

MINUTES

SLA-San Diego Chapter Executive Board/Committee Member Meeting

Friday, August 4, 2006 – 8:30 a.m. – 10:30 a.m.
Dr. William C. Herrick Community Health Care Library, La Mesa, CA

Present:

Kim Abbey, President	Kim Lomeli, Archives
Linda Counts, President-elect	Mary Wickline, Bulletin Co-editor
Mike Perkins, Acting Past-president	Barbara Busch, Calendar/Government Relations
Anne Turhollow, Treasurer	Elizabeth Grossman, Hospitality
Susan Shepherd, Director	Beth Autin, Membership
Kathy Quinn, Secretary	

The meeting was called to order at 8:32 a.m.

Announcements

- Everyone introduced themselves to the new co-editor of the Bulletin.

Officers' Reports

President (Kim Abbey)

- Kim turned in the chapter's Annual Report on time.

President-elect (Linda Counts)

- Linda reported on the upcoming programs. The next meeting will be on September 8 on "Google – Behind the Homepage" and will include a tour of the Morrison Foerster library and a no-host dinner at a nearby restaurant.
- The meeting originally planned for September on the topic of Surveys will now be held on November 3. Three chapter members will be the speakers.
- The November 3 meeting will include the annual chapter business meeting.
- The Holiday Party will be held at Kim Abbey's house at a date to be determined.
- Kim recognized Linda for the great job she has done this year with the programs.

Acting Past President (Mike Perkins)

- Mike is working on nominations for the Fall elections. He will submit an article for the upcoming Bulletin in addition to sending an email to the listserv. The open positions are President-elect, Treasurer, and two Directors. The slate of nominees will be announced at the Fall Seminar, and elections will take place at the annual Business Meeting on November 3.

Secretary (Kathy Quinn)

- Linda moved that the minutes from the last chapter Board meeting (April 28, 2006) be approved, Anne seconded, and all approved.

Treasurer (Anne Turhollow)

- Anne distributed the Balance Sheet and Cash Flow Report. From January 1 – August 4, 2006, the chapter had \$1,917.13 in income and \$434.87 in expenses for a balance of \$1,482.26. Income includes the chapter's annual dues allotment of \$1,344.00. Total assets in the chapter's accounts are \$12,208.63.
- The chapter's mid-year financial report was submitted on time and accepted by SLA headquarters.

- Anne will bring to the next meeting a list of the income and expense categories. The chapter does not have a budget, but the categories will give the Board a sense of what the income and expenses have been. Anne noted that the chapter has not touched its reserve or pooled fund accounts in several years.

Directors (Susan Shepherd)

- Susan handed out a summary of the information for the Fall Seminar. The keynote speaker will be Cindy Hill, Manager of the SunLibrary at Sun Microsystems and Past President of SLA (2003-04). Susan reported that she has received several replies from the email “call for presenters” sent out earlier in the week.
- It was decided to charge vendors \$500 to “sponsor” breakfast, lunch, or the breaks and \$250 to be an exhibitor. There was a discussion of vendors to solicit. Susan asked that anyone who suggested additional names please email Penny Coppernoll-Blach with the contact information.
- The Southern California Chapter approached Susan and Penny about co-sponsoring the seminar. It was decided not to do that since the majority of the work has been done at this point.
- Linda moved that the Board approve payment of a deposit to the caterer up to \$1,000. Mike seconded the motion, and all approved.

Committee Reports

Archives (Kim Lomeli)

- Kim reported that she has completed reorganizing and standardizing the archives according to SLA guidelines. She spent about 40 hours on this project and created an Excel spreadsheet to facilitate finding materials in the future. She handed out a list of the folder names. There are now 13 archival-size boxes.
- There are about 30-40 photos without any identifying information. There was a discussion of ideas to have chapter members look at the photos including writing an article for the Bulletin and posting the photos on the chapter website.
- There was no specific information on the SLA website about digitizing chapter archives, so Kim will contact the SLA archivist to discuss that.

Bulletin (Mary Wickline)

- Mary Wickline and Michelle Ohnstad are the new co-editors of the Bulletin.
- The deadline for submissions for the next Bulletin is early next week.

Old Business

- The discussion about reimbursement for the President and/or President-Elect for travel and conference expenses continued. Anne provided a compilation of comments from the Treasurers’ Community of Practice. Reimbursement varies among the chapters and divisions, so there is no set procedure. It seems to vary depending on the size and budget of the chapter or division. Some reimburse for one officer, others for two.
- Kim A. moved that the Chapter reimburse Linda for the \$700 in expenses that her company did not cover for her attendance at the Annual Conference. Mike seconded, and all approved.
- Mike moved that the Chapter will reimburse up to an annual total of \$1,000 each for the President and President-elect for the Annual Conference and/or Leadership Summit. The reimbursement will cover expenses over and above those not reimbursed by the officer’s employer. Susan seconded, and all approved.
- Kim A. mentioned that it is time to announce the annual student scholarship to the student listserv. She has not received a response to her emails/phone calls from the current Student Liaison, therefore Beth Autin volunteered to take over the duties. It was also mentioned that the scholarship is limited to residents of San Diego County.
- The chapter Governing Document is standard to all chapters but needs to be signed by the Bylaws Committee of SLA. Kathy will find out who that is in SLA. Beth Autin will find the official description of our chapter boundaries. The document then needs to be presented to the membership for voting at the annual Business Meeting in November.

- Kathy handed out the relevant section of the chapter Recommended Practices to the board members in attendance at the meeting. Everyone should review their section and bring any recommended changes to the next meeting.
- Kathy prepared a document of "Decisions Reached" by the board in the past two years. It was recommended that this be done by the secretary at the end of each year, so that decisions are readily available to current and future board members.

New Business

- No new business at this time.

Board Meeting Dates

- The next Board meeting is scheduled for Friday, October 27, at 8:30 a.m.

The meeting adjourned at 10:04 a.m.

Respectfully submitted,
Kathy Quinn
Secretary
August 7, 2006