Shamel)

- Cindy reported on her attendance at the Leadership Summit.
- Program planning has begun. Potential topics were discussed and two possible programs were presented:
  - February 20<sup>th</sup> – Networking program with speaker from Denver. To be held at Qualcomm. The board approved paying the expenses for the speaker.
  - June 25<sup>th</sup> – at SD Air and Space Museum hosted by Kathy Wright who will share their archive project and provide a tour.
- Discussed rescheduling networking happy hours. Amy volunteered to reschedule the happy hour that was cancelled due to last year's wild fires. Student member Bee Bornheimer will work with Cindy Shamel to schedule additional happy hours. Kathy will confer with headquarters regarding rules related to happy hours or other alcohol related functions.
- Linda is working on a Spring trip to the Huntington Library.

- The board discussed charging for meetings. Kathy believes it places a higher value on such functions and helps the chapter financially. She added that not charging for meetings last year did not increase attendance. We decided that we do not have to vote on the fees for each meeting. Rather, this is left to the organizer with input from the board. The board agreed on a basic fee structure as a guideline:
  - SLA members \$10, Non-members \$15, Students, Retirees, and unemployed \$5
- Survey Monkey was mentioned as a tool that may be used for online registration.

***Directors*** (Alicia Provenza)

- Alicia has met with Daria DeCooman and Elizabeth Grossman to begin planning the Fall Seminar. She solicited ideas. One theme they are exploring is environmental practices and initiatives in libraries. Discussion ensued regarding the “intersection” of web 2.0 tools and “greening” of the library.

***President*** (Kathy Quinn)

- Announced that the executive board needs to sign Leadership Code of Responsibility document. Those present signed. Kathy will get all signatures and mail to headquarters.
- Kathy presented information from the Leadership Summit regarding financial information.
  - Every chapter will need to use the same online bank in the near future. Details are being worked out at this time by the national office. Likely to be instituted later this year.
- The Chapter needs to identify a Student Liaison. Candidates were discussed as was the role of the position. The student liaison coordinates the scholarship, outreach to current students and schools, and attends board meetings. Kathy will continue to seek candidates and post an announcement to the list-serv.
- Headquarters has an interest in strengthening awareness of ethics in the profession. A person is needed to fill a new ethics ambassador post. Adele Barsh volunteered and was accepted.

***Blog Administrator (formerly Newsletter)*** (Michelle Ohnstad)

- Stressed that the blog replaces the newsletter and authors are needed to contribute.
- Michelle will be leaving SLA and will need to pass along the blog duties in the near future.
- Asked for ideas on how to increase authorship of articles. Stressed that articles can be very short in length.
- Reviewed blog security. Executive board and advisory board members have “guest editor” rights.
- Linda stated that she would like to see the member profiles that were put in the bulletin continued on the blog.
- Amy requested that basic guidelines for posting to the blog versus posting to the list-serv or published on the web site be produced. Discussion was tabled.

***Archivist*** (Reported by Kathy Quinn for Daria DeCooman)

- Once again raised concern of how the blog is archived. Amy suggested that Way Back Machine be considered as a possible tool. Daria is investigating methods.
- Daria needs 2007 materials from all board members for the archives.

***Employment*** (Adele Barsh)

- Made 11 posts thus far this year announcing 30 positions.

***Membership*** (Beth Autin)

- Last June the chapter had 127 members. We now have 113. She is now receiving improved new member information.
- She will continue writing member profiles and will publish these to the blog.

- Kathy interjected information about the national SLA “AMS” (association management system) database. Access will be given to all executive board members. The beta version is available at [www.sla.org/CLAS](http://www.sla.org/CLAS), but it is not ready yet.

***President*** (Kathy Quinn)

- Reported on the Leadership Summit
  - Discussed the “alignment initiative” being conducted by consultants for SLA.
  - Report is due to the membership in 2009.
  - Kathy and Cindy feel positive about what they’ve heard about it thus far.
- Elizabeth Grossman will serve this year as the newly created Public Relations Chair. Her focus will be on public relations with our external interests.

***Webmaster*** (Mary Wickline)

- Mary has the Dreamweaver 8 software and is in the process of installing it.

***PayPal Project Update***

- Amy will review the settings for the PayPal account and proceed with setting up the registration for the Feb. 20<sup>th</sup> program as a beta test for future programs. Information that needs to be collected on the registration form includes name, email, affiliation, and membership status. Amy agreed to have the form ready for the board members to try by next Tuesday.

***New Business*** (Kathy Quinn)

- There will be online leadership training available soon. Kathy will inform the board members.
- We should be receiving an email entitled “Leadership Connections”
- The next board and advisory council meeting will be held on April 23<sup>rd</sup> at 3pm. Location TBD.

Meeting was adjourned at 10:45.

Respectfully submitted,

Amy Lisewski  
02/11/2008