

SLIS Alumni Board meeting minutes

August 14, 2007

The meeting commenced at 6:30 p.m. in the Stone Conference Room in Marist Hall. In attendance were: Jeff Prater (presiding), Margaret Weatherford, Marianne Giltrud, Tiffany Smith, Mark Brzozowski, Kathy Kelly, and the following others by teleconference: Linda Hasman, Cristina Ramirez, Allison Shea, Thomas Webster, and Iris Taylor. Dean Kimberly Kelley and Mary Edsall Choquette (faculty representative to the Alumni Board) could not attend.

Remarks from the President

Jeff Prater distributed an action items table containing columns to list Board actions, person responsible, and date of completion. The Board approved the action items document and Jeff asked that persons responsible for certain actions email him the final results of actions taken. He noted he would send out the updated document periodically.

He also discussed options for establishing email etiquette for the Board, and distributed an Email Etiquette document from Purdue University's writing lab. The Board discussed perceived pros and cons of email etiquette mandates vs. proposition of email etiquette best practices. The Board agreed to adopt the Purdue University guidelines as a general guideline, and to discuss the matter again at the next meeting.

Review of Previous Revised Minutes

The revised minutes from the July 17, 2007 SLIS Alumni Board meeting were approved.

Committee Reports

Constitution and By-Laws

Jeff Prater and other members of the By-Laws Committee agreed to meet on August 29th at 6:30 p.m. on campus to work on revising the By-laws. Jeff noted that other Board members/volunteers were welcome to attend the meeting. The Board discussed whether it was desirable to have a Constitution and By-Laws as separate documents, or in one document (the format of the outdated version). It was noted that the CUA Alumni Association has a Constitution, By-Laws, and Policies and Procedures as three separate documents. The By-Laws committee noted they could come up with a template for each of these parts.

Jeff Prater noted some of the problems of the outdated version, including lack of provisions for teleconferencing, and a need to note that the organization is not-for-profit. Board members also briefly went over the outdated SLIS By-Laws document, making suggestions on specific items. Some of the general recommended additions included provisions for dealing with difficult people on a Board, possible provisions for appointing a person to handle technology issues, and noting other means than mail ballot for elections. Some recommended deletions included eliminating the Treasurer position, though there was some discussion as to whether the Treasurer function should be merged

with another position. Jeff Prater noted people could continue to send him recommendations for the By-Laws Committee to review.

Margaret Weatherford, the Board's representative the CUA Alumni Association, noted she would find out the lengths of terms on the CUA Board of Governors, since this could be relevant to the term of the SLIS representative as stated in the By-Laws. Jeff Prater noted the By-Laws Committee would bring a set of proposed revised By-Laws to the next SLIS Alumni Board meeting.

Events/Outreach

It was agreed that an Events Committee would work to look into a venue for a Homecoming Weekend event. Margaret Weatherford, Jeff Prater, Mark Brzozowski, Marianne Giltrud, Tiffany Smith, and Kathy Kelly agreed to serve on the Events Committee. It was noted that Margaret would be attending a CUA Alumni Association Board of Governors meeting the morning of the proposed date for the event (Oct. 20th), and that Tiffany Smith would be doing a presentation on Folksonomies at an ASIST meeting on that date, but could help beforehand. Jeff Prater noted he would ask a contact at Library of Congress about the possibility of a venue there, and Marianne Giltrud noted she would look into the availability of the May Gallery at Mullen Library.

Board members agreed to think about what might be a reasonable date between December 3-7, 2007, to hold a SLIS holiday party.

The Board agreed not to discuss planning for the 2008 Stone Lecture at the present meeting in light of other pressing activities being worked on.

The Secretary (Kathy Kelly) reported she had done some organization of files from various previous Board years from ca. 1999-2006, and had placed them in the SLIS Alumni Board's 2-drawer file cabinet in Jeannine Marino's office in Marist Hall. She noted she had read a 40-page printout of memories of the recently deceased Raymond Von Dran, available on the Syracuse University School of Information Studies web site (<http://ischool.syr.edu/ray/>), and had copied some memories involving his time at CUA SLIS, where he served as dean from 1983-87, for inclusion in the Von Dran biographical folder in the Alumni files. She suggested some of the characteristics he was known for might be utilized in assessing how to arrange for a possible Von Dran Memorial Award. She also suggested the format of the SLIS Alumni Board/Volunteers contacts list should possibly be changed to separate out the SLIS faculty and CUA staff from the Alumni Board members and volunteers, to minimize email for the faculty/CUA staff.

Old Business

Jeff Prater explained the details he had obtained from CUA Office of Alumni Relations Director Marion Gosney regarding costs and type of postcards that could be sent out to SLIS alumni to advertise both the Homecoming event and the slisalum-l listserv. It would be about \$400 for distribution of the type of postcard discussed. He noted he would inquire about whether the School or the Office of Alumni Relations would be picking up the cost for such a mailing.

*Jeff Prater proposed meeting dates for the 2007-2008 Board year, suggesting:

September 18, 2007

October 13, 2007

November 27, 2007

no meeting in December due to holiday party

January 15, 2008

February 19, 2008

March 18, 2008

April 22, 2008

May 20, 2008

June 17, 2008

July 15, 2008

August 19, 2008

*NOTE: Later on it was decided to change these dates to:

September 18, 2007

October 11, 2007

November 29, 2007

No meeting in December due to holiday party

January 17, 2008

February 21, 2008

March 2008 (date to be determined)

April 24, 2008

May 15, 2008

And if needed:

June 19, 2008

July 17, 2008

August 21, 2008

He noted it may be a good idea to move the meetings to the Information Commons if possible.

New Business

Jeff Prater noted there would be no accreditation update at this meeting since Dean Kelley could not be present.

He also noted that the previous SLIS Alumni Board had created a wiki to deal with the accreditation review process, and that the current Board might wish to think about assessing prospects for upgrading it for current purposes.

Jeff also read an email from Allison Shea noting she was disappointed that CUA did not have a presence at the AALL meeting this year, and wanted to know if SLIS would have a presence at meetings other than ALA. Meeting attendees noted the desirability of looking into options for arranging a SLIS presence at conferences, such as AALL, SAA, ALA, ALISE, SLA, and ASIST.

Marianne Giltrud discussed her progress on a Notable Alumni list, and noted that alumna Peggy Sullivan had raised the issue of establishing criteria for such a designation.

The next Board meeting will be Tuesday, September 18th*, at 6:30 p.m. in the Stone Conference Room in Marist Hall at CUA, unless an alternate location on campus on that date is announced in advance.

*Date of meeting was later changed to Thursday, September 20th at same location.