

SLIS Alumni Board Meeting Minutes

March 15, 2010

The meeting commenced at 6:30 p.m. in the Marist Hall Stone Conference Room. In attendance were: Marianne Giltrud (presiding), Rachael Roan, Mark Brzozowski, Jenny O'Shea, John Danneker, Kathy Kelley, Robin Foltz and Kera Manion.

Review of Previous Meeting Minutes:

Rachael moved to have the minutes approved and Mark seconded it. The minutes for the February meeting were approved unanimously.

Secretarial Report:

There was no secretarial report. Kera requested that board documents be sent using .doc instead of .docx.

Old Business:

Stone Lecture: Library Associates donated \$500 to the event. The board discussed whether Library Associates should be noted in the brochure and on the website for the event. Kathy asked for clarification regarding the amount from ASSIST and how the money is being spent. Marianne provided a brief explanation for CUA's policy regarding donations. She talked with Ingrid (acting Dean of the School) who supports raising money for the scholarship.

At the event, we could accept checks at the event and have a table for scholarship with current students asking alumni to donate. Mark suggested there be a form for people to contribute, John suggested it be placed on the program and Kathy said she had a boilerplate one pager that explained a little about the scholarship. She will send the file to Marianne.

Kathy asked for clarification of what happens with the leftover money that has been donated. John said there is a distinction between donation to the event and contributing to the scholarship. He wondered whether we could roll it over for next year. Mark suggested creating a budget. Marianne explained that CUA has an annual fund. She thinks it would be nice to have it rollover, but not sure we can invest it. Mark wanted to know if there was an account within CUA that we could place the money into. Marianne said there is not. John stated that some funds can rollover from year to year and use it only for the Stone Lecture. Mark wanted to know if we would break the rules by having a checking account. Marianne told us that SLIS has a discretionary fund and she's talked with Ingrid about it.

The question was asked whether we wanted to have the pamphlet printed professionally this year. Robin said PA could print them. Mark mentioned the large copier on campus. Robin suggested they we could ask Abby of AGLISS to print it for us on campus.

Marianne has talked with Teresa about food recommendations for the event. We discussed the options – Whole Foods, Giant, Costco, or Campus. Rachael suggested that we go with a place that delivers. Jenny is going to get wine from Costco. We will get ice from Earmark. This year the lecture is in Caldwell Hall. Cliff Lynch does not need a laptop for his talk. Kathy wanted to know if he'd sent a title for his lecture. Mark asked whether we are having people RSVP. Robin has a few people who have responded at this point.

Mark wanted to know the logistics of the event – ordering/setting up of chairs, hanging racks, trashcans. Marianna said all that has been ordered, but she will double check. Kathy wanted to know if it was going to be webcast.

Mark motioned that we accept the money from Library Associates, Rachael seconded it and after some discussion, it passed. John wanted to know who they are.

Brochures: How is the information arranged? There was discussion about the wording on the brochures. Kathy brought up that this has been a hallmark event for years; so, it should say SLIS alumni with the generous support from Library Associates, ASIST-PVC. John felt that each vendor should be displayed equally and Mark agreed. Kathy cautioned us to tread carefully as we are setting precedents for the future. A percentage of the money from the tea went to the scholarship. Jenny wondered whether or not we would end up with more sponsors. John thought we should place vendors on the back with their logos. We are going to put the financial contributions on the back. Jenny is going to work something up and send it around to everyone.

Scholarship: The board discussed how the scholarship will be mentioned the night of the lecture. Kathy suggested having someone give a testimony about it, which is why keeping a log of who received the scholarship would be helpful. Robin informed us that there are no records for the scholarship. Marianne explained that there are restrictions to the scholarship and the Dean approves it. Jenny suggested that we invite people to come who have received the award, but we cannot verify because no record is being kept. John would like to obtain contact information from everyone who gives; so, we can issue a thank you letter. Also, he wants to keep in touch with alumnus. Marianne will speak about the scholarship before the speaker and after the Von Dran award.

Von Dran Award: We looked over the applications, discussed who we liked and why, Robin read each name and we voted. This year's recipient is Barbara Post. Jenny felt we had a very strong field this year and would like to encourage them to apply next year as well. Kathy suggested that we verify the graduation date with the recipient.

Wiki: Mariana has created a wiki that she's placing board documents in. Kathy was confused how this related to the information she's been sending to Mark.

New Business:

Alumni Engagement: We discussed getting people more involved. Some ideas mentioned were “meet the Dean and new faculty,” dinner for alumni at SLIS with Ingrid or a suite at ALA. Marianne doesn’t think that Marion Gosney will agree to pay for the event. John would like to have networking with alumni.

Upcoming elections: Last year the timing wasn’t good because we don’t meet in August typically. Marianne thinks we should put out feelers during the summer. Jenny mentioned that Marian Gosney was surprised that we have one year terms and suggested that we think about two year terms. Kathy mentioned that the Constitution and Bylaws (found on the Alumni website) would need to be modified. It isn’t a difficult process. The proposal is placed on the Alumni listserv and everyone votes. Kathy said we should look at it because maybe only the directors and secretary terms be lengthened.

John asked why the board did not meet during the summer months as he felt the board could be more productive on projects, if we met during the summer as well. Marianne asked Kera to send a list of Mondays that are good for the summer.

Kathy is taking care of the plaque.

Mark made a motion for the meeting to send and Rachael seconded it.

Meeting was adjourned at 8 p.m.