



**Information Technology Division
Special Libraries Association**

**Executive Winter Board Meeting
January 25, 2003
Hyatt Regency, New Orleans**

[DRAFT]

Call to order

Chair Karalyn Kavanaugh called the meeting to order at 12:35 p.m. The following officers were present: Chair-Elect Cindi Trainor, Past-Chair Dee Magnoni, Secretary Ty Webb, Membership Chair Stacey Greenwell, 2003 Conference Planner Georgia Higley, 2004 Conference Planner Heather Hlava, Public Relations Chair Suzi Hayes, Information Systems Section Chair Pamela Cibbarelli, b/ITE Editor Michael Kim, Archivist Hope Tillman, Webmaster Section Chair and Division Webmaster Walt Howe. The revised agenda was approved. The minutes of the June 12 Board meeting were approved.

Officer Reports

Chair Karalyn Kavanaugh reported that this is an exciting time in the organization with pending changes in the Association name and in the governing documents for both the chapters and divisions. She recognized that the Board faces a major task to provide members with quality programs and to monitor technology developments around the world. Chair Kavanaugh asked section chairs to look for incoming Chair-Elects among their membership. The Division donated \$1000 to the Southwest Regional Conference. Two hundred fifty people attended to hear excellent speakers. Stacey Greenwell put together a flier which has been revised and used for Division PR. A PDF version of the flier has been sent to Walt Howe for access from the website. A motion to review the current Division and Section logos was tabled for review in June. There was discussion on reviewing the names of the Sections, particularly the Virtual Section, and interest was expressed in establishing an Information Architecture Section. Karalyn Kavanaugh requested that the Board members look at the Section names and bring recommendations to the June Board meeting.

Chair-elect Cindi Trainor reported she was able to raise \$12,900 in vendor sponsorships for the 2003 Annual Conference in New York. Several companies who contributed in 2002 responded that they will not be sponsoring Divisions in 2003. Several new companies have responded, including Inmagic, Marcive and Yankee Publishing. Two checks have already been received, and sponsors have tentatively been matched to events.

Treasurer Holly Chong-Williams was unable to attend due to the birth of her son, Pierce. Holly reported that the Division treasury is healthy, and that the average annual meeting expenses for past two years have been \$20,000. The Treasurer's report was approved.

Section Chair Reports

Digital Content Chair Craig Haggit (not present, no report)

Government Information Chair Barbie Keiser (not present) submitted a written report describing the program she is planning with Georgia for the New York Conference in June on government information. Karalyn commended Barbie for the articles she has written for b/ITE.

Information Systems Chair Pamela Cibbarelli apologized for lack of activity, explaining that she has also been acting as Secretary for another division. Pamela volunteered to come in as chair-elect under Gretchen Leslie.

Technical Services Chair Mary Frances Panettiere (absent, no report)

Virtual Chair Lois Weinstein (absent, no report)

Webmaster Chair Walt Howe reported that, in addition to Chairing the Webmaster Section, he has continued to maintain the website. Walt encouraged the officers to examine the website and send comments to him with recommendations for sunsetting and archiving. Discussion ensued. PR Chair Suzi Hayes suggested that we note things of interest on the website on our PR postcard-mailings. Karalyn Kavanaugh mentioned that Hope Tillman is creating a Hall of Fame for the website. Karalyn asked Walt to examine statistics on website usage and report in b/ITE. Cindi Trainor volunteered to help Walt on the website. Kin Kan has expressed an interest in Chairing the Webmaster Section next year, allowing Walt to focus on continued improvements in the website.

Communications Chair Sarah White (absent, no report)

Committee Chair Reports

2003 New York City Program Planner Georgia Higley thanked Cindi Trainor for raising funds at a date early enough to assure recognition of the contributors in the Conference Preliminary Program. ITE will sponsor three CE courses, themed open houses each night and numerous sessions on topics such as metadata standards, managing technology standards, web accessibility, wearable technology and government information, among others.

2004 Nashville Program Planner Heather Hlava announced that the 2004 Conference, in Nashville, will be held in a location that has all activities under one roof. Carl Ledbetter from Novell is one keynote speaker. Georgia will give Heather the names of vendor contacts. Karalyn encouraged all the Section Chairs to get involved, generating ideas for programs.

Archives Chair Hope Tillman has taken on the responsibility from outgoing Chair Lilian Mesner. Hope plans to organize the archives, and to create a digital Hall of Fame on the Division website. Karalyn led a discussion on reapplying for grant to digitize the archives. Michael Kim reported on ITE's recent proposal for a grant of \$13,000 to digitize selected Archival materials. The concerns expressed by those who reviewed the grant proposal were (1) sustainability after initial funding, (2) residence of the material, which could not live on the SLA website, and (3) the lack of an evaluation tool within the proposal. Additional comments referred to the fact that the proposal focused only on the ITE division rather than the profession or broader membership application. For approval, ITE needs to identify partnerships with other divisions and/or chapters.

Member Services Chair Stacey Greenwell reported that ITE had 2009 members in November, and that she is following up with individuals who did not renew their membership. Stacey prepared and distributed a flier for the Chapter Technology Award to both the Chapter and Division Cabinets. The information will also appear in b/ITE and on the website. The winner of the Student Award, selected from ten submissions, is Christine Wsocki for her paper on "Creating opportunities for growth in technology," which deals with gender issues related to the lack of women in technology jobs. After some discussion, a motion was made and approved to grant Honorable Mentions which will include Conference registration and a ticket to the ITE Business Meeting and Tea. It was noted that the award description should be amended to include publication rights for b/ITE. Georgia requested that Stacey provide the names and affiliations before May 1 in order to get the tickets. Hope suggested an article for b/ITE on "Where are they now" for our previous student award winners.

Diversity Leadership Development Chair Erma Dell'Aquila was absent. Dee Magnoni reported on plans for the Diversity and Mentoring breakfast at the Annual Conference.

b/ITE Editor S. Michael Kim reported that he has awarded four gift certificates to authors of articles. In response to a member's comments that the issues were too long, and too infrequent, the Board encouraged

Michael to proceed as he suggested, publishing issues as warranted, and experimenting with various formats.

Learning Communities Co-Chairs Pat Wilson and Alice Marksberry (absent, no report)

Professional Development Chair position is currently open. Hope suggested exploring the idea of combining Professional Development with Learning Communities.

Public Relations Chair Suzi Hayes reported that the promotional postcard mailings have been a success. It was the consensus of the Board to continue the mailings.

Nominating Chair Dee Magnoni presented the slate of officers. Karen Houghman^{Heffman} is nominated for Chair-Elect, and Georgia Higley for Secretary. The slate was approved.

Discussion List Chair Mary Ellen Bates (absent, no report). The Board revisited issues related to closed vs. open discussion lists. Karalyn offered to ask Linda Broussard for one additional Division list to be used only for announcement purposes. Divisions are limited to two lists, and ITE currently uses those for a Board list and the moderated list for members who have chosen to subscribe.

Old Business

A motion to consider changing the Division logo was tabled until after the Association votes on a potential change in the organization's name.

New Business

Chair Karalyn Kavanaugh announced that Chair-Elect Cindi Trainor will be stepping down from her position due to a pregnancy with a delivery date during the Annual Conference. Secretary Ty Webb will step in as Chair-Elect while continuing to perform Secretarial duties. The Board thanked Cindi profusely for her fundraising efforts and expressed hope that she will continue to play an active role in the Division.

After extensive discussion on the topic of travel funding, it was moved and seconded to set aside \$16,000 from the Division's funds, with a limit of \$2000 per person, which may be applied for as needed by Committee and Section Chairs for travel and lodging connected to the Annual meeting in New York in 2003. The motion was passed. The Board established the following guidelines: application will be in writing at least thirty days before the conference; the application will be sent to the Treasurer; if the total amount applied for exceeds the amount available, it will be distributed proportionately among the applicants. The Board recognizes that assuming a leadership role within the Division also means a financial commitment to attendance at both Winter Meetings and Annual Conferences, which can become a financial burden in today's economic climate as companies cut back on travel budgets. The Board feels that this policy will encourage members to fill leadership roles within the Division.

At the June 12, 2002 Board meeting, ITE voted to provide financial aid to an international student for conference attendance. Barbie Keiser reported, through Karalyn Kavanaugh, that ITE would cooperate with the DC chapter in their Twinning Project. The Board approved \$2,000 for this effort.

Dee proposed that the Division donate funds in support of the Great Lakes Regional Meeting. The Board approved a \$1000 donation to the meeting. Chair Karalyn Kavanaugh will obtain a commitment from the Chair of the meeting as to how the money will be used, and what publicity the Division will receive.

Announcements

Heather Hlava announced that she will serve as the Association's Local Arrangements Chair for the 2004 Winter Meeting to be held in Albuquerque, and that she looks forward to hosting us there.

The meeting was adjourned at 3:15

Respectfully submitted,

Ty Webb, Secretary