



Pittsburgh Chapter

Minutes of the February 20, 2013 Board Meeting

Katz Graduate School of Business - Room 101

Executive Board Present: Eve Wider, *President*, Margarete Bower, *President-Elect*, Brian Steinmetz, *Past President*, Leslie Eibl, *Secretary*, Carolyn Biglow, *Treasurer*, Jennie Crowley, *Treasurer*, Barb Spiegelman *Director*, and Rachel Callison *Director*

Committee Members Present: Lynn Berard, *Partnering & Community Relations*, Rachel Callison, *Web Manager*, Amy Watson, *Membership Data & Discussion List*, Denise Callihan, *Partnering & Community Relations*, Karen Liljequist, *Employment*, Amy Raimondi *Confluence*, Chris Heil *Awards*, Alice Doolittle, *Student Groups*, Brian Steinmetz, *Awards*

I. CALL TO ORDER

Eve Wider brought the meeting to order at 6:34 PM.

II. INTRODUCTIONS

Group members introduced themselves and Eve thanked everyone for attending.

III. APPROVAL OF AGENDA

The agenda was emailed on February 19, 2013 and distributed at the meeting. It was approved without changes.

IV. APPROVAL OF MINUTES

Minutes of the December 8, 2012 business meeting at Mitchell's Fish Market in Homestead, PA were emailed on February 19, 2013. Eve distributed an edited version. Two edits were noted and the minutes of the December 8, 2012 business meeting were approved as amended.

Minutes of the September 2012 board meeting were e-mailed to 3 executive board members present. Approved as submitted.

V. OFFICER REPORTS

President: Eve Wider outlined her priorities for this year in the strategic plan discussion: membership, involvement, and recruitment for new membership. Eve also mentioned she is open to proposals from the executive board.

Eve Wider and Rachel Callison attended the Leadership Summit in Dallas, TX from February 6-9. Eve reported the summit's focus on 5 key focus areas of SLA Strategic Plan and reviewed the treasury report that indicates decreased membership and less staff at SLA headquarters. Due to the low staff at headquarters, Rachel suggested that members contact chapter organization leaders when in need of assistance. Eve also reviewed the theme of the upcoming annual conference and features of the new website with a unified calendar and conference slides.

Past President- Brian Steinmetz gave a report about last year's allotment before Carolyn Biglow gave the Treasurer's report. Brian reported that the chapter sent out our application for the allotment last year but headquarters did not receive this information. Eventually, this allotment was approved and a new check one has been issued since the old was not received. Eve suggested that we include this check in our budget.

Treasurer's Report- Carolyn Biglow reported that the budget will be based on allotment for last year and this year. The numbers reported are as follows:

Estimated Budget: \$9318.81 Pooled Fund: (reserve: \$8025 + checking: \$1293.81)

Current: \$9821.61 total (pooled: \$8,756.24 + checking \$1065.37 checking)

Eve used \$402.80 for officer travel from the checking account for travel.

Carolyn or Jennie Crowley may begin using Quicken for Budget/ Treasury duties.

Eve mentioned they recommend Linda have access to view checking account with PNC bank.

Brian stated there is no budget yet because of allotment situation.

Actions Required: Carolyn will send statements, balance sheets, cash flow and other forms for this years budget based off of what was previously needed in 3 different mediums: email, fax, and mail to ensure delivery.

Brian will follow up with Linda.

Eve will follow up that the allotment check was received.

Secretary- *Nothing to report.*

VI. COMMITTEE TEAM REPORTS

Member Relations Team

Awards: Chris Heil reported on past activity, thanked Deb Martin for her assistance, and reviewed the 2 awards presented at the December meeting. Brian Steinmetz, Deb Martin, and Chris Heil are new committee members.

The promising professional award of up to \$1000 will be included in the budget, but does not have to be awarded.

Board approved providing a stipend up to \$1K to qualified nominees for the Promising Professional award.

Employment: Karen Liljequist will continue to post employment opportunities to the list. It was suggested that a survey could be administered to count how many members have obtained employment because of the list.

Membership: Amy Watson reported that as of 2/20/13 there are 88 members of the Pittsburgh Chapter. Plans for 2013 include updating the membership Excel sheet to provide accurate join dates of membership to the executive team. Current membership list has been provided to those at the meeting, as part of Eve's mentoring initiative. The membership data

list will be sent to the executive board quarterly, as these contain more information than the membership directory.

Action Items: Rachel Callison asked about lapsed members and Amy Watson will distribute a new list. To help reach new members, everyone should pick a chapter member to contact and encouraged them to attend meetings and events. Send an email to Amy to let her know.

Communications Team

Confluence: Amy Raimondi reported the next issues of the *Confluence* will be published in the Spring of 2013 and hopes to include new columnists.

Discussion List Update: As of 2/20/13 there are 102 members of the Chapter discussion list. Plans for 2013 include an audit of the current list subscribers and an update to the subscriber database.

Archives: *Nothing to report.*

Web Site: *Previously reported.*

Partner & Community Relations Team:

Denise Callihan and Margarete Bower are working to plan a meeting and event and are open to suggestions.

Mentoring, Networking & Consultations:

Student Groups: Eve reported that SLAPSG seems to be doing well and Lynn reported that Clarion LIS classes are all online now.

Program & Events Team: Margarete plans to schedule a tour for April and is open to suggestions and input. Suggestions for tours included the *Post-Gazette*, Allegheny Observatory, Andy Warhol Museum, Heinz, or a Pittsburgh Symphony tour. Rachel suggested checking the website for former programs and Lynn suggested contacting other chapters for ideas. Send Margarete any suggestions. Margarete also suggested a program about competitive intelligence and Denise, Karen, Rachel, and Eve added suggesting for possible programming and professional development activities.

Action Items: Lynn and Denise will plan a happy hour gathering for this summer.

VIII. OLD BUSINESS

Nothing to Report.

IX. NEW BUSINESS

Lynn Berard spoke to thank current and new members, emphasize the group as an outlet for fellowship and mentoring, and encouraged new members to ask for help. Barb Spiegelman noted that as a group, we continue to exist. Lynn also clarified that minutes are needed for annual

business and any executive board meeting, Rachel explained the approval process, and the group agreed that minutes will be approved at the following meeting.

Rachel Callison gave a presentation about the new SLA Pittsburgh website: Pittsburgh.sla.org. She noted that as the 4th oldest SLA Chapter, our chapter has a lot of data to be migrated to the new WordPress platform. Rachel also spoke about the new SLA headquarter website and fielded questions about the usability and features of both sites.

Concerns were presented about including the Promising Professional award of up to \$1,000, membership price codes, and the 100th anniversary fund.

Rachel, Margarete, Barb, and possibly Denise plan to attend the SLA 2013 Annual Conference on June 9-11 in San Diego. Eve encouraged member to attend.

X. ANNOUNCEMENTS

No announcements to report.

XI. ADJOURNMENT

Eve Wider motioned to adjourn at 8:35 PM. Barb Spiegelman moved and Amy Watson seconded.