



PITTSBURGH CHAPTER

Minutes of the August 13, 2009 Board Meeting – Panera Bread, Forbes Avenue Location

Executive Board Present: Donna Beck (President), Suzan Dolfi (President-Elect), Amy Watson (Past President, Bulletin & Membership), Brian Steinmetz (Treasurer), Chris Heil (Director), Kim Gregory (Director)

Committee Members Present: Rachel Callison (Communications), Sallie Smith (Ethics)

To support the Green Initiative, paper copies of supporting documentation were not distributed at the meeting, rather provided electronically prior to the meeting.

Call to Order: Donna Beck called the meeting to order at 6:07 pm.

Agenda: Approved by Suzan Dolfi and seconded by Rachel Callison.

Approval of February 5, 2009 Board Minutes: Motion to accept, as corrected for grammar and style, by Amy Watson and seconded by Kim Gregory.

2009 Strategic Plan: The majority of the meeting was a working discussion of the revision of the chapter strategic plan. Prior to the meeting, revision suggestions were submitted by both Chris Heil and Kim Gregory; Suzan Dolfi presented additional suggestions at the meeting. Updates to the plan were noted by Amy Watson (acting as temporary secretary) and will be transcribed and sent to the executive board for vote via email. This project was undertaken with the stipulation that the plan may need to be revised again within the confines of the alignment project as mandated by HQ.

Update: Revised plan sent to executive board for vote via email on August 31, 2009. An additional item of discussion was the date for next update, determined to be 2014. The plan was approved by the executive board on September 3, 2009 with a confirmation of the next revision in 2014. The approved plan is attached at the end of these minutes.

New Business: Handouts and podcasts from the annual conference are now available online.

<http://www.sla.org/content/Events/conference/ac2009/Conference/handouts/index.cfm>

Rachel Callison has agreed to act as the chapter's alignment ambassador. Information about the alignment project is available via a wiki at <http://wiki.sla.org/display/align/SLA+Alignment+Wiki>. A vote on the alignment should be brought forth in 2010. Rachel stated that her focus will be to move the chapter along with the decisions made from HQ, and to provide communication about who we are as a newly aligned organization.

The 2010 Board of Directors candidates were announced at the annual conference. Donna Beck encouraged everyone to go to the candidate websites and become familiar with them.

<http://www.sla.org/content/SLA/governance/bodsection/can/09cand/index.cfm>

HQ has distributed a membership trend document to each of the divisions and chapters. Donna Beck provided this information to Amy Watson (membership chair). As a side note, the international membership of the organization has gone up significantly due to the new \$35 membership fee, as it has increased the number of potential members who can now afford to join.

Recruiting: Donna Beck announced that she approached chapter member Casey Sirochman to fill the remaining year of the current chapter Secretary term, left vacant due to Earl Mounts' resignation. The chapter is also in need of a student group liaison, and Amy Watson suggested contacting recent graduate Deb Martin. Amy volunteered to follow up with Deb on this proposal.

Reports: Brian Steinmetz presented the Treasurer's Report (see attached). Our cash flow is not good, with a negative \$276.08 from January through August 2009 (comparison, \$1,465.24 positive from January through May 2008). We have approximately \$3,400 in our checking account, and have received our allotment for 116 members, our total assets being around \$9,000. It was reiterated that in order to make our planned budget, we will need to seek sponsorship for the remainder of the programming year. There have been expenses this year that were not present in the past, such as the promising professional award stipend and officer travel. Amy Watson also mentioned that our paid Flickr (photo hosting) account will need to be renewed next year.

Suzan Dolfi brought everyone up to date on the planning of the September chapter event. Vivian Hewitt, former SLA president and the first African-American librarian hired by the Carnegie Library System will be in town the weekend of September 18 for the dedication of the August Wilson Center. Suzan is working with the Carnegie to coordinate a brunch in honor of Mrs. Hewitt.

In light of the amplified security issues surrounding the G-20 summit, it was decided to not pursue chapter volunteer opportunities.

Sallie Smith presented an update as Ethics Ambassador (see attached.) Sallie has some questions about the role within the chapter, and if we should take our guidance from HQ, or take initiative and make more of the role ourselves. Sallie is seeking programming ideas, and is investigating a web module relating to the ethics initiative.

Karen Liljequist contacted Donna Beck prior to the meeting to let her know that Deb Barker will not be able to post the job listings to the website as quickly as in the past due to work conflicts. Rachel Callison will be in touch with Karen concerning the website and related issues.

Old Business: Rachel Callison and Amy Watson provided a quick overview of the chapter's online accounts, including Flickr (photo hosting), the website (as managed by the Communications chair), Facebook (Amy is an administrator, and can only post Facebook members as leaders) and the Wiki. The procedures manual has been uploaded to the Wiki format, and there are plans to begin a membership directory in 2010.

Announcements: Donna Beck reported that the Oral History project is slow going. Her goal is to at least interview the winners of the Lifetime Achievement awards within the chapter – Ange Pollis and Bob Sullivan. A template for the project is available through the Voices of SLA. There is the potential for collaboration on this with the student group at Pitt, and Donna will be in touch with their advisor, Kip Currier, this fall.

SLA has launched a "Reading Club" through the Leadership and Management Division. <http://sla-divisions.typepad.com/readingclub/>

No additional/new agenda items were brought forth; Donna Beck adjourned meeting at 7:55 pm.

Cash Flow
Pittsburgh Chapter Mid-Year Financial
1/1/09 Through 8/13/09

Category Description

INCOME

Dues Allotment	\$1,670.40	(116 members as of 12/31/08)
Sponsorships	\$ 0.00	
Meeting Income	\$ 515.00	(April + May)

TOTAL INCOME	\$2,185.40	

EXPENSES

Meeting Exp	\$ 545.65
Student Travel Award	\$1,000.00
Officer Travel	\$ 915.83

TOTAL EXPENSES	\$2,461.48
PLUS/MINUS	-\$ 276.08

Cash Flow
Pittsburgh Chapter Mid-Year Financial
1/1/08 Through 5/31/08

Category Description

INCOME

Dues Allotment	\$1,584.00
Sponsorships	\$200.00
Meeting Income	\$1,470.00

TOTAL INCOME	\$3,254.00

EXPENSES

Meeting Exp	\$1,637.10
Miscellan Exp	\$151.66

TOTAL EXPENSES	\$1,788.76
PLUS/MINUS	\$1,465.24

Balance Sheet by Half Year
Pittsburgh Chapter
As of 8/13/09

Acct	12/31/08 Balance	8/13/09 Balance
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ASSETS		
Cash and Bank Accounts		
Checking	\$3,732.72	\$3,421.85
Savings	0.00	0.00
Savings – SLA Pooled Fund	\$6,820.90	\$6,521.06
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TOTAL Cash and Bank Accounts	\$10,553.62	\$ 9,942.91
TOTAL ASSETS	\$10,553.62	\$ 9,942.91
LIABILITIES & EQUITY		
LIABILITIES	0.00	0.00
EQUITY	\$10,553.62	\$ 9,942.91
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TOTAL LIABILITIES & EQUITY	\$10,553.62	\$ 9,942.91

Balance Sheet by Half Year
Pittsburgh Chapter
As of 5/31/08

Acct	12/31/07 Balance	5/31/08 Balance
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ASSETS		
Cash and Bank Accounts		
Checking	\$2,471.36	\$4,068.26
Savings	0.00	0.00
Savings – SLA Pooled Fund	\$7,011.46	\$6,879.80
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TOTAL Cash and Bank Accounts	\$9,482.82	\$10,948.06
TOTAL ASSETS	\$9,482.82	\$10,948.06
LIABILITIES & EQUITY		
LIABILITIES	0.00	0.00
EQUITY	\$9,482.82	\$10,948.06
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TOTAL LIABILITIES & EQUITY	\$9,482.82	\$10,948.06

PITTSBURGH CHAPTER FINANCIAL STATUS AS OF Mid Feburary 2009									
Balance Forward	Dec 31st 2007	Dec 31st 2008	Feb 15th 2009	Aug 13th 2009					
Checking	\$2,471.36	\$3,732.72	\$2,697.93	\$3,421.85					
Pooled Fund (Savings)	\$7,011.46	\$6,236.57	\$6,236.57	\$6,521.06					
TOTAL	\$9,482.82	\$9,969.29	\$8,934.50	\$9,942.91					
	Actual	Actual	Estimated	Actual					
Savings Income (Pooled Fund, Interest compounded)	\$255.36	-\$774.89	-\$500.00	\$284.49					*
Operating Income									
Dues Allotment @ \$14.40/member as of 2006	130 members	110 members	110 members	116 members					*
	\$1,872.00	\$1,584.00	\$1,584.00	\$1,670.40					
Meeting income (assuming 6 yearly meetings with 25 attendees @\$25)	\$4,275.00	\$3,116.00	\$3,750.00	\$515.00					
Sponsorships	\$1,750.00	\$450.00	\$450.00	\$0.00					*
TOTAL INCOME	\$7,897.00	\$5,150.00	\$5,784.00	\$2,185.40					
Operating Expenses									
Meeting expenses (assuming 6 yearly meetings with 25 attendees at \$20 cost)	\$6,202.50	\$3,457.64	\$3,000.00	\$545.65					
Postage, supplies	\$177.97	\$115.79	\$155.00	\$0.00					
Miscellaneous									
Special initiatives, gifts (\$500 annual budget)			\$0.00	\$0.00					
Annual Awards (Leadership \$150, Achievement \$100, Publications \$50, Catalyst \$50, Innovation \$50, Mentor \$50, Materials/Special category \$50)	\$450.00	\$450.00	\$450.00	\$0.00					
Officer Travel (\$1000 budget)	\$0.00	\$0.00	\$1,000.00	\$915.83					
Student Travel	\$0.00	\$0.00	\$1,000.00	\$1,000.00					
Student membership, activities	\$0.00	\$0.00	\$0.00	\$0.00					
Community outreach / budget surplus	\$0.00	\$0.00	\$0.00	\$0.00					
TOTAL EXPENSES	\$6,830.47	\$4,023.43	\$5,605.00	\$2,461.48					
OPERATING INCOME less OPERATING EXPENSES	\$1,066.53	\$1,126.57	\$179.00	-\$276.08					
Budget assumptions: Meetings will fund themselves; dues allotment and sponsorships will cover remaining expenses.									

Ethics Ambassador Report (submitted by Sallie Smith, August 2009):

Last March, I met with Toni Carbo regarding her role on the SLA Information Ethics Advisory Council, co-chaired with Tom Froehlich. At that time, she shared some general ethics information with me, and relayed that she and Tom were still trying to understand the scope and future direction of the initiative, and how it might best be accomplished. Since then, Toni has moved from Pittsburgh to Sacramento, California, and was to be teaching for Drexel this fall in their new Graduate Program in Sacramento.

I was not able to attend the SLA Annual Conference and was wondering if anyone attending had heard anything about the status of the Ethics Initiative, since I have not had any direct contact from SLA concerning my “ambassador” role. Aside from updating my contacts with Toni and others, I’m looking for ideas from the chapter as to what, if anything, should be done in this area for the upcoming program year.

Pittsburgh Chapter, Special Libraries Association Strategic Plan – 2009

VISION

The Pittsburgh Chapter is to be a collaborative network for life-long learning that helps to inspire, motivate and mentor our local and regional information professionals along with their strategic partners.

Board Responsibility for Vision: The Board will reaffirm or revise the vision every five years at the opening board meeting (2014 is the next reaffirmation/revision.)

MISSION

The mission of the Pittsburgh Chapter is to create, promote and provide professional development and learning opportunities that will enable our members to add value to their lives and organizations. By advocating and promoting the role that information professionals play in our community, members facilitate a network of communication among and between the association, the chapter members, and our strategic partners.

Board Responsibility for Mission: The Board will reaffirm or revise the mission each year at the opening board meeting or as mandated by the International SLA headquarters.

STRATEGIES

- * Provide channels for collaboration and communication among our members, prospective members, and others in related professions.
- * Retain chapter membership by providing programs and networking opportunities that meet members’ needs.
- * Develop and mentor future information leaders in our communities and organizations through professional development and networking opportunities.
- * Increase chapter and association visibility within local universities, professional organizations and the local community.

Board Responsibility for Strategies: The Board will reaffirm or revise the strategies each year at the opening board meeting.