



**Michigan Chapter SLA Board Meeting  
Teleconference  
April 21, 2014**

President Jennifer Zimmer called the meeting to order at 12:10 p.m.

**1. Call to order**

Meeting was called to order by President Jennifer Zimmer, Joe motioned; seconded by Judy. In attendance were: Jennifer Zimmer, Randy Dykhuis, Jennifer Meekhof, Matthew Tansek, Christine Flott, Judy Smith, Jane Potee, Jim Van Loon, and Joe Anteau.

**2. Secretary's Report – Jennifer Meekhof**

Minutes for the February 10, 2014 meeting minutes were put to vote for approval. Jennifer moved for approval, Jim motioned; seconded by Joe. These minutes have been approved.

**3. President's Report – Jennifer Zimmer**

Jennifer referred to Special Discussion topics (see below).

**4. President-Elect's/Programming Chair Report – Randy Dykhuis**

Randy referred to the upcoming Wednesday April 23<sup>rd</sup> Career Search and Interview Tips and Tricks Panel Discussion with three hiring managers who will speak on career advice and interviewing skills.

The May 7<sup>th</sup> networking event will take place in East Lansing at Hopcat.

On May 22<sup>nd</sup> there will be a tour of ProQuest, starting at 8:30 a.m. until 10:30/11 a.m.

The SLA annual conference is in June, so there will be no local chapter events.

In late July or early August, there will be a discussion/potluck picnic to review the annual conference, held at Kensington Metro Park.

The Programming Committee is working on the Holiday party which will tentatively be held the 1<sup>st</sup> Thursday or 1<sup>st</sup> Saturday in December.

**5. Treasurer's Report – Chris Bloodworth**

N/A

**6. Director's Report – Jane Potee**

Jane is working on getting names out for the nominating committee.

**7. Special Discussion**

**a. Tracking Board Decisions**

It is difficult to go back through all of the minutes to find out exactly what decisions were made. Jennifer suggested tags be created within the website to identify decisions. Judy suggested for links on the website, major decisions could be listed after the minutes. Randy suggested Jennifer create a procedure manual to list decisions. Jennifer asked Matt if minutes could be posted as an HTML page instead of a .pdf. Christine suggested all decisions could be called out in the minutes. Jennifer is going to check how other chapters handle decision tracking.

**b. Activities for the 85<sup>th</sup> Year**

Randy had not heard back from SLA to get the President or President Elect to speak. He suggested to promote it at the holiday party with a panel of past presidents and possibly a birthday cake. Jennifer wants to develop a graphic image to use on the Facebook page, also one for the website and a phrase to use in emails. Detroit Public Library has the chapter archives to researching past presidents. The finding aid can be found online. Jennifer suggested we digitize some documents from the archives and post them on the website. Another suggestion was to share current events or other chapters or organizations that are also 85 years old.

**c. Updating Documentation**

Jennifer will be asking everyone to take a look at any documentation that they have regarding the duties of their position. There are some checklists and best practices for things. Officers and Committee Members should read over their section of the recommended practices document prior to the next meeting. Jennifer will contact everyone in May to see if there are any changes. Jennifer will create a framework for the document.

**10. Meeting Close**

Jennifer moved that the meeting be closed, Randy motioned; Jane seconded. Jennifer adjourned the meeting at 12:36 pm.

Submitted,  
Jennifer Meekhof, Secretary  
April 25, 2014