

## MINUTES

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

Wednesday, November 14th, 2007 – 8:30 a.m. – 10:20 a.m.  
Dr. William C. Herrick Community Health Care Library, La Mesa, CA

#### **Present:**

President	<b>Linda Counts</b>	Archivist	<b>Daria DeCooman</b>
President-Elect	<b>Kathy Quinn</b>	Employment	<b>Adele Barsh</b>
Past President	<b>Kim Abbey</b>		
Secretary	<b>Amy Lisewski</b>		
Director	<b>Elizabeth Grossman</b>		
Director	<b>Carol Hyne</b>		
Treasurer	<b>SuHui Ho</b>		

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

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

- Reimbursements were sent to the Fall Seminar speakers.
- Presented cash flow and balance sheets (both year to date): Cash Flow = -2,136.14; Balance Sheet: Assets=10,766.06 Liabilities=0 (attached)
- A discussion was held amongst all concerning the negative cash flow. Discussion included concern about the transfer of \$1000 from checking to savings account and why that shows as an expense on the cash flow report. Linda asked what the guidelines were for transferring money to the savings account. SuHui will present more details on the cash flow, including quarterly cash flow reports, at the next meeting. SuHui will also discuss with previous Treasurer to find out reasons for historical negative cash flow and present more details at the next board meeting. Kathy recommended that we charge for all seminars to increase revenue.

#### **President** (Linda Counts)

- Linda presented the certificate for the IT award. Amy offered to scan the certificate and post it to the blog.
- Linda discussed the public relations initiative that she wants developed. She has spoken with Amy Waterman about running the project, but Amy is unavailable. Amy W. offered some suggestions to Linda. Elizabeth Grossman offered to head the project and act as the chapter PR person. Elizabeth will recruit a committee to help with the PR initiative.
- Discussed effectiveness of blog. Some people mentioned that they were not receiving email alerts. Adele B. suggested that the list-serv email address be signed up to receive blog posts and everyone agreed. Elizabeth described Facebook and suggested it as another tool for future consideration. We further discussed the duplication that exists between the blog and the website. No decision was made at this point as to whether we would move the website content to the blog platform, but it was suggested that this was likely in the future.

#### **President-Elect** (Kathy Quinn)

- Reported on success of chapter seminar.
- Announced that Daria will be hosting the Chapter's Holiday Party and shared the flyer for it.

- Daria gave further information about the party and asked if anyone would be interested in a historic house tour. It was decided that the tour will be made available from 6-6:30 and the party will be from 6:30-8:30. Kathy will update the flyer and the blog.

***Directors*** (Carol Hyne and Elizabeth Grossman)

- Shared comments from Fall Seminar and suggestions for next year's topic.
- Discussed problems encountered with registrations at seminar. Confusion about registering as members or students at reduced rate. Suggested that this be made clearer next year.
- Presented final budget report from seminar: income of \$5,400; expenses of \$5,371. (attached)
- Discussed covering expenses for speakers. This is a decision that has to be made by the directors with board approval.

***Archives*** (Daria DeCooman)

- Reviewed the archives clean-up report. Board agreed that all minutes and flyers should be kept in archives. Board also agreed to keep all bulletins.
- Board agreed that Daria should proceed with weeding as recommended.

***PayPal Project***

- SuHui reported that she ran into some problems and concerns in setting up the PayPal account. Asked about security concerns, including linking the account to our checking account. Board decided that such concerns did not effect earlier decision to use PayPal for registrations.
- Linda asked Amy L. to assist SuHui in testing and setting up the account and registration process. Amy L. accepted and SuHui agreed to send Amy the necessary account information. Kathy Q. will assist with user testing.
- It was decided that, even with PayPal, we will still accept checks and cash for seminar registrations.

***Employment*** (Adele Barsh)

- Posted 63 jobs this year.
- Adele is answering many requests for employment assistance.

***Announcements***

- Kim Abbey is looking for a speaker for a conference on competitive intelligence.
- Kathy Quinn is seeking new Advisory Board members.
- Amy L. and Adele B. announced that they will have an article published in an upcoming issue of the Journal of Library Administration.

Meeting was adjourned at 10:20.

Respectfully submitted,

Amy Lisewski

11/18/2007