

**DC/SLA Board Meeting
September 4, 2014**

Attendees:

Chris Vestal
Marie Kaddell
Deena Adelman
Ramona Howerton
Sharon Lenius
Asheleigh Perry*
Kathy Kelly*
Alicia Pappas
Lisa Pogue
Jessica Bland*

*Participants attended via conference call.

The meeting was called to order at 6:00pm by Chris Vestal.

Lisa Pogue moved to approve the agenda. Alicia Pappas seconded. Motion approved.

Ramona Howerton moved to approve the previous meeting's minutes. Marie Kaddell seconded. Motion approved.

Discussions

President's Report (Chris Vestal)

The annual report for the DC/SLA Chapter is due on December 1, 2014. This report is required for each chapter to receive their financial allotment from SLA. Chris Vestal provided the rest of the DC/SLA Board with a blank copy of the survey for the report and posted it on the wiki as well. He marked places where he did not know how to answer the question and is asking the board to help. Chris asked other Board members to e-mail him by October 1, 2014 with answers to the questions where their name was noted. He would like to have it done a little bit early. Chris will also forward an e-copy of the report to the Archives Committee when it is completed.

This is the time of year for transitioning to the new DC/SLA board for the upcoming year. The Board election closes on September 30, 2014. Elected members will be invited to the October and November 2014 Board meetings. Chris wants to start transitioning planning now. He asked that Board members add three bullet points to their October 2014 Board reports and answer the following questions:

- What accomplishment are you most proud of from 2014?
- Do you have any unfinished business or a new goal for next year for yourself or your successor?
- What was your biggest challenge in 2014?

SLA President-Elect Jill Strand will be visiting Washington, D.C. in September and will be attending the DC/SLA Open House on September 16, 2014. Chris asked board members to attend the Open House if they can. Jill Strand requested to visit local libraries on her trip as well. She will be visiting the Department of Commerce Research Library on September 16 before the Open House and the Research Library at the Federal Reserve Board of Governors on September 17, 2014.

We have had two applicants for the Leadership Stipend Award. James King wants to work on marketing and developing relationships at the Board Retreat in January 2015. Jessica Bland mentioned that the timing in January for the retreat might be difficult for people and that February might be easier.

Chris mentioned that he has a few What's Your Theme blog posts in the queue. One is from Alicia Pappas so far and he is waiting for other people to submit their posts.

Board Reports

Immediate Past President (Marie Kaddell)

Marie Kaddell started to work on the DC/SLA manual again so people should expect e-mails from her requesting edits.

President-Elect (Deena Adelman)

A Catholic University Library School student joined the Program Planning Committee.

Deena Adelman uploaded photos from 2014 DC/SLA events and programs to Flickr.

There were no events in August, but **upcoming programs** are listed below:

- **September 3:** Dine Around in Brookland with CUA chapter—11 registrants
- **September 10:** Create Your Future - Building Your Future and the Future of Your Organization, Jenner & Block. Moderator: Bruce Rosenstein; Panelists: Neal Kaske – Library Director, NOAA Central Library, Michele Masias – Supervisory Librarian, US Department of Justice, Kristin Vajs - Chief Librarian, Research Library, Board of Governors of the Federal Reserve System—26 registrants
- **September 16:** Open House and Volunteer Appreciation event, National Geographic Library—54 registrants
- **September 23:** Webinar: Fifteen Reasons to Quit Your Special or Solo Library Job (or Ask Someone Else to Leave), Organized by Solo Division & NY Chapter
- **September 30:** Happy Hour at Bar Louie, Gallery Place/Chinatown
- **October 4:** Following in the Footsteps of War in Fredericksburg, VA (MLG)—changed from Sept. 27
- **October 15:** Book Club, *As a Peace-Loving Global Citizen* by Sun Myung Moon, Zorba's Café, Dupont
- **October:** UN Day Event
- **October:** Trivia Night with LLSDC – possibly October 20 – 30 people attended this event last year
- **October or November:** Writing Series: Blogging—panel of bloggers gives advice on getting started, experiences, platforms, types of blogging, transitioning to more formal writing, etc.
- **October or November:** Talk by Safari Books Online author related to leadership, work relationships, management, or other topic—haven't heard back from Safari
- **November 18:** Webinar: Solo Project Management: When You are the Whole Team, Presented by Pat Wagner, Organized by Solo Division & NY Chapter
- **December 9:** Holiday Party and Annual Meeting
- **December 11:** Military Reference & Research: Sources and Resources – all day workshop at LOC (MLG)

Treasurer (Ramona Howerton)

Ramona Howerton reported on the DC/SLA chapter's finances from August 2014. She said there were no expenses, only deposits for the chapter in August.

Ramona asked Chris Vestal and Deena Adelman about someone paying something on the DC/SLA's PayPal account, which was an automatic withdrawal. They did not know how to fix this, but said that James King set up that account and he may know more about it.

Ramona will try to have information about invoices and other financial transactions sent to the treasurer e-mail for record keeping purposes. Paypal does not send invoices, but will send an e-mail receipt for transactions.

Membership Director (Alicia Pappas)

Alicia Pappas talked to Richard Huffine about reaching out to people who are expiring DC/SLA members and people who are new members. The expiring member category shows an error message in the SLA membership directory and some of the "new members" from the directory's analytics are actually renewals of expired memberships. Alicia was thinking that we could reach out to the people who renew their membership and remind them what we have to offer, but the system makes that rather difficult. When they changed the SLA website it removed a lot of information about SLA members, but Chris Vestal said that the SLA Board is looking into a new CRM system

Communications (Lisa Pogue)

Lisa Pogue sent out the Chapter e-notes for August 2014.

Sponsorship Relationships (Jessica Bland)

Jessica Bland was able to find one sponsor each for the Open House (Dow Jones - \$300) and the Holiday Party (Special Counsel - \$1,000).

The Copyright Clearance Center reached out to Lisa Pogue asking for information about sponsoring an event for DC/SLA and she forwarded the e-mail to Jessica.

Chris Vestal is going to talk internally to someone at Lexis Nexis about sponsorship as well. He is not sure if it will be approved because the person that approved sponsorship last year is in a different position this year

Jessica sent invoices to sponsors for the Military Libraries Group battlefield event – one will write a check and one will pay via credit card.

Committee Reports

Sharon Lenius – 75th Anniversary

Sharon Lenius has not received a response from the DC/SLA Board and is now asking for our thoughts again.

Ideas:

- Chris Vestal received an e-mail from the 2015 SLA Conference Planning chair, who asked if we want to sponsor an event.
- Board members and Sharon discussed providing a \$5,000 budget for the 75th anniversary as a starter and will ask to add additional funds to the budget as needed throughout the year.
 - Motion – Lisa Pogue motioned to allocate \$5,000 for now and appoint a Jubilee Joint Task Force for the 75th anniversary in conjunction with the Program Planning Committee, the Communications Director, and the Sponsorship Director. Ramona Howerton seconded. Motion approved
 - Second motion – Alicia Pappas motioned to allocate up to \$5,000 for the 75th anniversary with the provision that we have a plan by the October 2, 2014 Board meeting. Deena Adelman seconded. Motion approved.
- We can announce the 75th anniversary of the DC/SLA chapter at the 2014 Holiday Party
- Sharon was thinking of creating a calendar to hand out to everyone at the holiday party
- The MD SLA chapter asked that we cosponsor the Leadership Summit opening happy hour in Baltimore in January with them. Chris Vestal said we could have an open bar and say it was sponsored by our 75th jubilee. He said we should tell James King because he's helping to plan it and the MD chapter hasn't responded to Chris' response
- Alicia Pappas said that cupcakes with the Company logo were great for the LLSDC anniversary. They were a huge hit (rather than cake)
- Sharon suggested that we ask former DC/SLA presidents to have "TED talks" every quarter or so. We could have an event in March with 3 "TED talks" in an evening
- We could have the Program Planning Committee start working on planning right now
- The Board discussed whether we want to have a gala to celebrate the 75th anniversary. Alicia hosted a gala for the LLSDC anniversary and it cost \$20,000. We could invite Jill Strand or next year's President Elect of SLA to the gala if we choose to host one
- Jessica Bland suggested that we could have a gala instead of the open house and recognize volunteers who have been volunteering for a while

Kathy Kelly – Volunteer Coordinator

Kathy Kelly reported that Deena Adelman is doing a great job and Alicia Pappas has offered to help with the PowerPoint for the Open House.

New Business

The DC/SLA election has opened. James King created a Google form for voting. The Board currently does not know how many people have voted at this time. Chris Vestal will send an e-mail out weekly because the SLA election is coming out as well. The DC/SLA chapter elected ends on September 30, 2014. There is only one contested position, but we are required to have an election due to the bylaws.

The SLA 2015 Annual Conference Advisory Council Chair e-mailed Chris Vestal. She knows that we usually cosponsor the International Reception at the SLA Annual Conference and invited the DC/SLA chapter to sponsor another event at the conference. It will be a reception held at the Westin Hotel in Boston and she has extended the deadline to respond to her until the end of September. Sharon Lenius said that it can be very expensive and advised us to ask for a limit for our contribution. We've made this mistake before and are aware. This reception will be co-sponsored with the New England SLA chapter. Chris was thinking of handing out flyers at the reception to promote our 75th anniversary (he would ask the New England chapter president first). Chris said we can pull down our sponsorship to \$500 for the IR instead of \$1000 so we can co-sponsor this other event. We could also have a table at the annual conference and promote our 75th anniversary as well (if the New England Chapter would prefer that we did not promote our anniversary at the cosponsored reception.). We then discussed how much money we should give to cosponsor this event.

--Lisa Pogue motioned to give \$3,000 for the cosponsored with New England reception and \$500 for the International Reception. Deena Adelman seconded. Motion approved

We then discussed funding and budget for the Military Libraries Group. They are currently sponsored by Elsevier for one event. Sharon Lenius asked if any money we don't use goes back into the DC/SLA budget and Chris Vestal said yes. Jessica Bland can double check which vendors who have been contacted so we don't ask for money twice from the same vendor.

Sixteen people have agreed to be mentors for the "Make a Connection" program. Chris Vestal recruited mentees from Catholic University, University of Maryland, and DC/SLA. People seeking mentors were extremely interested in archives work. Chris successfully paired mentor with eight mentees. He suggested that people meet at the Open House, but any date that works for them is great. Chris will send out a survey in mid-October to see how the program worked.

Commitments

- All Board members should e-mail Chris by October 1, 2014 with their responses for the SLA annual report survey
- All Board members should add the following bullet points to their reports for the October Board meeting
 - What accomplishment are you most proud of from 2014?
 - Do you have any unfinished business or a new goal for next year for yourself or your successor?
 - What was your biggest challenge in 2014?

Next meeting October 2, 2014. 6-8pm, Lexis Nexis.

Alicia Pappas moved to adjourn and move into Executive Session. Marie Kaddell seconded.

Meeting adjourned at 7:23pm.

Executive Session started at 7:23pm.

Executive Session ended at 7:31pm