

**DC/SLA Board Meeting
October 2, 2014**

Attendees:

Ramona Howerton
Lisa Pogue
Deena Adelman
Chris Vestal
Asheleigh Perry
Claire D'Mura
Marie Kaddell
Sharon Lenius
Rick Kowalski
Layla Heimlich

*Participants attended via conference call.

The meeting was called to order at 6:01pm by Chris Vestal.

Asheleigh Perry moved to approve the agenda. Lisa Pogue seconded. Motion approved.

Lisa Pogue moved to approve the previous meeting's minutes. Deena Adelman seconded. Motion approved.

President's Report (Chris Vestal)

Chris Vestal is preparing the Annual Report, which is due December 1, 2014. He has asked the Board to answer some of the annual report questions and he is creating a form to send to DC/SLA committee chairs.

Chris Vestal also welcomed Jill Strand September 16-17, 2014 and organized tours of the Department of Commerce Research Library and the Federal Reserve Board of Governors while she was here. She also spoke at the Open House Volunteer Appreciation Event. Chris said that Jill was impressed the tours and the turnout at the Open House event.

Awards – Chris asked the Board about who submits nominations for SLA awards. He noted that it makes sense for the DC/SLA Board to know which of our members is being nominated for an award by the Association. A few years ago there was a formal process where the Awards Committee would compile names for nomination and then have them approved by the Board. This has not happened with Board approval in the last couple of years so the Board is not aware of who is being nominated. Chris would like to reinstate a formal process whereby nominations for SLA awards are approved by the Board. This would give the Board an idea of how DC/SLA chapter members that are involved in the Association as a whole. Lisa Pogue asked why this is important for us and Chris explained that it would be a way for the Awards Committee to find out which members are involved and should be recognized by the Chapter as well. The Board could ask the Awards Committee to find out what Association awards are available and nominate DC/SLA members by the November Board meeting. We cannot stop individual chapter members from nominating people, but with this process the Board will have a better idea of who is nominated.

SLA Reception – The New England SLA chapter backed out of the Boston reception because they could not find other cosponsors, but they will cosponsor if we can find other cosponsors. Chris contacted the New York SLA chapter and asked if they would be interested in cosponsoring this event. He is also going to reach out the Philadelphia SLA chapter. If they both say yes, Chris will reach back out to the New England chapter. However, we are now the lead of this event, which allows us to pick the menu, including an open bar. Chris thinks the menu will fit within our budget especially if we can find other cosponsors.

What's Your Theme Blog – Chris mentioned that one person has committed to writing a "What's Your Theme" blog post for this month. He asked that Board members (including new members) should write a post if they have not written one yet.

At the end of the year there should be 24 different themes.

At the end of Chris Vestal's report Sharon Lenius asked what the Board was budgeting for the SLA reception in Boston next year and Chris said \$3,000. The Board then discussed different options for an open bar. The Board is thinking of hosting the SLA reception on the Monday night of the 2015 SLA Conference right before the IT Dance.

Board Reports

Immediate Past President (Marie Kaddell)

Transition Report – Marie discussed her transition report. She feels like as a past-president she can really understand what the current President and President-Elect are going through and can provide support. One challenge for her is that there is always unfinished business and it is hard not to get burned out in the first 2 years of presidency. She hopes to provide support and guidance to future leaders of DC/SLA.

President-Elect (Deena Adelman)

Highlights – Deena Adelman reported that 13 people attended the Dine Around at Brookland Pint with the Catholic University SLA Chapter on September 3. Also, 30 people attended the “Create Your Future” program on September 10. The official count for the Open House on September 16 is 82 attendees. Deena noted that the survey feedback from the event was positive overall. Survey responses mentioned that the location was not the ideal space for such a large event, but attendees enjoyed hearing about volunteer opportunities through each DC/SLA committee or group from short presentations. The Chapter also hosted a webinar on September 23 entitled “Fifteen Reasons to Quit Your Special or Solo Library Job (or Ask Someone Else to Leave)” which was organized by the SLA Solo Division and the NY SLA Chapter. The last event for the month took place on September 30 and was a happy hour at Bar Louie in Gallery Place/Chinatown.

Upcoming Programs

- **October 4:** Following in the Footsteps of War in Fredericksburg, VA – a program hosted by the Military Libraries Group —16 registrants so far
- **October 15:** Book Club, *As a Peace-Loving Global Citizen* by Sun Myung Moon, Zorba's Café, Dupont
- **October 20:** Trivia Night with LLSDC and DCLA at Hill Country BBQ in Chinatown
- **October 22:** IRC (UN Day) Event, Drexel University DC Office-- Samir Goswami from LexisNexis (and formerly of Amnesty International) and Stuart Ridgway of the International Trade Administration, on open source/open data
- **November 13:** Happy Hour at Science Club organized by Employment and Career Resources Committee
- **November 18:** Webinar: Solo Project Management: When You are the Whole Team, Presented by Pat Wagner, Organized by Solo Division & NY Chapter
- **November:** Writing Series: Blogging—panel of bloggers gives advice on getting started, experiences, platforms, types of blogging, transitioning to more formal writing, etc.
- **December 9:** Holiday Party and Annual Meeting at National Press Club -- Special Counsel (formerly TRAK) is currently the only sponsor
- **December 11:** Military Reference & Research: Sources and Resources – all day workshop at LOC with the Military Libraries Group

Transition Information – Deena responded to Chris Vestal's questions concerning transitioning to the 2015 DC/SLA Board. Deena is most proud of developing the surveys for programs because she gathered a lot of useful information and feedback from attendees. Her new goal for next year is to create better connections between DC/SLA committees and the Board (especially concerning sponsors) as well as overall coordination with committees.

Deena's biggest challenge was coordinating programs and events because it is a very time intensive process to post everything for committees on the Events Calendar. Deena recommends that committee chairs should be given access to the calendar or that a Program Planning Committee member should be the designated calendar person for both the DC/SLA chapter and Association calendars. Layla Heimlich asked if there is a centralized place where the Board lists all of the places that events need to be posted. Deena said there is a list on the Board wiki, but she needs to update it before the end of the year. Another challenge was trying to think about ideas for next year while planning events and programs for this year.

Treasurer (Ramona Howerton)

Ramona said that the DC/SLA chapter was billed for the International Reception we cosponsored for \$1,000 at the 2014 SLA Annual Conference.

We are currently \$3,000 from what we thought we would receive in revenue by the end of the year and Ramona said that the budget is well on track.

We should add separate line items for candidate travel and welcoming guests (like Jill Strand).

Deena Adelman asked about the holiday party and was wondering how far under budget it should be. Currently the Board has \$7,000 budgeted for expenses, \$1,500 budgeted for income, and \$4,000 budgeted for sponsorship for the holiday party this year. Deena is wondering if we can subsidize the cost so that members do not have to pay as much money to attend the holiday party as they have in past years.

Communications (Lisa Pogue)

Lisa Pogue posted the September DC/SLA Chapter eNotes to the website and sent them out to the DC/SLA listserv.

She already has volunteers for future summaries of DC/SLA programs.

She added Rick Kowalski to the wiki so he could read the transition documents as he will be the Communications Director for the 2015 DC/SLA Board.

Lisa began uploading iStock photos to the wiki as well so they will be available to the Board in the future.

Chris Vestal said that Deb Hunt mentioned that the DC/SLA Chapter eNotes are a great idea and that we are setting a high bar for other SLA chapters.

Membership Director (Alicia Pappas – absent)

Alicia Pappas was not able to attend the October 2014 Board meeting, but she sent her report to Chris Vestal and he discussed her report on her behalf. Alicia's report presents statistics about DC/SLA membership as of August 29, 2014 and is the latest data available at the time of her report. There are a total of 639 members and the statistics are separated by type of member.

Sponsorship Relationships (Jessica Bland -- absent)

Jessica Bland was not able to attend the October 2014 Board meeting, but she sent her report to Chris Vestal and he discussed her report on her behalf. Jessica sent three invoices to the sponsors for the Military Libraries Group event.

The DC/SLA Board is still trying to find a replacement for Jessica for the 2015 Board. Lois Ireland found 3 people, but 2 of them are government employees and cannot work with sponsorship/vendors. However, Sharon Lenius said that some government employees can work with sponsors as long as they do not work in accounting.

Volunteer Coordinator (Kathy Kelly - absent)

Kathy Kelly was not able to attend the October 2014 Board meeting, but she sent her report to Chris Vestal and he discussed her report on her behalf. Kathy worked on preparation for and implementation of the DC/SLA Open House on September 16. She told Chris that 13 people contacted her about joining DC/SLA committees after the Open House event.

Kathy added three new categories to the Volunteer List which include, Board of Directors (2014), Program Hosts (2014), and Speakers at Chapter Events (2014). She edited the Volunteer List and communicated with Chris Vestal and Deena Adelman as needed concerning volunteer matters.

She sent Sharon Lenius and Eileen Deegan an example of a promotional email of another group celebrating a 75th anniversary. Kathy also updated the Board of Directors Award section and the Board Member of the Year section of the Past Awards Winners webpage.

New Business

Chris Vestal opened the meeting to a question and answer session for new Board members. The session lasted 10 minutes and ran from 6:50pm to 7:00pm.

The questions asked during the session include:

1. Who is responsible for communicating with committees for events? Is there a Board member liaison for each committee?
 - a. Answer: Right now people are supposed to e-mail the Board when they have an event so it can be posted to the events calendar, but Deena thinks we could have a more formal process

Following the question and answer session the Board discussed sponsorship levels for the DC/SLA chapter. Sponsors are listed on the website. Chris mentioned that he talked to Lois Ireland and Jenny wood via e-mail concerning past sponsorship levels given out by the Chapter to sponsors. They said they followed a tier system when we first started using sponsorship levels, which were initially created by Lois Ireland. Jenny Wood said she had more success when she had a concrete event to ask for money to sponsor. She recommended that events be planned way in advance to make it easier. Chris is not sure if the current system for sponsorship levels is working. There are not that many sponsors who want to sponsor an event once they are already part of the sponsorship level system. We cannot expect extra donor dollars from sponsors if they are already giving us money through the tier sponsorship program. Deena Adelman likes the tiers, but thinks that the benefits for the sponsors should be changed to make it more reasonable for all parties. Lisa Pogue said we could add sponsors' logos to the bottom of the Chapter eNotes with external links to their websites as publicity to thank them for sponsoring the chapter. Ramona Howerton mentioned that the budget is the same as last year for sponsors, but the money for this year is in a different line item because most of the money has come from the tier system. Chris said that we need to be consistent about the tier system if we do continue to use it.

Commitments

--Chris Vestal commits to working with the DC/SLA Awards Committee to find a new acting chair and to find a slate of candidates for the SLA awards by the November DC/SLA Board meeting

--Deena Adelman commits to updating the procedures involved with adding events to the DC/SLA events calendar

--Chris Vestal will create a draft form of the DC/SLA Annual Report with the rest of the Board's answers by the November DC/SLA Board meeting

--Ramona Howerton and Asheleigh Perry commit to uploading transition documents for their respective Board positions to the Board wiki

--Marie Kaddell commits to send e-mails to other Board members concerning edits to the DC/SLA Chapter manual

--Board members that have not written a "What's Your Theme" blog post commit to write a post before the end of the year

Next meeting November, 6. 6-8pm, LexisNexis

Ramona Howerton moved to adjourn. Deena Adelman seconded.

Meeting adjourned at 7:16pm.