

**SLA Chemistry Division  
Executive Board Meeting Minutes  
New York, New York  
June 11, 2003**

*[Approved at Board Meeting of June 9, 2004, Nashville, TN]*

**Present:** Marion Peters (Chair), Suzanne Fedunok (Past-Chair), Ted Baldwin (Treasurer), A. Ben Wagner (Secretary), Teri Vogel (Webmaster), Sylvia O'Brien (Archives), Loren Mendelsohn (Mentoring), Marilynn Dunker (Nominating/Strategic Planning), Dana Roth (Sponsorship), Judith Currano (Professional Development)

**Guests:** Denise Callihan, Joanna Duy, Stewart Curry, Meghan Lafferty

**1. Call to Order**

The meeting was called to order at 7:38 am by chair Marion Peters. She asked for introductions around the table. Out-going chair Suzanne Fedunok presented Marion with the official emblem of office, the Barney Umbrella.

**2. Minutes from 2002 meeting**

The minutes of the previous Board meeting, as posted on the Chemistry division website at <http://www.sla.org/division/dche/2002/board.pdf> were approved.

**3. Officer Announcements**

**Chair**

Marion commented on the number of people willing to volunteer for the division. She noted that we have lots of contacts to follow-up on, but she will still put out a call for volunteers using many different formats. Marion discussed that the Division Cabinet recently approved a new government document to replace by-laws with recommended practices. For now, we will use our existing and recently updated by-laws as published, until more information is released from SLA. Marion also discussed a new Code of Responsibilities that will provide a clearer understanding of what responsibilities and duties are necessary to hold office. It will replace the unit officer acknowledgement form.

Units and Division are encouraged to write 300-500 words for the June 25<sup>th</sup> issue of *Information Outlook*. Suzanne Fedunok will take responsibility for writing up a short article to showcase our division and award winner, Stewart Curry. All reports from the NYC conference session will go to *Sci-Tech News* and will be posted on our website. The Program Planner, Suzanne Fedunok, will contact session presenters for reports.

**Treasurer**

Ted Baldwin, Treasurer, announced that he would send out a Microsoft Word document of the check request for reimbursement. Please fill out and send back to him as quickly as possible for prompt payment. <http://www.sla.org/division/dche/reimbursementform.html>

#### 4. Committee Discussions

As presented at previous business meeting, the webmaster, Teri Vogel, will contact Brian@sla.org about creation of discussion list for Board and Division Members to improve communication. Marion noted that we will not abandon CHMINF-L, but will be able to use a new discussion list to concentrate discussion like strategic planning to our members.

Suzanne reminded everyone of the June 30 deadline submission to *Sci-Tech News*. Sylvia O'Brien wanted to use this format to put out a call for members to review their files for possible archival material to fill in missing years of material.

Jim Martin agreed to continue as membership chair, and he's excited about the opportunities with new members. Marion commented that she wishes to pursue a mailing to members. Ben Wagner volunteered to help with letter drafting/review.

The Sparks Award chair has not yet been appointed. Stewart Curry (2003 Sparks Award) volunteered to help with this committee or any others.

Loren Mendelsohn will continue as mentoring chair and will work with the present Physics-Astronomy-Mathematics Division chair about doing similar mentoring activities. He would like others to help on the committee.

ACS Liaison: Need to confirm Sue Cardinal's appointment

ASIS Liaison – Need to confirm Ann Eagen's appointment.

Nominating Committee now moves to Suzanne Fedunok as Chair. Suzanne also asked for volunteers.

Web Conferencing/Virtual Meeting Project – Bill Armstrong will follow up on software, as has been mentioned at the Board Meeting on Sunday, and at Monday's Annual Business meeting. Dana Roth and Bill Armstrong need to devise an action plan for the year on these projects. End of July shall be the deadline for the Virtual Meeting Project plan.

Professional Development – Judith Currano presented the recent Chemical Division course evaluations. There were some glitches at the ½ day session, but none that disrupted any of the courses. Molecular model sets were not on-hand as they should have been, and if available at the class, would have made for better teaching of the principles. She will also address lengthening the ½ day course to a full-day course to include more content that is needed, possibly incorporating/developing more corporate culture in the Chemical Information Sources session. Judith also asked for volunteers. There is an August 1 deadline for 2004 courses. As of today, the Chemical Division will try for a full-day CE course on Saturday, and a ½ day on Sunday. Scheduling of the classes is tentative. Judith did note that there is an academic roundtable already scheduled for Sunday morning, so there already are conflicts.

## **Programming**

Marion gave tentative plans for Nashville programming. She stressed the importance of collaborating with other divisions for more inventive sessions, plus keeping the programming that has been successful in the past. More on potential schedule will be forthcoming. Marion also noted that there are 2 keynote speakers scheduled for Nashville, and more than 1 non-conflict time for viewing the exhibits. Exhibits will be open on Sunday.

Marilynn Dunker felt that this year's Corporate Roundtable format did not work as it missed the opportunity to share information as has been done in the past. Marilynn Dunker felt that members relied on hearing issues in other corporate chemistry libraries, and the "networking" social did not have any structure. Marilynn hoped that we bring the old "forum" back for Nashville. Some other ideas presented is to do an editor's perspective on environment/toxicology issues, specifically since the editor for the ACS journal, *Chemical Research in Toxicology*, lives in the Nashville area and might be available for this discussion.

The Board also discussed putting a patent seminar or CE course together for the conference. This could be an inauguration of a CE event to help educate our user base about patents. A. Ben Wagner volunteered to be a speaker for such a session.

**ACTION:** Marilynn Dunker, Ted Baldwin, Denise Callihan, and Ben Wagner to discuss patent education for Nashville conference.

## **Strategic Planning**

Draft will be drawn up for discussion. Marilynn Dunker and Susanne Redalje stressed the need to take planning seriously and commit to setting goals and using it as a guiding document for the division. The current strategic plan will still work for a year, but transition year may be worth reviewing.

**ACTION:** To develop an action plan for the year based on the survey, with a goal by the fall of what is to be done for the next year.

## **5. Other Business**

Reviving our own electronic newsletter was briefly discussed. Discussion turned to how frequent we wish to publish and ideas for content.

## **6. Adjourn**

With no further business before the board, the meeting adjourned at 9:07 am.

Respectfully submitted,  
Denise Callihan, Secretary