

**Minutes of the DC/SLA Board Meeting
May 5, 2011**

Attendees:

Executive Board

Mary Talley
Hannah Sommers
James King*
Gretchen Sauvey
Chris Vestal
Victor Monti

Committee Chairs and Others

Lorraine Bell
Rick Davis
Sharon Lenius
Janel White
Nate Evans*

*Attended via conference call and DimDim web conference.

The meeting was called to order at 6:02pm by Mary Talley.

Hannah Sommers moved to approve the agenda. Gretchen Sauvey seconded. Motion approved.

Gretchen Sauvey moved to approve the April meeting minutes. Hannah Sommers seconded. Motion approved.

Mary Talley – President’s Report

Loyalty Program: James King led a group to talk to James Kane, as part of the process we learned that our vendors have supplied over 30% of our income, which underscores their importance to us and underscores our need to nurture this relationship, particularly as membership numbers go down. Dave will talk more about vendor relationships. The other thing we learned is about metrics. They’re important, we need to know how many need to know members, non-members, and students attend our events, but we don’t always get them all in. Metrics come in from many sources and getting them all organized is an issue but Cheri Widowski is working on collecting them this year. We didn’t have a complete set of metrics for 2010, but when the new website goes up we’ll have Espresso, an event registration app which should give us an easier way to gather them.

Website: Having looked at it, many pages are out of date, Mary is going to ask everyone to look at their pages and send corrected information to James. There are also blank pages for every group and committee on the new site so people could start to get accounts to

upload their own information. James will copy existing content to the new site for updating. Mary will send instructions to committee chairs about their responsibilities.

We need a webmaster, and Mary will send a list-serv message to request someone who can give a couple hours per week. Once past the transition it will be more decentralized, but we still need a single coordinator/admin-type person to work with James, we need to have someone in place by the 3rd week in May. Having a whole committee is not a bad idea, so we might go back to that. As an incentive we might offer free program admission or membership to DC/SLA for the volunteer. We need a job description to share with people, we only have a vague one that will need to be beefed up. James wants to get the committee back together so he has a chance to work with them and find out what they can do and then turn things over to them. We will recruit from new professionals and via grad school liaisons, as this could be a good resume item for them.

Employment Portal: Beth Kirton-Crane is getting a very good response from people who are in job transition and would like a support group. She is going to call a meeting to move it forward. We are also looking to a group like Trak to host a lunch or something like that as well, which could be part of recruiting. Lea Wade will work on the employment portal and a few other people are interested in joining the committee.

Chapter Manual: Lea is going to update it to reflect some things that have changed. Mary is going to ask board members to update their respective pages and will send a request about that. James will look into converting the existing Confluence wiki into WordPress for possibly easier updating. This will happen during the summer after annual conference.

Officer Reports:

Lois Ireland – First Vice President (report presented by Mary Talley)

The Mid Atlantic reception is ready to be advertised, Mary will send something about it, the cost will be \$5, which includes a drink ticket. The Speed Mentoring event will be on the 25th of May. Anne Caputo has arranged for B.P. Prakash to be here to speak on June 15th, and she has suggested contacting the Indian Embassy to help promote the event. The Conference Recap event will be in July, and there will be an Un-Conference in August on technology.

James King – Immediate Past President

James is working on the new website, and has sent a note to past presidents to get perspective on what has to move and what can be archived. The first focus is on migrating the last five years plus current year's minutes and getting them online and in consistent format. He has also moved all the PDF chapter notes going back to 2002, prior to that we have HTML versions dating back to 1997 that need to be converted to PDF and then those will go online as well. It would be a good thing to at least have all of the chapter notes available online for upcoming chapter anniversaries. James is working with the Archive Committee to possibly digitize everything in the archives, potentially with help of a vendor. A number of sections are close to moved over, and there are pages set up for a lot of the different areas. James can send the link to the committee list and have

people start looking at it; it's now a matter of copying and pasting content from the old site. He hasn't found a way to automatically move blog posts, so he may have to manually move them to preserve them on the new site. For the end of 2009 we have a snapshot of the website which was the last time it was totally self contained so we can archive that on a DVD or something.

We got very positive feedback from our loyalty program presentation; the feedback was that we did almost too well. James Kane is considering changing the scope of the project to pick more than one chapter to cover the scope of issues in SLA. He thought we were very innovative, which is encouraging, even if we don't get picked.

Lea Wade – Second Vice President (report presented by Mary Talley)

Lea is working on the employment portal and chapter manual as noted above in Mary's report.

Hannah Sommers - Treasurer

We are still on track for our plan from February. The most recent transactions are from International Special Librarians Day, we did reimburse the ISLD speaker for her airfare. The joint spring workshop income and expenses are still coming in, but Hannah will be moving that over to its own account once it's finalized.

The only outstanding question is whether anything is needed in advance of the annual conference, which James will let her know. We are in good financial shape, and can write a check whenever we need to. We should be getting our statement for the pooled fund for the first quarter any time now.

Chris Vestal – Communications Secretary

There's not much to report, if anyone's interested in posting for Diverse Universe they should e-mail Chris. 400-500 hits per blog post is the average so far.

Dave Hemingway – Fundraising Director (report presented by Mary Talley)

We're doing well, and are currently kicking around the idea of a vendor fair either separately or in conjunction with the new member event.

Victor Monti – Membership Director

842 is the latest member count, down 10 from the last count. They are working on the open house/fair thing, which will be an opportunity for everyone in the chapter – both new and current members – to see what all the committees and activities are and what they do. The experienced members are likely to be there to work the various tables. It is tentatively scheduled for September 29 at BNA in Crystal City. BNA may offer some prizes for the event, but we will also need to find some other door prizes.

Does that sound like something a committee wants to participate in? Would need signs to identify groups, also let people know ahead of time who will be there. Mary will let committee chairs know the plan. Victor is putting together a committee to work on the details.

Committee Reports

Janel White – Spend a Day/‘Make a Connection’

The renamed ‘Spend a Day’ program is not a specific day; it’s just making a connection between a student and a professional to show what their day or career is like. They are hoping to launch officially on Monday and give a week and a half to respond, the committee will do matching, and the student will be responsible for setting up their own logistics. This is experimental, they would like to do it again in the fall, and possibly quarterly after that. They will give guidelines to both students and hosts about what to do. There will be a web page and sign up form for the event.

Chapter Notes (as reported by Mary Talley) – Lisa Pogue has set up a wiki for them, it’s coming together and the issue should be out in the next week or so.

Rick Davis – Dine Arounds

We had 8 dine arounds in April, and 4 more are coming in May. Rick has been getting attendee lists, attendance has been mostly good. Mary is having one on May 17th. We have had a good mix of people, and a good variety of places and restaurants. Many committee chairs stepped up to help.

Sharon Lenius – Military Librarians

They have finalized a program in August by Lee Hadden who is an army geospatial librarian and Civil War re-enactor – he will present on the civil war for librarians. This is the sesquicentennial of the Civil War, so the event will tie into that, especially since it’s local history. They will try to get a few sponsors, but will likely have a \$10 cost for members – Ann Linton has given them space at GWU on August 11th. They are also planning a ghost tour of Ft. McNair in early October and talking to Dr. Hamner from George Mason who writes on military leadership.

Other business

Technology director: Mary looked at what other chapters are doing and discovered no consistency whatsoever beyond that there is generally a Webmaster. Toronto has a technology director and Mary e-mailed them but the position hasn’t been in existence very long. Mary wants it to be a board position, possibly under a different name, but it would be someone who’d be both a visionary strategist and hands-on. This person would help us identify emerging technologies and applications. The Webmaster and listserv would fall under this position and communications secretary would become a more PR position to work in conjunction with this person. The board will likely vote on this over the summer. It would be an elected position, so the nomination process would ensure getting a person with the correct experience. It would be also be a two year position, that would be likely to be voted in the year after next. Mary and James will work on creating a job description for the position to be discussed via e-mail this summer.

Nate Evans – Archivist

He is looking at the archive contents to see what can be scanned and put online. The physical items will remain at MLK. The finding aid for the archive will also be updated to list what we have. PTFS is a company that will do digitization and digital repository – James has worked with them in the past, and will talk to them about possibilities of using their services. He doesn't know what the cost will be, but will explore partnership possibilities.

Future Meeting Schedule: August 4 is next meeting, and the September meeting is the 8th, the second Thursday, instead of the usual first Thursday.

Victor Monti moved to adjourn the meeting. James King seconded. Motion approved.

Meeting adjourned at 7:37 p.m.