



Executive Board (2012)

President Brian Steinmetz  
 Past President Haley Hodum  
 President-Elect Eve Wider  
 Treasurer Carolyn Biglow  
 Secretary Deb Martin  
 Directors Mary Strife  
 Rachel Callison

Committee Chairs (2012)

Alignment Project Rachel Callison  
 Archives Donna Beck  
 Awards Marge Rhodes  
 Communications & Website Rachel Callison  
*Confluence* Amy Raimondi  
 Discussion List Amy Watson  
 Employment Karen Liljequist  
 Ethics Nancy Carlson  
 Membership Amy Watson  
 Partner & Community Relations Lynn Berard, Denise Callihan  
 Professional Development Denise Callihan  
 Programs & Events Eve Wider  
 Student Relations Eve Wider  
 2012 Nominations & Elections TBD

**Executive Board / Committee Chairs Present**

Brian Steinmetz (President); Deb Martin (Secretary); Rachel Callison (Communications/Website); Karen Liljequist (Employment)

• **Call to Order/Introductions**

Brian Steinmetz called meeting to order at 6:20 pm.

• **Approval of the Agenda**

Rachel Callison approved. Karen Liljequist seconded.

• **Approval of Board Meeting Minutes : February 7, 2012**

The minutes were just sent out; Brian will provide a closure date for feedback/clarifications/addendums.

• **Treasurer/Budget Report (Carolyn Biglow)**

Carolyn not present; no report provided. Report to follow.

[Report provided by Carolyn: 9/13/12 ....

“Eve and Brian: I have tried to implement the budget changes that you noted for 2012. Please review them and let me know of any changes that need to be made. I estimated the following: amount for 2012 income (based on \$10 per member, 20 attendees per meeting and 6 meetings per year) and sponsorships.

Treasurer's Report: As of September 11, 2012, our balance is \$1293.81. I just received receipts from Denise for the expenses for the May Ebooks event ( \$299.64), so after I send her reimbursement, the balance will be \$994.17. Added to the last received Pool Fund amount (\$8025.21, issued 1/19/2012), our total assets are \$9019.28. The \$1000 Promising Professional Award check was sent to Eleanor Gehman at the end of April.

We have not received our allotment of \$904.04 yet, last year's did not arrive until September, I will be contacting SLA treasurer/comptroller about this, as well as the April and July Pooled Fund statements that I am still waiting for. I am sure that the reduced Treasurer's staff is taking a longer time to finish all of these duties, as well as completing the audits." ]

- **New Business**

No new business.

- **Committee Reports and Discussion of 2012 Projects and Initiatives**

**Bulletin** (Amy Raimondi) - *Brian to report*

The summer / fall issue will be out within two weeks. The July conference date and miscellaneous other variables resulted in a delayed release date.

**Discussion List and Membership** (Amy Watson)

" As of 9/11/12 the chapter has 91 members. From January through September we have had 31 memberships expire, but 37 memberships either joined or renewed. Last year at this time we had 100 members. Given how small we are, a 9 person difference looks like a big deal, but I would be curious to see if we are on trend with the larger chapters (or across the organization as a whole), when we look at it as a percentage.

As of 9/11/12 there are 98 subscribers to the discussion list. All subscribers are SLA members, even if they are not members of the Pittsburgh Chapter. As in the past, not all chapter members are subscribers, nor do they want to be (based on last year's audit). An action item for Amy Watson by the end of the year will be to perform another discussion list audit, and to distribute an updated membership list to the Chapter leadership team. The audit will be done in 4<sup>th</sup> quarter, and the membership list in both 3<sup>rd</sup> quarter and 4<sup>th</sup> quarter."

**Web Site** (Rachel Callison)

Overall, structure for (new/WP) website is in place. Rachel explained that although now is an opportunity to restructure site, she's more concerned about getting all the content migrated off the old site. All present agreed. She indicated that she'll focus on that and then next web manager can rethink the site if warranted.

\*Reminder: URL for new (WP) site is not findable (via Google). We have to contact HQ to 'flip the switch'. The jobs 'widget' that Karen found (Philly Chapter was using) & Rachel implemented appears to have more bells & whistle than we probably need. After some discussion, it was decided that we should stop using this widget. Karen should not need to spend so much time managing the data. Karen will continue to collate and post the jobs to the discussion list. Amy Watson has been posting the jobs to the web site twice a month.

**Partner & Community Relations** (co-chairs Lynn Berard and Denise Callison)

Brian read Denise's report. We need to start working on nominations. The Board starts the process. Open positions include Secretary, President-Elect, and Mary Strife's Director position. A Chair needs to be appointed by the Executive Board. The Chair then appoints the nominations. A committee should have been in place by August 1<sup>st</sup>.

**Student Group** (Brian Steinmetz)

At the University of Pittsburgh, there was an introduction to all student groups. We are not sure if SLA was mentioned.

**Awards** (Marge Rhodes)

Marge wasn't invited to board meeting in error; Marge did provide a report. We do have a Promising Professional. 2012 will be Marge's last year as the Awards Committee chair. Christine Slippy was helping with committee. Haley Hodum was also involved. Brian Steinmetz will be on the 2013 committee.

**Employment** (Karen Liljequist)

Already discussed.

**Programs & Events** (Eve Wider, president-elect)

Friday, Sept. 28: Children's Hospital tour; dinner to be determined. Eve Wider will talk up with students. It's a spectacular space. The event is a free Friday night event; should be great. Eve and Karen will contact Kip Currier to discuss scope of advertising event. Guests are \$5. There are no local events for MLA (Medical Library Assoc). Maybe we should consider providing for free. There is no cost for the space and there is no food. Student event is traditionally in November; mid-October to mid-November is best time. Past fall events have included one in September, a student event, and the December annual.

- **Old Business**

**2012 Budget**

Brian will call Carolyn tomorrow for information regarding balance, checks.... Questions to ask: did Emily get her check; did we get HQ check for membership headcount; how many members; how many students?

Note: Flickr account is coming due.

**2012 Strategic Plan Review**

Priorities – per Brian, no notes available. Sponsorship – per Rachel, target has traditionally been student events. Vendors get their name out there. Maybe we need to focus on one event per year. Make contacts with vendors. Rely on members that deal directly or work for vendors. We don't have to deal with sponsorships if keep costs down. Brian will check with Haley, Denise, and Sharon Palchak (ProQuest).

- **Announcements**

None

- **Adjournment**

Karen Liljequist motioned to adjourn at 7:37pm.

Deb Martin moved. Rachel Callison seconded.