

Minutes of the DC/SLA Board Meeting
Thursday, November 4, 2010
Final Version

Attendees

Executive Board

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

Committees and Programs

Jessica Beauchamp, External/Community Relations Committee – Co-Chair (V)
Susan Fournier, Awards Committee -- Chair
James Madigan, Incoming *Chapter Notes* – Co-Editor-in-Chief
Kera Manion – Mentoring Committee
Victor Monti, International Relations Committee – Chair (V)
Chris Vestal, *Chapter Notes* -- Editor-in-Chief (V)

Call to Order

The November 4, 2010 meeting was held at the Dow Jones office, and was hosted by Judy Parvez. Several participants attended virtually (noted above with “V”). James King called the meeting to order at 6:00 p.m.

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

Lois Ireland moved to adopt the draft October meeting minutes. Mary Talley-Garcia seconded. Motion approved.

Executive Session

By request, James moved the agenda’s Executive Session to the start of the meeting. Because participation in executive sessions is restricted to elected Board Members, the Committee Members in attendance were asked to temporarily leave the meeting room or disconnect from the virtual meeting. The DC/SLA Board Members in attendance then received the recommendations of the Awards Committee for the Chapter Member of the Year and the Board of Directors awards, as presented by Committee Chair Susan Fournier.

Mary Talley-Garcia moved that the Awards Committee's report and recommendations for recipients of the two Chapter awards be accepted. Alison Raab-Labonte seconded. Motion approved.

Susan then presented the Committee's slate of six DC/SLA candidates for the SLA Awards and Honors Program. SLA's submission deadlines for the award nominations vary, so the Board made the following separate motions for the Committee's nominations:

Lois Ireland moved that the recommendations of the Awards Committee for the SLA Hall of Fame and the SLA Rising Star Award be accepted. Mary Talley-Garcia seconded. Motion approved.

Eileen Deegan moved that the recommendation of the Awards Committee for the Dow Jones Leadership Award be accepted. Alison Raab-Labonte seconded. Motion approved.

Lois Ireland moved that the recommendation of the Awards Committee for the Rose L. Vormelker Award be accepted. Greta Ober-Beauchesne seconded. Motion approved.

Alison Raab-Labonte moved that the recommendations of the Awards Committee for the Fellow of SLA award be accepted. Eileen Deegan seconded. Motion approved.

Susan said that the Board-approved, award nominees will be sent to SLA Headquarters, and the Executive Session ended. All the meeting attendees reentered, and the Board meeting resumed.

President's Report

James King, President:

Annual Report -- James said he needs the Board Members' and Committee Chairs' final reports highlighting their 2010 work and projects. He will utilize this information in his year-end DC/SLA report to SLA, and in his *Chapter Notes* wrap-up article. Their final reports will also be added to the Chapter Archives.

DC/SLA Marketplace – James discussed the headway he has made in creating customized merchandise to sell on Café Press (<http://cafepress.com/dcsla>), noting that this initiative is intended to raise funds to offset the costs of the Leadership Summit. He showed a draft, high-resolution logo that could be used for Café Press shirts and other merchandise, which is consistent with a standard logo SLA may recommend for all units. It was recommended that on his draft logo, the word “Metro” not precede “Washington, DC Chapter.” We are currently known as the “Washington, DC” Chapter, and adding

“Metro,” may cause DC/SLA to fall under “M” in an alphabetized list. James agreed to drop “Metro.” He noted that while the redesigned logo would not retain our current logo’s capitol dome graphic, perhaps a banner with the dome graphic could be placed above the logo.

Advantages of using Café Press, it was observed, are that it requires no financial outlay, nor maintaining an inventory, and it allows DC/SLA to control the amount of mark-up on the merchandise we offer for sale. It was recommended that, before proceeding, we establish what incentives people would have to buy the Chapter’s Café Press merchandise.

Officers’ Reports

Mary Talley-Garcia, First Vice President/President Elect: Mary reported that, to date, 50 people signed up to attend the DC/SLA 70th Anniversary and Volunteer Appreciation event. She asked outgoing Board Members to transfer information and documents to our successors, and noted that the formal Transition Meeting will take place January 13th. The DC/SLA Board meetings will continue to take place the first Thursday of the month. Mary also asked us to tell her what one thing we would have liked to change in our position, or change on the Board or a Committee, to make it more effective. Also welcome are our comments about what goals we did not have time to do.

James King for Lorraine Bell, Second Vice President: Lorraine is closing out updates to the Chapter Checklist.

Martha Reifschneider, Assistant Treasurer: Martha relayed that DC/SLA is in good shape financially, and that the Chapter’s cash flow is alright. She said that Hannah Sommers plans to post the October financial reports when she returns from her travels. Martha advised us to tell Hannah about expenses we anticipate having in 2011, so that a good budget document can be compiled. Martha said she will work with Hannah to prepare the end-of-year financial reports.

Alison Raab-Labonte, Communications Secretary: Allison reported that she has talked to her successor, Chris Vestal, about transitioning her duties.

Dave Hemingway, Membership Director: Dave reported that the autumn membership counts are stable – as of November 1st DC/SLA had 880 members. He plans to meet virtually with his successor, Victor Monti, at the end of November to pass along the Membership-Chair materials. Most of these materials, he said, such as the retention letter, are in an electronic version.

Lois Ireland, Fundraising Director: Lois reported that she is working on securing vendors for the Leadership Summit Reception, including Safari Books. She is coordinating a meeting with her successor, Dave Hemingway, to transition her 2010 Board responsibilities.

Committee/Group Reports

Leadership Summit Status – James said the Summit’s event page is up on the SLA website, and our DC/SLA site links to that page. Committee Chair Lynne McCay reports that the Chapter Welcome-Reception arrangements are going smoothly. Now, James observed, it’s mainly a matter of coming up with ways to fill our financial gap, including through reception-ticket revenue, a basket raffle, or shirt sales. Lois said that, to date, we have \$6,700 in Summit Welcome-Reception sponsorships, and would like to have \$10,000.

Spend a Day with a Special Librarian – James referenced the recent e-mails from Allison Raab-Labonte and Dave Shumaker (Catholic University professor and Library School Liaison) regarding James’ proposal to make “Spend a Day” a continuously running program. Among other points, Alison raised the problem of sustaining a continuous program’s momentum. Dave raised such points as the past difficulty students had in choosing their own hosts, and the future difficulty of coordinating an ongoing program with the academic-year cycle.

A discussion of these and related points ensued. James said that the bigger goal is to get a program going in this area that will show library students what special libraries are about. There is a need to outline how the program will work and what are the expectations for the hosts. It was suggested that hosts’ participation could be considered as volunteer work for the Chapter. Once the “Spend the Day” program is successfully restarted, it could be expanded to take place two or three times a year. It was recommended that Mary check with Dave and past Committee Chair Jane Sanchez for their additional feedback.

Jessica Beauchamp, External/Community Relations Committee – Co-Chair: Jessica summarized prospective Chapter service projects for 2011 that her Committee identified via a survey that solicited DC/SLA members’ feedback. The projects are:

- 1) Co-sponsoring an event to raise funds for "Help Us Learn, Give Us Hope," which provides school supplies to Iraq and Afghanistan. This project was suggested by DC/SLA member Layla Heimlich, who through her role as DC "Literacy Promotion" Chair for the Daughters of the American Republic (DAR), is planning a January 22nd fundraiser that will benefit the “Help Us Learn” organization. It was proposed that DC/SLA be a co-sponsor of the DAR fundraiser, and that this event could also raise funds for the Lubuto Library Project.

At our meeting it was noted that the Leadership Summit ends on January 22nd, and this could negatively impact the turnout for a Chapter fundraiser event scheduled for that evening. Another option may be to hold the fundraiser in February. The Community Outreach Committee would like more feedback from the Board on this proposal.

- 2) Volunteering at the Walter Reed Army Medical Center Post Library during the week (M-F, 8a to 4:45p) -- taking materials to the wards, cataloging the collection, and providing general assistance. In addition, in the summer of 2011, they will need assistance with closing/moving the library as Walter Reed shuts down in September. Interested members would need to undergo CPR training, as well as a basic background check prior to starting.
- 3) TBD projects at the DC SEED School -- both short-term, one-time projects, and a longer-term project. The Committee will provide specifics following a discussion with the School's librarian.

Victor Monti, International Relations Committee Chair: Victor reported that the Committee's October 20th UN Week event went well, and that 30 people attended.

Chris Vestal, Chapter Notes (CN), Editor-in-Chief: Chris announced that James Madigan and Aileen Marshall will be the *Chapter Notes* Co-Editors-in-Chief for 2011. He noted that the final 2010 issue will be published in November. Chris suggested that print copies of that issue be distributed to attendees of our Annual Meeting and Lunch Cruise. The purpose would be to promote the Chapter's accomplishments, and to market our newsletter to vendors and to DC/SLA members -- some of whom have had difficulty opening the PDF version. Chris said he would look into the cost of producing print copies for this special distribution, and would provide an estimate to Hannah.

Old Business

No old business was discussed.

New Business

James reminded us that our next meeting will be the Annual Business Meeting (and Lunch Cruise) on December 4th, 11:30 a.m. – 2:00 p.m. Our Board's transition meeting will take place Thursday, January 13th; and the first 2011 Board Meeting will take place Thursday, February 3rd. He thanked us for a "great year."

Adjournment

Martha Reifschneider moved to adjourn the meeting. Greta Ober-Beauchesne seconded. Motion approved.

The meeting ended at 7:45 p.m.

Minutes Submitted by Eileen Deegan, Recording Secretary