

**Minutes of the DC/SLA Board Meeting
Thursday, October 7, 2010
Final Version**

Attendees

Executive Board

James King, President
Mary Talley-Garcia, First Vice President / President Elect
Greta Ober-Beauchesne, Immediate Past President
Lorraine Bell, Second Vice President
Hannah Sommers, Treasurer
Martha Reifschneider, Assistant Treasurer (V)
Lois Ireland, Director (2010-2011) (V)
Dave Hemingway, Director (2010-2012) (V)
Alison Raab-Labonte, Communications Secretary (V)
Eileen Deegan, Recording Secretary

Committees and Programs

Beth Kirton-Crane, Elections Committee -- Chair
Victor Monti, International Relations Committee – Chair (V)
Chris Vestal, *Chapter Notes* -- Editor-in-Chief

Call to Order

The October 7, 2010 meeting was held at the Dow Jones office, hosted by Lorraine Bell. Several participants attended virtually (noted above with “V”). James King called the meeting to order at 6:10 p.m.

James asked if anyone had any objections to approving the meeting’s agenda. Receiving none, the agenda was accepted.

Mary Talley-Garcia moved to adopt the August meeting minutes. Lorraine Bell seconded. Motion approved.

President’s Report

James King, President:

Chapter Checklist -- James said he assumes we can incorporate the latest revised version of the Checklist in the Chapter Manual, and then make minor corrections as we go along. James noted the Checklist’s changes regarding the Chapter Notes editorial publishing calendar. The next issue, October/November, will be the last issue of this Board. Also, with regard to the Checklist’s end-of-the-year business, James asked the Officers and Chairs to prepare their final reports, and send them to him the first week of November.

Spend a Day with a Special Librarian – James said he will find out from the event’s Committee Chair if there is a date for which this is scheduled. [Note: For an update on this topic, see James’ subsequent October 22nd e-mail message to the Board, “Spend a Day Program – Status and Questions,” in which he proposes making this program ongoing, rather than a one-time offering.]

Leadership Summit – He said Committee Chair Lynne McCay sent a report about her site visit to the Navy Memorial Museum where January’s Leadership Summit reception will take place. She noted that the museum will accommodate 350 people and is accessible for the physically disabled; cocktail tables and a brochure table and easel will be furnished; and the museum’s gift shop will be open during the reception. The deposits for the caterer and venue have been paid. Her committee, she reported, is working on our Chapter’s Summit Wiki, which will include a dinner-buddy section; is reaching out to SLA headquarters about setup and registration; will do a call for volunteers; and will hold its next meeting on November 1 at Library of Congress. “It’s moving forward,” James observed.

DC/SLA Marketplace – This initiative, James remarked, is not moving very far. The idea is to offer shirts with either the SLA or the Summit logos (pending SLA HQ’s approval), and/or the DC/SLA logo. He said he may call for a volunteer to assist with the planning. The question was raised about how our Marketplace would be promoted, and whether it could be used to raise funds for our Leadership Summit expenses. James said the Marketplace will be web-based and that we could make it a section on our Chapter website. We may also be able to advertise it on other Chapters’ websites, and promote it in SLA’s pre-Summit material. We could consider buying shirts to display at the Leadership Summit, but we should avoid having leftovers. Mary reminded us that, previously, the Board had talked about holding a “Shirt Night,” giving a reduced event-fee rate to those wearing the shirt.

Our profit from shirt sales, James said, could be used to offset our costs for the Summit, and could also serve as a Chapter fundraiser. Lorraine suggested that we ask DC/SLA members if someone would like to design the shirt. James said we could perhaps have a contest. Producing the shirts, he said, is as easy as uploading the logo and choosing a shirt design, but, he noted, creating the DC/SLA logo would take the most time. Mary recommended that a small committee be assembled to choose the products and get our Marketplace up and running quickly before the Summit. Both Allison Raab-Labonte and Beth Kirton-Crane volunteered to help.

Website -- James reported that Lorette Weldon resigned as the Chapter Webmaster, and that he has appointed himself to fill this role. Should we wish to update website material, we should contact him. He said he is hesitant to make a lot of changes to the website at this time because SLA has indicated it will be changing the platform. Meanwhile, it was recommended that Chapter Notes and the Events Calendar items should be displayed at the top of our website, rather than the Career Portal item. James added that he has received a copy of last year’s DC/SLA Website from former Webmaster Krista Mansch, for benchmarking purposes.

Officers' Reports

Mary Talley-Garcia, First Vice President/President Elect: Mary highlighted two forthcoming programs -- the October 12th "Library Leaders Series" with Jean Tatalias, Director of Knowledge Services at MITRE; and the DC/SLA 70th Anniversary and Volunteer Appreciation featuring author Kee Malesky of NPR. For the latter event, Mary said she would like to do a raffle, perhaps raffling a copy of Kee's book. Lois Ireland said she would check with vendors about getting raffle items. There was discussion about whether the reception should be free to volunteers. Greta Ober noted that the volunteer reception was free in prior years.

Mary said that because there is an early-bird registration fee for the December 4th Annual Banquet and Business Meeting (Potomac River Cruise), it's advantageous to register now. It was recommended that the event announcement on the DC/SLA Website should list the regular price of the cruise, the Chapter's early-bird registration price, and the Chapter's price after the early-bird deadline. James said he would add that information.

Lorraine Bell, Second Vice President: Lorraine said that after she receives the revised version of the Chapter Checklist from James, she will post it to the Wiki. She announced that next year's Click University sessions will be hosted at Dow Jones' office by Linda Futato and herself. Still needed, is a volunteer Coordinator to handle registrations for the Click U sessions.

Hannah Sommers, Treasurer: Hannah said DC/SLA's current financial reports indicate that our budget continues to track about as expected. The performance of the second-quarter pooled fund was negative, and basically wiped out the first-quarter gains. However, our reserves and cash flow look good, and Lois has been very successful in getting sponsorships. Hannah announced that our bank account has been transitioned to Capital One Bank. The issue of whether the Chapter can use PayPal to process donations to a proposed scholarship fund, is still under consideration.

Alison Raab-Labonte, Communications Secretary: Allison asked us whether we know anyone who is keen on taking on the Chapter's Webmaster role. Her Web Committee will meet in December to discuss usability issues and cleaning up the site.

Dave Hemingway, Membership Director: Dave reported that he has been sending member-retention e-mails based on the membership reports posted to the Wiki. He noted that DC/SLA's member count as of September 1st is 881. To put this figure in perspective, he said this downward trend is happening SLAwide, in part because fewer employers are paying professional membership dues. He suggested awarding a DC/SLA membership as a raffle item. It was observed that the attempt to raffle a membership at last year's banquet encountered a logistics problem.

Lois Ireland, Fundraising Director: Lois reported that she is working to find more sponsors for the Leadership Summit and the Chapter's final two 2010 events. To date,

\$6,700 has been pledged for the Summit. She asked us to let her know if any of us has strong vendor contacts who may be interested in contributing. Lois thanked Hannah for creating a Paypal link for vendor donations, explaining that this gives vendors an alternative to issuing a check.

Committee/Group Reports

Victor Monti, International Relations Committee Chair: Victor reported that the Committee is planning its annual UN Week celebration, taking place October 20th at the UN Information Center (UNIC). Event details are available on the Chapter Events Calendar.

Beth Kirton-Crane, Elections Committee Chair: Beth discussed the limitations of Survey Monkey, which provided the electronic ballots by which Chapter members voted in the recent election. While the Chapter Manual says that the tallied paper ballots must be destroyed, how should that be applied in the digital world? The Board instructed her to destroy the electronic votes but to keep the survey instrument. Survey Monkey, it was observed, is not a secure path, so an alternative, more secure option, could be looked for next year.

Noting that all the candidates had been notified of the election results, and that the results would be transmitted via the DC/SLA listserv following the Board meeting, the election's outcome was announced as follows:

Lois Ireland, 1st Vice President / President Elect
Lea Wade, 2nd Vice-President
Victor Monti, Director (Membership)
Chris Vestal, Communications Secretary
Gretchen Sauvey, Recording Secretary
Hannah Sommers, Treasurer

Old Business

No old business was discussed.

New Business

James said that he and Mary would plan a Board and Committee Chair transition meeting. He will also get the new Board members on the Officers List and in Chapter Notes.

James reminded the Officers and Chairs that the next Board meeting on November 4th will be conducted virtually, and that our Dow Jones colleagues will again host meeting participants who are without a virtual connection.

Adjournment

Lorraine Bell moved to adjourn the meeting. Dave Hemmingway seconded. Motion approved.

The meeting ended at 7:40 p.m.

Minutes Submitted by Eileen Deegan, Recording Secretary