

MINUTES

SLA-San Diego Chapter Executive Board/Committee Member Meeting

Friday, April 6, 2007 – 8:30 a.m. – 10:07 a.m.
Diversa Corporation, San Diego, CA

Present:

President	Linda Counts	Archivist	Daria DeCooman
President-Elect	Kathy Quinn	Bulletin Co-editor	Mary Wickline
Secretary	Amy Lisewski	Calendar/Govt. Rel	Barbara Busch
Treasurer	SuHui Ho	Employment	Adele Barsh
Director	Elizabeth Grossman	Student Liaison	Cecelia Greene
Director	Carol Hyne		

The meeting was called to order at 8:30 a.m.

Announcements

- Cecelia Greene was introduced as the new student liaison

Officers' Reports

President (Linda Counts)

- Reported that she and Kathy had a teleconference with leadership of SLA.
- Reported on status of Getty trip preparations
 - Linda reserved a van for 15 people at the cost of \$550. She did this to save money. The cost of the original bus was \$800 but was not full. The pickup location will be at Governor and the 805.
- Linda attended the Leadership seminar at EOS.

President-elect (Kathy Quinn)

- Kathy is setting up the next chapter meeting for May 15th. The topic is Firefox and will be presented by Daniel Fitz-Enz at Qualcomm at 3pm.
- Kathy reported on the teleconference that she and Linda had with the SLA leadership. She reported on key things she learned:
 - Kathy remarked that SLA is doing a good job of supporting the volunteers.
 - She pointed out that there are resources for leaders at SLA.org
 - We can set-up a community of practice for our chapter if we desire.
 - When we change board members, we must transfer files within 20 days.
 - We can list our local chapter events on the main SLA website.
 - A chapter idea bank wiki is being created by Ann Caputo.
 - A certificate of insurance is available to us from SLA if needed by any venues we use.
 - Anything over \$5000 has to be approved by and signed by headquarters.
 - We can use their SurveyMonkey subscription.
 - We may want to use PayPal to collect program fees. SuHui Ho will investigate.
 - Recruitment brochures will be customizable for local chapters.

Treasurer (SuHui Ho)

- All of the signatories on the chapter's checking account have been changed.
- The year end financial statement was sent to headquarters.
- We received our annual allotment, which was \$1,598.40.
- SuHui completed the treasurer training.
- She did not have the balance sheet and cash flow statement but will deliver this to Linda.
- The executive board needs to sign the pooled account signature card.
- There is money in the pooled account that we should consider using.

Secretary (Amy Lisewski)

- Minutes from the last chapter meeting (02/02/07) were approved by an email vote.
- Amy will update the "decisions reached" document semi-annually. .

Directors (Elizabeth Grossman and Carol Hyne)

- The fall seminar will be on October 5th.
- The location of the seminar is still to be determined. They are considering Qualcomm, Scripps Ranch Library, Diversa, USD, and the Herrick Library.
- There is no budget for the seminar but it was mentioned that the previous year cost around \$1500.
- They have a long list of vendors to contact about sponsorships and are seeking assistance from anyone that can offer contacts. Linda has commitments from Safari and EOS.
- Topics being considered:
 - Integrating the library into the organization
 - Providing services to remote locations
 - Business Savvy
 - Communicating with business leaders
 - Metrics
 - Benchmarking
- The general consensus in the room was that the first topic (Integrating the library into the organization) was the best one and incorporated many of the other topics.
- They are open to ideas for speakers. Please email the directors with suggestions.
- They are considering the same caterer as last year's seminar but are also looking at some others.

Archives (Daria DeCooman)

- Daria researched the issue of digitally archiving our records. According to the "Practices for Chapter Archives" it is not recommended. The following are excerpts from the Practices:

7. Websites: With effect from July 2001 all chapter and division websites which are hosted on SLA's server will be copied to CD-ROM annually. As CD-ROM is not an ideal archival medium and for ease of access, it is still recommended that Bulletins, minutes and reports are downloaded and archived in hard copy. For chapters which host their own websites any information which should be archived in accordance with these guidelines and is only available on the website, should be downloaded and archived in hard copy. Alternatively you may wish to copy the website at certain times of the year to CD-ROM.

8. Electronic records: It is not recommended that documents be retained on diskette because the software used to read the information often becomes obsolete. If printed documents become too bulky scanning to CD-ROM is preferable to diskette, although a copy of the executable software should be copied in case that also becomes obsolete. The IRC can assist in scanning, but any costs involved are chapter's responsibility.

- Daria needs to weed the archives. This is a very big job and help will be needed. Linda mentioned that a student make take it on as a project.

- Daria has a list of what we need to keep and how long.

Employment (Adele Barsh)

- Adele posted 23 jobs since the last meeting.
- The board agreed that she should continue to post jobs as she receives them rather than collecting them and posting them weekly.

Bulletin (Mary Wickline)

- Beth is writing a column to highlight members.

Closing Remarks by Linda Counts

- Reported on meeting with leaders at EOS.
 - She attended an all-day meeting at EOS on Friday, March 30th.
 - Linda will write about the meeting for the next bulletin.
 - EOS was seeking input on knowledge management opportunities.

The next board meeting will be on July 18th at Diversa at 8:30am.

Meeting was adjourned at 10:07.

Respectfully submitted,

Amy Lisewski
4/12/2007