

**SLA Chemistry Division
Executive Board Meeting Minutes
Los Angeles, CA
June 9, 2002**

Present: Denise Callihan (Secretary), Nancy Simons (2002 Conference Planning Chair), Kevin Lindstrom (Treasurer), Susanne Redalje (Strategic Plan/WWW Master), Chuck Huber (ACS CINF), Dana Roth (Sponsorship Chair), Marion Peters (nominee, Chair-Elect-Elect), Jim Martin (Membership Chair), Svetlana Korolev (Mentoring/Marion E. Sparks Award), Suzanne Fedunok (Chair-Elect), Marilyn Dunker (Chair), Ann Eagan (ASIST Liaison)

Guests: A. Ben Wagner, Beth Blanton-Kent

The meeting was called to order at 4:30 pm by chair Marilyn Dunker. Marilyn asked for a review of the agenda, Marion Peters asked to include a discussion under New Business for proposed 2002-2003 projects.

1. Minutes

The minutes of the last meeting, as published in the August 2001 issue of SciTech News, and Chemistry division website at <http://www.sla.org/division/dche/saminutes.html> were approved with one correction: under those present, change Lundquist to Lindstrom.

2. Treasurer's Report

Kevin Lindstrom distributed a report to those present and reported a balance of \$41,816.61 as of April 30, 2002. The balance last year was \$38,484.39. Funds are steady and should be used for the benefit of division members.

Committee Reports

3. Conference Planning 2002

Nancy Simons reported that conference planning went well and she thanked all the generous sponsors. Sponsorships for this year's conference were roughly \$4500. Marilyn Dunker thanked Nancy Simons for planning this year's conference and for all the encouragement and support given over the past year. Marilyn encourages all members to thank our sponsors at all Chemistry Division events.

4. ACS Liaison

Chuck Huber relayed that the Spring ACS meeting in Orlando went well and reminded members that the full meeting will take place in Boston (August 18-22, 2002). The full conference program will be published soon in *C&E News*. Next year's ACS meetings will take place in New Orleans in March, and New York in September. Chuck also discussed that he will have to step down as ACS Liaison as he will be the chair of the ACS Chemical Information Division for 2002-2003. He urges all members who are interested in serving as ACS Liaison to submit names to Suzanne Fedunok. He will temporarily continue as ACS Liaison until it is filled.

5. Archives

Currently, this committee chair is vacant. Marilyn discussed the need to maintain archives and conveyed that the Chemistry Division archives haven't been updated since the SLA meeting in Minneapolis in 1999. Our archives also do not have a permanent home. **ACTION:** The incoming archivist needs to follow-up on this and investigate SLA's rules for archives.

6. ASIST Liaison

Neither Liaison (Loren Mendelsohn/Ann Eagan) attended the ASIS conference this past year. Ann Eagan reported that the ASIST programs are on-line for a small fee. Some of the programs have full video.

7. Membership

Jim Martin agreed to take over the duties of the Membership Chair, as Jennifer Kostelnik had to resign. As of the last figures he reviewed, the Chemistry Division had 346 members, down approximately 20.

8. Mentoring

Svetlana Korolev discussed the need for a Mentoring Committee. She is hoping to find at least 3 people willing to serve on a committee, as there is need for guidance and assessment for creating a mentoring program for the Chemistry Division.

9. Publications

Jim Oliver, Newsletter Editor, was absent. Dana Roth and Susanne Redalje reported the release of 2 issues of our Chemistry Division newsletter on the web. They also discussed the question about changing the look and feel of the electronic issue on the web now that the Chemistry Division publishes our newsletter within the Sci-Tech Division newsletter. Questions to be considered: What do we want the electronic issue to contain? Do we repeat messages in the electronic (web) edition and the Sci-Tech News? Should we standardize dates on when the electronic newsletter publishes? What content will catch our readers' interest? Marilyn Dunker commented about a need for deadlines for members to submit content within a specific timeframe.

ACTION: The Publications Committee will set up a schedule releasing 3 Chemistry Division newsletters within a year.

It was reported that the Sci-Tech News is having problems with the printer so they are not as timely as they used to be. Susanne Redalje commented on the importance to continue work on this topic. Keeping members current and connected is important to our retention and recruitment. It is in our best interest to make it a living document. The Board discussed the use of CHMINF-L for relaying chemistry division business and questioned what the best medium is for continued communication to the membership. Since Nancy Simons was pulled into conference planning this past year, we had to sacrifice her summarizing the CHMINF discussion list for our members. This topic should continue for discussion at the Board Meeting on June 13.

10. Professional Development

In the absence of Bartow Culp, Chair, Marilynn Dunker reported that we had 22 people register for our CE course “Chemistry for the Non-Chemist”. This was down from previous years, but still a good number as it is a good revenue generator for the Division. The Chemistry Division could possibly be doing more on other topics for our membership. Chuck Huber offered user education/training as a possibility for a CE course or program event for 2003.

From last year’s minutes, it was proposed to consider contacting those who registered for our CE course for membership in the Chemistry division.

ACTION: Dana Roth to follow up with CE Course attendees for Chemistry Division Membership.

11. Strategic Planning

Susanne Redalje commented on the need to review our strategic plan as a guidance document. We also need to update it with our new Marion E. Sparks award information. A number of other suggestions were offered. We need to figure out how to revise and keep it current to reflect the needs of our division. The Strategic plan should include a framework for review and revision by the Board for it to be a living document.

ACTION: Denise Callihan and Marilynn Dunker responded to the call by Susanne Redalje and offered their assistance in revising the strategic plan.

12. WWW

Susanne Redalje informed the group that SLA has been having problems with the SLA web site over the past year. Many changes have also occurred. She conveyed that our web statistics are good – people are looking at the web site and that our usage statistics are comparable to larger divisions. She conveyed the possibility of using SLA software to create a members-only section or directory for our members if this is something we want to do. Susanne discussed the need to decide on a focus of our website, and asked for help with design and maintenance.

13. Marion E. Sparks Award

Svetlana Korolev was happy to report the winner of the first ever Marion E. Sparks Award. This year, Cory Craig will receive the award and stipend of \$1000 at the Chemistry Division’s Annual Business Meeting. Svetlana commented that she received 7 applications for this award and none from students. Svetlana was surprised by the diversity of members who did apply for this award as the guidelines stated that applicants had to be either students or new members. The focus of this award was intended to encourage student members or new members of the Chemistry Division to attend the annual meeting and participate in the activities of the Chemistry Division of the Special Libraries Association. Marilynn discussed the possibility of clarifying the guidelines to match our intent.

A motion was presented to increase funding to \$1500 from \$1000 for this award. The motion was approved unanimously. The Board also felt the need to extend the deadline for the 2003 Marion E. Sparks Award to allow for more time to accept applications. This will be considered for next year.

Old Business

1. By-Laws

The revised By-Laws will be presented to the membership at the Annual Business Meeting for approval. It was clarified that 2/3 of the Chemistry Division Members who attend the Business Meeting will be needed for approval of the revised By-Laws.

2. Archival of Web Site

SLA will now be archiving everything on the SLA web and will continue to maintain archives. One idea presented was possibly saving our newsletter and web pages to a CD-ROM. Susanne Redalje does maintain a mirror site at her university. Questions on what we need to archive and how to maintain were offered for discussion. These archive issues have to be addressed by the incoming archivist.

3. Virtual Meeting Possibilities

Ideas on online conferencing were considered. The Board felt it was necessary to help those Chemistry Division members who are unable to attend annual meetings get some benefit out of their membership through virtual or online conferencing. This is a possible idea for funding from SLA for the future. For a quick solution, if presenters agree, presentations from our division tracks will be posted to our website so all can review.

4. Membership Survey

The newly formed Strategic Planning Committee will include reviewing the need of a membership survey.

New Business

1. Nominations Committee

Dana Roth reported the slate for 2002-2003:

Chair-Elect: Marion Peters

Treasurer: Ted Baldwin

2. 2003 Conference Planning

Suzanne Fedunok discussed preliminary plans for the 2003 Annual conference to be held in New York. Suzanne encouraged all to submit programming ideas. Some potential topics include proteomics/genomics – patenting, visualization of data.

3. 2002-2003 Proposed Projects

Marion Peters proposed a number of projects to consider for her year as chair-elect.

- Academic Libraries – looking at curriculum and how they meet information literacy requirements.
- Creating one generic site to include links to many chemical information sites and post on our website.
- Creating a discussion list for members (rather than using CHMINF-L as primary communication tool), or an email list for Chemistry Division communication.

- Membership Survey
- Chemical Information Literacy

These ideas will carry to the next Board meeting for discussion.

With no further business before the board, the meeting adjourned at 6:00 pm.

Respectfully submitted,
Denise Callihan
Secretary
June 30, 2002