

SLIS Alumni Board Meeting Minutes August 30, 2006

In attendance: Barrie Howard (President), Marty Hale (Dean), Patricia Kidd (Board member), Jose Palacios (SLIS alumnus), Kathy Kelly (interim Secretary/Events Chair), Kathy Ennis (Development Office), and Marion Gosney (Office of Alumni Relations). Present by teleconference: Stephanie Salmon (Treasurer/Outreach Chair) and Larry Roeder (Board member).

This was the final meeting of the 2005-2006 Board year. Barrie Howard welcomed the attendees, did a roll call, and noted the names of the present members of the Board, who would also be staying on the new Board: Barrie Howard, Stephanie Salmon, Patricia Kidd, Larry Roeder, and Kathy Kelly. He later announced the names of new nominees who would be on the next Board: Cassandra Harper, Linda Hasman, Jerome Offord, Jeff Prater, Cristina Ramirez, and Margaret Weatherford. (More details on the new Board later in these minutes.)

Kathy Kelly provided a status report on the upcoming SLIS silver anniversary Afternoon Tea celebration. She noted the date (Oct. 14th), location (O Street Mansion in D.C.), the various channels of communication used to send out the announcement, and some details about the program and the memory book. She thanked Marion Gosney for all the Office of Alumni Relations had done in support of this event.

Marion provided some details on her contact with O Street Mansion to work on the contract and vendor application. She passed around an updated version of the web announcement (<http://alumni.cua.edu/slis25.cfm>). Marion also encouraged all board members to attend, to register in the formal way, and to bring along other alumni. She noted that a microphone would be very expensive, so she was waiting to see how many registrants there would be before determining if one is needed. Marion suggested that the dress code for the Tea be 'business attire'.

Kathy Ennis passed around a hard copy invitation which is going out to area SLIS alumni for whom CUA does not have email addresses. Patricia Kidd voiced a concern that the invitation should be mailed to all SLIS alumni, not just those in the DC area; Marion Gosney noted that cost would be prohibitive, and that many alumni outside of the area were receiving notice of the event via the emails sent out by her office. Kathy Ennis also noted she had met with Public Affairs recently regarding production of the program, and that they had asked for a higher-resolution logo from Lexis-Nexis. Stephanie agreed to obtain one and send to Kathy Ennis. Kathy Ennis also offered to send some hard copy invitations to interested Board members, so they would have them on hand if needed.

Kathy Kelly asked Stephanie to give a report on the status of the SLIS Lifetime Achievement Award, a plaque to be presented to Dr. Mathilde Rovelstad or her designee at the Tea. Stephanie explained that Dr. Rovelstad was delighted with the prospect of the award, and that she (Stephanie) would investigate whether Dr. Rovelstad might be able to attend with her daughter. Stephanie noted Dr. Ingrid Hsieh-Yee had been in touch with

Dr. Deanna Marcum to gather some background info on Dr. Rovelstad which may be helpful during the presentation of the award. Marty Hale noted that the CUA Office of Public Affairs might have a bio on Dr. Rovelstad. Stephanie said she will continue work to come up with wording on the plaque, will arrange for attendance of Dr. Rovelstad and her daughter as needed, and will coordinate with Marion's office on production of the plaque.

Kathy Kelly mentioned the interesting anecdotes coming in from former faculty and deans for the memory book, and noted that these, along with contributions to the Stone Scholarship Fund, could be a way for those who are unable to attend to participate in support of the anniversary. She mentioned some to-dos for the tea: publicity via CUA publications and publications in the library world (Marion Gosney and Kathy Ennis suggested contacting Kathy Lee in Public Affairs in regard to CUA publicity); sending the announcement to library listservs; getting AGLISS to collect student testimonials on the silver-rimmed stationery that will also be available at the Tea; and the need to send follow-up emails to lists on ways to participate if one can't attend.

Marty Hale suggested having a form at the Tea so we could verify or update email addresses of the alumni who attend the event. Barrie Howard noted he was sending a letter to CUA President Rev. O'Connell to invite him to the event, and to offer him the chance to send a letter of support for the memory book if he could not attend. Barrie noted he would pay for the President's registration if he chooses to attend.

Kathy Kelly reported on an effort during her time as interim Secretary to organize the 2005-2006 Board year files, and to make arrangements for preservation of hard copy and electronic copy of minutes and other Board year documents. She noted she would be leaving a file of board year documents that evening for SLIS Administrative Assistant Jeannine Marino, who would store them in a 2-drawer file cabinet in 206 Marist which has been newly allotted to SLIS Alumni Board files. Kathy mentioned she is working with SLIS Administrative Assistant Ja'nice Wisdom to have a /documents/ subdirectory created off the Alumni Board page in which to store electronic versions of board year minutes, and that future boards could also store minutes in this directory, and link to them from the part of the Alumni Board page allotted to their board year. Marty noted Ja'nice could work with CPIT to make adjustments to the Alumni Board part of the SLIS web site.

Dean Hale spoke in support of more alumni participating in the Board. Marion Gosney gave an overview of the CUA Alumni Association and how it operates its Board, and gave some pointers and ideas on how to be a good alumni leader. She noted the overall board of the CUA Alumni Assn. meets only twice a year, and that board members must call to be excused. The Executive Committee of the Association meets 10 times a year, and sets up committees to get things done. She also noted that the ballots for CUA Alumni Assn. board members are featured both in CUA Magazine and online, and that there had been a 60% increase in voting after making voting available via email.

Marion noted that in terms of roles and responsibilities, alumni volunteers or leaders should be examples, cheerleaders for the School, and should recruit new students, attend events the School is promoting, and support the School financially. She noted the President of the Alumni Board should confer with the Dean before meetings in regard to staying up to date on priorities of the School. She also noted that an alumni board should create networking opportunities, and gave the example of the CUA Executive Business Network, where volunteers host luncheons at their places of business to attract support for the school they attended.

A discussion about governance took place, and it was agreed that the SLIS Constitution and By-Laws needed to be amended. Jose Palacios was nominated to chair a small committee on By-Laws, which would include himself, Larry Roeder, and the incoming President of the Board, with support as needed from Marion Gosney.

It was noted that a Treasurer might not be needed on the new Board, since the Board has no budget and collects no dues. It was agreed that the new Board would meet sometime in September, that it would be temporary in the sense that some things on the Board could change after the By-Laws were revised, and that the new interim Board could possibly succeed themselves in positions as the new official board for the next Board year. It was suggested that the new official Board year could get on a cycle that the CUA Alumni Association has. The September meeting would include a vote to get the interim Board's officers in place.

Marty Hale noted that the current board had taken on a large workload in regard to planning the upcoming 25th anniversary celebration, and that the new board might want to discuss what constitutes a reasonable amount of work for a volunteer board. She encouraged the Board to keep in touch with her in regard to any questions about the School, and noted that the School might be able to sponsor certain events such as the holiday party.

Barrie Howard noted that he would send out an email announcing the names of the new interim Board (to those members), and that they would be polled about when they could meet in September. He noted the Board would like to continue making teleconferencing available as a support to participation in the meetings, and that they could request it as needed through Marion's office.