



Pittsburgh Chapter

Minutes of the October 21, 2014 Board Meeting

Katz Graduate School of Business - Room 101

Executive Board Present: Margarete Bower, President; Eve Wider, Past President; Leslie Eibl, President-Elect; Rachel Callison, Secretary; Jennie Crowley, Treasurer, Barb Spiegelman, Director.

Committee Members Present: Lynn Berard, Partnering & Community Relations; Rachel Callison, Web Manager; Carrie Wardinski, Employment; Chris Heil Awards, Alice Doolittle, Student Groups; Eve Wider, Awards

I. CALL TO ORDER

Margarete Bower brought the meeting to order at 6:36 PM.

III. APPROVAL OF AGENDA

The agenda was emailed on October 14, 2014 and distributed at the meeting. It was approved without changes.

IV. APPROVAL OF MINUTES

Minutes of the February 10, 2014 board meeting approved as submitted. (Treasurers report: See Appendix)

V. OFFICER REPORTS

President: In relation to our shrinking membership numbers (See Membership Report) we should look at the issues surrounding membership and develop strategies for retention. As part of this, we really need to address the decrease in our allotments, which are linked to membership. Allotment for 2015 will be based on our membership as of December 31, 2014. One of the ways we may be able to ease this decrease in funding for next year would be to utilize money in our Budget and Pooled Fund. However, this should be a short time measure. If we were to continue using those funds - without occasionally replacing - they will eventually run out completely. Denise has indicated to me that there are possible sponsor(s) who may be able to address specific program costs: sponsor a dessert, student(s), etc.

Action items:

Proposed that Amy Watson should draft some messaging to be used for contacting lapsed members and we can divide up members to contact. Revisit list of people that were identified as being members of international, but are not chapter members.

Past President: No report

Treasurer's Report: The numbers reported are from 2/19/14 through 10/21/14:

Total: \$10,614.77 = (Pooled Fund: \$9876.56 + checking: \$738.21)

Action Items:

Due to the possibility of Jennie's maternity leave coinciding with end of the year filing -- Jennie, Leslie & Eve are going to meet in order to transfer Quicken Software/so that they can assist Jennie with filing the chapter's end of year report.

Secretary: No report

VI. COMMITTEE TEAM REPORTS

Member Relations Team

- **Awards:** Solicited nomination for the Promising Professional Award on January 24, 2014. One nomination was received; the nominee declined the nomination since she was moving out of state. The \$1000 stipend was not awarded, and will be available for 2015. Published brief article in the summer issue of the CONFLUENCE about the 2014 chapter awards and opened nominations via email on October 2. Board members approved the suggestion to hold the Chapter's annual business meeting and awards presentation at the Mellon Institute Library on Wednesday, December 3. Lynn Berard contacted the Mellon Institute library manager and received approval to use the space. The committee will begin planning the dinner meeting this month. Once we calculate prices for the catering, we will ask the Board to subsidize the cost of the dinner meeting, to reduce the per member price. Discussion around funds (and lack thereof) as related to awards and (earlier conversation) shrinking budgets occurred. Lynn suggested that we reward all members in lieu of chapter awards. Program fee of \$15 for members and \$20 for non-members was proposed, but that amount will be contingent on costs and state of nominations. No award nominations have been received to date. A reminder will be sent the first week of November.
- **Employment:** Carrie has been updating web site every week. Other job sites are pulling from our postings.
- **Membership:** Amy Watson sent a master spreadsheet she maintains regarding current membership numbers - including pending renewals, contact information, etc. - via email to all board members on October 16.

Communications Team

- **Confluence:** Amy Raimondi will be stepping down as Confluence Editor after the December (Winter) 2014 Issue, since is leaving SLA.
- **Discussion List Update: (See Membership Report)**
- **Archives:** Donna is pursuing an idea/project that would involve scanning older chapter bulletins. Rachel mentioned that the chapter's web site is not considered – by HQ/archives procedures - to be a method of preservation (i.e. an archive). We would still be responsible for maintaining the print versions of these items in a manner that is considered to be sound.
- **Web Site:** Received notice of flickr renewal (2 year). Also, HQ IT & web manager have been looking at web site themes. In light of some recent issues with Host Gator, they have been looking at possibly switching to a new hosting platform. Carrie asked if there would be additional costs involved in switching. Rachel indicated she would keep everyone in the loop if anything is proposed. Another item that she will follow relates to the email she sent (Oct 15) regarding choice of 1 of the 3 new 'themes' for chapter & division web sites that was initially proposed at the web managers meeting at annual, which she did not attend. Reason for proposed theme change is that the current theme was implemented prior to HQ SLA web site redesign and now there is a desire to have them 'match.'

Partner & Community Relations Team:

- **Mentoring, Networking & Consultations:** Lynn and Denise have been working on an upcoming networking event with students on topic of elevator speech/presentations. Information has been sent to the discussion list.
- **Student Groups:** SIS (Univ. of Pittsburgh) is/was pushing SLAPSG to get a constitution written. Alice sent an email to slapsg gmail account and has not heard back from them.
- **Program & Events Team:** Chapter meet up in Vancouver (Canada) at annual was well received. Have been looking at possible places for tours: Hunt Botanical (CMU) and E&S Sorrells (CMU). Also looking at having an informal meet up in November. Lynn suggested a picnic type event that would include family members for next summer. A heat map (where members are located) could be useful in assisting with events planning.
Action Items: Amy Watson has already created a heat map, so she will be contacted.

VIII. OLD BUSINESS

Nancy Flury Carlson has been working on the update to the procedures manual; everyone should have gotten those emails. With recent changes at HQ level, the calendar is really the most important thing to be updated due to new deadlines with regard to elections/ nominations.

IX. NEW BUSINESS

Eve reported that the nominations committee is almost done with the slate. Some questions were raised regarding nominations and change to when the leadership form is now due to HQ.

Conversation regarding need to transfer money from chapter's pooled fund into checking ensued. Rachel was curious if anyone in attendance could recall there being a time/instance of when the chapter had needed to pull money from the pooled account (prior to 2005). No one was able to recall. Eve Wider made a motion to "remove \$3000 from the chapter's pooled fund and put said money into chapter's checking account." Lynn Berard seconded the motion. Motion was passed unanimously by the Executive Board. Jennie will look into whether there are any constraints on how to go about doing this transfer.

[After the Oct 21, 2014 board meeting, Chris Heil (awards chair) sent an email on November 11, 2014 to board members proposing that an allocation of \$150 be spent to offset costs associated with the December 2014 awards meeting. Members of the Executive board all sent emails approving and the motion passed.]

X. ANNOUNCEMENTS

Lynn has discussed her article - summer/fall *Confluence* v.79 (2) - regarding finances with John Digilio, current SLA Treasurer. Related to this, Barbara mentioned that she and Susan DiMatteo have had several talks recently regarding HQ finance issues and structure.

XI. ADJOURNMENT

Margarete Bower to adjourn at 8:41 PM.
Chris Heil moved and Lynn Berard seconded.