

MINUTES

SLA-San Diego Chapter Executive Board/Advisory Board Meeting

Wednesday, April 23, 2008 – 3:00-5:00pm
National University Library, San Diego, CA

Present:

President	Kathy Quinn	Membership Employment, Ethics	Beth Autin
President-Elect	Cindy Shamel	Ambassador	Adele Barsh
Past President	Linda Counts	Government Relations	Barbara Busch
Secretary	Amy Lisewski	Hospitality	Vani Impanudi
Treasurer	SuHui Ho	Public Relations Chair	Elizabeth Grossman
Archives & Director	Daria DeCooman	Discussion List Manager	Daniel Fitz-Enz
Student Liaison	Amanda ???		

The meeting was called to order by Kathy Quinn at 3pm.

President (Kathy Quinn)

- Introductions
- Minutes from last meeting were approved via email
- Leadership training conference calls
 - Next year is centennial – urging each chapter to celebrate
 - Our 50 year anniversary is 2010
 - Considering ideas for public relations opportunities
 - Kathy looking for others to work on the celebrations – will discuss offline with Elizabeth
- We are west coast conference reception hosts for June 2009 national conference in DC
 - Need to start planning soon – Kathy is looking for people interested in helping with this
 - A big piece of planning is getting vendor sponsors
 - Linda – suggest that volunteers should contact the Washington chapter about meeting with them in Seattle for ideas of where to meet, etc.
- Posting to blog – Kathy asked if we should have some more of the chapter information on the blog.
 - Adele asked if we want the job postings on the blog also
 - Adele says other chapters are split about 50/50. she suggests posting on blog
 - Member benefit versus “promotional”
 - Decided that Adele would post on blog
 - Kathy is going to follow up with blog administrator (Stacy) about apparent delay in email alerts from time of blog posting

President-Elect (Cindy Shamel)

- Reviewed programs that are planned thus far. She provided a handout listing the programs.
- Using Technology Division award funds to bring the August 15 speaker from Arizona
 - Speaker would like intranet/internet examples from members. Kathy Quinn offered.
- Holiday Party – Kathy Quinn would like to host. Asked about preferred dates. December 5th is tentative date.

- Cindy asked about holding one of the programs during evening hours to accommodate some others that might have difficulties attending during the day. Would like to combine with annual business meeting. Linda suggested having a dinner meeting. Most agreed.
- Other loose-ends
 - We would like to have SLA president visit for our 50th anniversary.
 - President elect is looking for opportunity to visit San Diego.
- Barbara suggested that we might have the annual business meeting dinner at the zoo.
- Results of Survey Monkey survey, key finding: “fees are not keeping anyone away”

Past-President (Linda Counts)

- She has been working on Recommended Practices. Documents she is working from are stored on Google Docs for us to collaborate on. Project will take about a year.
- Recommended practices used to be called By-Laws
- She would like input on duties of the board members. She will take from national recommendations and edit with our input.
- Combining information from various sources: decisions reached, recommended practices, our current (dated) by-laws.
- This is separate from our Governing Document, which comes from National and can't be changed.
- Discussed getting one place to work on this. Suggested that we only work on the wiki.
- Cindy asked what official protocols we need to follow to approve our Chapter Recommended Practices. (they are not treated as “by-laws”)

Treasurer (SuHui Ho)

- Daria and SuHui met and weeded through documents from many previous years. She is keeping last 3 years in her possession.
- Reported on treasurer training (web cast) –
 - All of SLA switching to Bank of America in the next several months. Main advantage is that there will be an outside auditor to audit all units and chapters quarterly. Currently, we need to find some one to audit our annual statement annually.
 - We are supposed to create a budget in fall to be ready for December for following year.
 - Signature card is completed.
 - Allotment has not yet been received. HQ said it is due to implementation of new membership database. They are still verifying membership numbers. Beth says we currently have about 107 members.
 - Did some analysis of income and expenses for last year. She passed out year end financial reports and reviewed them.
 - Shared this quarter's financial statements
 - Pay-pal: more to record in books, working with Vani. SuHui wrote a document that explains what she needs from the Hospitality Chair.

Secretary (Amy Lisewski)

- Last meeting's minutes were approved via email.
- Raised question of who is going to post pay pal registration on blog? I can train others to do it.

Directors (Alicia Provenza)

- Space not available at Amylin on Oct. 10th so she is moving the seminar to Oct. 3rd. Working on planning the seminar speakers. She will send out a “save the date” notice for the new date. They are looking for help.

Archivist (Daria DeCooman)

- Down to 2 file boxes from last weeding effort. Went through once again and has another stack of questionable items. The file boxes are being kept at the downtown public library. Will provide the updated excel spreadsheet that lists the records. Is keeping an eye out for documents to use for centennial celebration.
- A recommendation is being published for non-print newsletters – they should be saved to a CD-RW disc.
- Would like to provide a donation to Public Library (\$100) Friends group. Moved that we donate \$100 to friends of central library. It is a one time donation. Linda and Kathy understand that there are no restrictions in governing docs. Motion was seconded by Linda and approved by executive board

Blog (Kathy spoke for Stacy Wile, who is the new blog administrator)

- With new web master and blog administrator Kathy suggests we still have both platforms for now.

Discussion list – (Daniel Fitz-Enz)

- Deleting inappropriate emails
- Kathy interjected to remind everyone that Daniel’s position is an advisory board member position
- He will look at adding blog address to auto signature

Employment (Adele Barsh)

- Since last meeting – posted 4 jobs.
- She would like others to assist her if they are interested.

Ethics (Adele Barsh)

- Special librarian appreciation day has morphed into an “ethics day” (i.e. our roles make us experts in ethics regarding information)
- Committee is gaining input on ethics experience, will report on findings, and at some point may produce a code of ethics.
- Question – can we do an interactive program or something that will help her collect information from us?
- Goal of this project is also to differentiate us from other library organizations.
- She will probably start a wiki, survey, etc in the next few weeks
- Kathy has asked board members to participate to get the “ball rolling”

Membership (Beth Autin)

- Membership directory is still an issue. Only reporting 3-4 new members this year.

Hospitality (Vani Impanudi)

- PayPal is working for her.
- If members are between renewals she should allow them member rate
- Do we need to use color coded badges – no, but nice for membership to denote non-members

Public Relations (Elizabeth Grossman)

- Attended web conference given by SLA PR director.
- Has toolkit with types of PR activities we might want to do.

- Recruited Amy Waterman to help – talked about writing articles

Student Liaisons (Amanda ?)

- Wrote article for student paper at SJSU, will link to on blog.
- Needs information about scholarship. School fees are going up.
- What will the scholarship amount be this year?
- Discussed amount being \$1,000 but no decision made.

New Business (Kathy Quinn)

- Mary Wickline is the new webmaster. She's up and running and has recently updated the program list, added calendar information and updated the list of board and committee members.
- Chapter member Bee Bornheimer has volunteered to organize another unofficial social event/happy hour similar to the Wine Steal's event.
- The next board meeting will be on July 11th at 8:30 at the ProQuest offices in Kearny Mesa.

Meeting was adjourned at 5:10.

Respectfully submitted,

Amy Lisewski
04/28/2008