

**DC/SLA Board Meeting
November 15, 2013**

Attendees:

Marie Kaddell
Chris Vestal*
Asheleigh Perry
James King*
Jessica Bland*
Kathy Kelly
Hannah Sommers
Ramona Howerton

*Participants attended via conference call.

The meeting was called to order at 6:05 pm by Marie Kaddell.

Introductions.

Kathy Kelly moved to approve the agenda. Chris Vestal seconded. Motion approved.

Chris Vestal moved to approve the previous meeting's minutes. James King seconded. Motion approved.

Discussions

President's Report (Marie Kaddell)

Marie Kaddell thanked the Board for moving the meeting to Friday, November 15th, in order to free up the LexisNexis venue on November 7th for an International Relations Committee event.

Marie will be writing to all the chapter committee heads to see if they want to continue their roles, to verify these by the end of the year. Lois Ireland and Marie believe it's a great time to remind the committee heads of how grateful we are for what they do for the chapter and Association. We will have a switch-up for the listserv management from Lea Wade to Gretchen Sauvey. Aileen Marshall will be leaving the Board as Director of Membership; Chris Vestal spoke to someone who may be interested to pick up the position. We can select a person, and the Board votes for that person to serve the rest of the term. Membership Chair is a logical position to transition into a Loyalty Chair; it seems like the Membership Director must do more than an annual membership drive.

Hannah Sommers and Ramona Howerton will be finishing up some financial reporting. They are still transitioning from Hannah to Ramona.

Marie is really grateful she got to serve as President this year. Chris will keep us in the LexisNexis venue next year.

Board Reports

Vice-President/President-Elect (Chris Vestal)

Past events: Last month on **October 24** the volunteer appreciation at BNA drew about 70 people and good feedback, and was a success. The other night (**November 13**) we had a joint program with Marie, Naomi House, and Michele Masias from DOJ for library students and new professionals with 22 people in attendance virtually and physically. It will be posted in various places so people can easily access it.

Upcoming Events: The last event of the year is our holiday party on **December 2** at the University Club. We've reserved a room from 5-9 p.m. with the event running from 6:00-8:30 p.m. There will be a light meat dish, and a light vegetarian appetizer. Following the Business meeting we'll have pasta and desserts. We may even take in a profit. We've had 18 sign up so far. We will register award winners for free, as well as the scholarship winner. We will have the annual business meeting. Marie will thank the 2013 Board, have photos, awards, a welcome to the 2014 Board with photos, and then we'll go back to networking. Chris is emailing the University Club to finalize details, to make sure we don't have to pay sales tax, and to change the arrangement of the room a little bit, for more standing room.

A few events we were going to have in November will be pushed back to January. There will be a self-defense class in **January**. Chris wants to thank everyone who's filled out their page on the DC/SLA Board Transition Planning Wiki. We can also use that for benchmarking at the Board retreat. Chris will use it more next year for Board reports posting. Our next meeting is the **January 11** Board retreat at LexisNexis, the week before the Leadership Summit. We are inviting incoming and outgoing Board members. Chris sent out an email for next year's Board for the best night of the week to meet during the new Board year. We'll either keep them on the first Thursdays or will change to first Wednesdays.

Treasurer (Hannah Sommers)

We've talked throughout the year about the Joint Spring Workshop and our relationship with it as DC/SLA. Ramona Howerton, Chris Vestal, and Hannah had a conference call about it, and they suggest the Board determine whether the workshop is strategic for our chapter. If it is, we'll continue our relationship by which we'll manage only their money. If it is not strategic for us, we should write them a check for the balance of the funds we've been managing for them. How many DC/SLA members are benefiting from it, in terms of the burden on the Treasurer, Treasurer-Elect, and Vice-President? We don't know how committed each of the other groups are, in terms of the work. There may be a lack of interest and a lot of work. We have an active chapter, so our question is what are we getting out of the workshop that we are not getting out of our other programming? It's been going on for many years. If it's our year to lead it, maybe we can reboot it, envision a bigger or more cutting-edge program. It was meant to bring the different associations together in a forward looking manner. If we do it, we need to pull someone on to work on it. Would it be simpler to use a service of Fedlink for registration? Doing registration and finances should be kept separate. We may still be able to do joint programming with other associations in other ways. Consensus was that we should go ahead with the Workshop this year if it's our turn. Marie will get the ball rolling with corresponding with people on this. \$60 is a lot of money for a one-day program. It was \$85 for non-members. Maybe we should revisit the cost of the event, and look into sponsors to de-fray costs. James would be willing to consult with the group. The venue is the Library of Congress Madison Building's Mumford Room, so the

venue is free and speakers may be local.

Treasurer-Elect (Ramona Howerton)

We currently have \$26,000 and have checks for \$3,750 for sponsors for the December meeting, so we have close to \$34,000 in the checking account. In the pooled fund for the quarter, we have a \$1500 increase to \$44,522.33. The Treasurer can set up links to Paypal. Hannah Sommers has an HTML file she can send to Chris Vestal for use.

Communications (Lisa Pogue)

Lisa could not attend, but her Chapter eNotes stands as a good chapter report. Her group has done an amazing job getting it out, having it themed, and this month they pulled in jokes about libraries. This brings in a different aspect of membership. The web site and the blog, the notices and images look amazing. James got a special banner up on the web site for the upcoming event in December.

Membership

Aileen Marshall could not attend, but as reported in the President's report, Aileen will be leaving the Board at the turn of the year.

Sponsor Relationships (Jenny Wood)

Open House sponsorship included LAC group (\$750) and ACS Publications (\$750). The UN Day event had a \$250 sponsorship from Information Express. Leadership Directories giving us \$1500 for the Annual Meeting. IBISWorld donated stuffed animals which may be used in the annual meeting. Jenny will work on her entry in the Planning wiki. Jenny is updating the Sponsors page for the web site. IOP is the student Scholarship sponsor, so if anyone has their contact info, we can offer them a few registrations.

Technology (James King)

The New Professionals Committee has a volunteer through Signup Genius, but the committee is defunct. We should decide if we should revitalize it. Towards the end they were just doing Happy Hours. We have the Programming Committee working on happy hours now. We need someone to help with volunteer coordination. It may be helpful to have happy hours geared towards new professionals, so they can network with their peers.

Loyalty update: We do have a copy of the field guide from James Kane, we are editing it, and working with Stuart Hales to review the rest of it. It will be turned around soon. It's a 150 page booklet, meant to be something you read and apply. James will do a presentation about it at the Leadership Summit. It can be used to bring stories to other chapters and divisions, to illustrate what are we doing at a global level that encourages membership.

James put out a pitch since he's soon to be an SLA Board Member and is looking for feedback. We can send him suggestions about the Association. There are a lot of chapters struggling to find leadership, but we're doing pretty well compared to the average.

James is exploring a Customer Relationship Management (CRM) tool for the web site, for the Board to track contacts for potential sponsors. He is looking at web-based tools for membership to create their own membership record; this could replace the social media directory. He is still working on Event Espresso, and will meet with Deena Adelman to do training on Event Espresso.

James called an Executive Session to discuss awards.

Old Business

The Listserv manager transition was covered by Marie in the President's report.

New Business

Anyone who hasn't signed up for holiday party should register now.

The Board Retreat is January 11, 2014.

There are no more regular Board meetings in 2013, but the annual Business Meeting is December 2nd at the Holiday Party at the University Club.

Chris Vestal moved to adjourn. James King seconded. Motion passed.

Meeting adjourned at 7:12 pm.

Addendum to Minutes

On December 11, 2013, Chris Vestal sent an email to the Board, providing background on the fact that the chapter had been asked by the Social Sciences Division to cosponsor the International Reception at the SLA Conference in San Diego. Chris noted that DC/SLA has a long history of cosponsoring this event, and that we were thanked and recognized during the event itself as a cosponsor. He noted Ramona Howerton had received an invoice for this event, and that we would like to take care of it before the end of the year.

In the December 11, 2013 email, Chris Vestal moved that DC/SLA pay the Social Sciences Division \$1,344.29 for its role as a cosponsor of the 2013 International reception held at the 2013 SLA Conference in San Diego. On December 12, 2013, Ramona Howerton, via email, seconded the motion. Motion passed via Board member votes sent via email on December 12, 2013.