

# MINUTES

## SLA-San Diego Chapter Executive Board/Committee Member Meeting

Wednesday, August 3, 2005 – 8:30 a.m. - 10:30 a.m.  
Kim Abbey's home

### Present:

Kim Abbey, President

Mike Perkins, Acting Past President

Anne Turhollow, Treasurer

Kathy Quinn, Secretary

Judy Kammerer, Bulletin Co-editor

Teresa Linayao, Bulletin Co-editor

The meeting was called to order at 8:40 a.m.

### Announcements

- Kim advised that all Board and Committee members must complete the Leadership Code of Responsibility. The form can be downloaded from SLA's website (<http://www.sla.org/content/resources/leadcenter/leadresour/update/july2005.cfm>). The form must be signed, dated, and faxed or mailed to SLA by August 15, 2005.

### Officers' Reports

#### **President** (Kim Abbey)

- Kim reported that the Chapter does not yet have a President-elect. We also need one additional director (Penny Coppennoll-Blach is the other director). There was a discussion of the steps we can take to resolve this situation. As a first step, Kim will send out an email to the Chapter listserv seeking volunteers.
- The following Committees also need new Chairs: Archives, Membership, and Student Liaison. Paula Simon said she will stay on as Student Liaison if no one else steps forward. Kim will send an email to the listserv about this as well. The remaining committee chairs from last year have volunteered to continue in their roles this year.

#### **Secretary** (Kathy Quinn)

- Anne Turhollow moved that the minutes from the last Chapter Board Meeting (April 13, 2005) be approved, Kim Abbey seconded, and all present approved.

#### **Treasurer** (Anne Turhollow)

- Anne distributed the Balance Sheet and Cash Flow Report. From January 1 – August 2, 2005, the Chapter had \$3,695.55 in income and \$4,626.74 in expenses for a balance of \$-931.19. Total assets in the Chapter's accounts are \$10,595.81.
- The Chapter had a profit of about \$900 from the Spring Seminar.
- Anne said that the bank now charges \$1.00 per check to return cancelled checks with the monthly statement. There is no fee if we switch to online viewing and printing of scanned images of the checks. The bank stated that it will keep the original cancelled checks in their facility for seven years to meet IRS rules. Anne has emailed SLA headquarters to find out if it is OK to switch to scanned images.
- Anne reported that the mid-year financial report was submitted on time and accepted.
- SLA named a new CFO, Nancy Sansalone, Deputy Executive Director/CFO, along with Terry-Ann Owen, Financial Specialist.

- The change in association year to match with the calendar/fiscal year was approved at the SLA Annual Conference.

## **Committee Reports**

### ***Bulletin*** (Judy Kammerer and Teresa Linayao)

- Submissions are due August 12 for the next Bulletin, which will be published at the end of August.
- Teresa requested descriptions of the open Board positions to put into the Bulletin. Kim will send them to her.

## **New Business**

- There was a discussion of SLA's change from By-laws to Governing Documents and Recommended Practices. Kathy volunteered to take on the project of updating the Chapter's documents. Kim will check to see what documents were given to her by the two previous Chapter Presidents.
- Kim sent in the request form for the SLA President to visit our chapter.
- There was a discussion of potential program ideas, including a session on leadership; resume-writing and what interviewers look for in resumes (Anne Turhollow would like to participate in this program); and asking someone from San Jose State University to present a program on the current state of library education and SJSU's program in particular.

## **Board Meeting Dates**

- The next Board meeting is scheduled for Friday, October 21, at 8:30 a.m.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,  
Kathy Quinn  
Secretary  
August 4, 2005