



Global Headquarters
331 S. Patrick Street
Alexandria, VA 22314 USA
1-703-647-4900
Fax: 1-703-647-4901
www.sla.org

BOARD DOCUMENT

TO: Board of Directors
FROM: Agnes Mattis, Division Cabinet Chair
DATE: 24 July 2006
RE: Proposed Knowledge Management Division

RECOMMENDATION: That the Board of Directors create the Knowledge Management Division. The Knowledge Management Division will replace the Knowledge Management Section of the Leadership and Management Division. Current members of the Knowledge Management section will need to join the new Knowledge Management Division.

BACKGROUND INFORMATION:

- The Knowledge Management Section of the Leadership and Management Division was created in 1996.
- Section membership is 287.
- Many current members are involved with/have an interest in knowledge management.
- 124 members have petitioned for the creation of a Knowledge Management Division and have indicated that they will join this new division. See attached petition. (See Attachment B.) 100 signatures are required for the Board of Directors to consider the formation of a new division.
- Staff has audited this petition and 120 are valid members of the association.
- The scope of the division is: The Knowledge Management (KM) Division focuses on the characteristics and processes through which organizations facilitate the creation, sharing and use of knowledge.

The Division's approach to knowledge management is characterized by:

*an interest in all dimensions of knowledge as acquired and developed by members to be used for their organizations, including analysis and synthesis of this knowledge into tools for learning, using, developing and sharing through a variety of means including but not limited to documenting knowledge for later use.

* attention to all aspects of the knowledge lifecycle, including but not limited to knowledge creation, sharing, capture, organization, management, reuse, and preservation.

* innovative means to link and enable people to directly exchange ideas and learning to increase the relevant knowledge available for use in their organizations.

* concern for all aspects of an organization, including culture, policy, process, management and technology, that affect its ability to create and transfer knowledge.

* focus on techniques and tools for collaboration, for organizing knowledge

repositories (e.g. taxonomies, ontologies), for demonstrating the economic value of KM activities, for promoting organizational learning techniques and applications; and for increasing understanding of knowledge economics.

* fostering networking and collaborating with all parts of the organization, including but not limited to information technology, human resources, research & development, document management and management, to facilitate a continuous learning environment and reduce knowledge hoarding.

The Knowledge Management Division offers broad-based programs, communications, and resources that enable participants to expand their competencies in implementing knowledge management in organizations of all types.

- The standard governing document has been submitted (see Attachment A) and is pending approval of the Bylaws Committee.
- A proposed slate of officers has been submitted (see Attachment C).

FINANCIAL IMPACT STATEMENT: Based on 120 initial members, the prorated allotment for 2006 will be \$500. The allotment for 2007 would be determined by the number of members of the division at 2006 year-end at \$12/member. Revenue would be impacted by current members who would like to affiliate with this new division. A division focused on knowledge management will attract new members who interested in competitive intelligence.

Prepared by: Linda Broussard

Reviewed by: Agnes Mattis

Attachment A

KNOWLEDGE MANGEMENT DIVISION GOVERNING DOCUMENT

NAME AND MISSION

The name of this unit is the Knowledge Management Division, Special Libraries Association.

The mission of this Division shall be that of the Special Libraries Association.

The scope of the Division is: The Knowledge Management (KM) Division focuses on the characteristics and processes through which organizations facilitate the creation, sharing and use of knowledge.

The Division's approach to knowledge management is characterized by:

- *an interest in all dimensions of knowledge as acquired and developed by members to be used for their organizations, including analysis and synthesis of this knowledge into tools for learning, using, developing and sharing through a variety of means including but not limited to documenting knowledge for later use.
- * attention to all aspects of the knowledge lifecycle, including but not limited to knowledge creation, sharing, capture, organization, management, reuse, and preservation.
- * innovative means to link and enable people to directly exchange ideas and learning to increase the relevant knowledge available for use in their organizations.
- * concern for all aspects of an organization, including culture, policy, process, management and technology, that affect its ability to create and transfer knowledge.
- * focus on techniques and tools for collaboration, for organizing knowledge repositories (e.g. taxonomies, ontologies), for demonstrating the economic value of KM activities, for promoting organizational learning techniques and applications; and for increasing understanding of knowledge economics.
- * fostering networking and collaborating with all parts of the organization, including but not limited to information technology, human resources, research & development, document management and management, to facilitate a continuous learning environment and reduce knowledge hoarding.

The Knowledge Management Division offers broad-based programs, communications, and resources that enable participants to expand their competencies in implementing knowledge management in organizations of all types.

MEMBERSHIP

The membership of the Division shall be those members of the Association who elect to affiliate with the Division.

The Association's Board of Directors shall define the classes of members.

Division membership falling below 25 members for more than one Association year will be reported to the Division Cabinet Chair.

EXECUTIVE BOARD

The executive board ("board") with a minimum of four members shall have the authority and responsibility to manage the Division's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms.

Should the office of chair become vacant, the chair-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of chair-elect, occurring before the conclusion of a departing member's term will be filled by majority vote of the remaining members of the board.

OFFICERS

The chair, subject to the executive board, shall have general supervision and control over Division affairs.

The chair-elect shall have duties as specified by Division Recommended Practices and the needs of the Division.

The secretary shall keep an approved record of all meetings of the Division and board and sign legal documents jointly with the chair.

The treasurer shall have custody of the Division funds.

The Division may elect additional officers as specified by the Division Recommended Practices, and the needs of the Division.

MEETINGS

The Division annual business meeting shall be held during the Association annual conference. At least one business meeting shall be held during the term of office of each elected board. Adequate notice of meetings shall be provided to the membership.

COMMITTEES

The board may establish committees, which shall be responsible to the board.

The board may authorize funds for committee expenses.

No Division member may serve on any one committee for more than six consecutive years.

SUBUNITS

Subunits may be established and disbanded by the Division, according to Division Recommended Practices.

FUNDS, CONTRACTS AND PROPERTY

Funds for Division expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Division members.

Any agreement, contract, or obligation entered into by the Division, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Division Recommended Practices.

NOMINATIONS AND ELECTIONS

A Nominating Committee for each election of members to the board shall be appointed by the board.

Nomination of candidates for each office and the election of candidates shall be determined by the

Division Recommended Practices.

DISSOLUTION AND MERGER

The Division may petition the Association Board of Directors for dissolution, or for merger with another Division, by vote of its membership in accordance with the Division Recommended Practices.

COMMUNICATIONS

Divisions shall institute suitable mechanisms to facilitate communications with and between its members regarding Division activities, affairs, issues, and other matters.

DIVISION REPRESENTATION AND AFFILIATION

Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and of the Association may be appointed by the chair.

AMENDMENTS

This governing document may be amended by an affirmative vote of two thirds of the members present at any Division meeting. Revisions in, or amendments to, the Division governing document, shall be reviewed by the Association Bylaws Committee, prior to presentation to the Division membership.

Approved by Board of Directors:

Approved by the Bylaws Committee, SLA

_____, Chair _____
(Signed) (Date)

Attachment B

PETITION: We, the undersigned members of the Special Libraries Association, do hereby petition for the organization of the Knowledge Management Division of the Special Libraries Association. We desire to participate in the activities of the proposed division. The temporary chair will be Karen Reczek, Bureau Veritas. The proposed scope note of the division shall be: The Knowledge Management (KM) Division focuses on the characteristics and processes through which organizations facilitate the creation, sharing and use of knowledge. The Division's approach to knowledge management is characterized by: *an interest in all dimensions of knowledge as acquired and developed by members to be used for their organizations, including analysis and synthesis of this knowledge into tools for learning, using, developing and sharing through a variety of means including but not limited to documenting knowledge for later use. * attention to all aspects of the knowledge lifecycle, including but not limited to knowledge creation, sharing, capture, organization, management, reuse, and preservation. * innovative means to link and enable people to directly exchange ideas and learning to increase the relevant knowledge available for use in their organizations. * concern for all aspects of an organization, including culture, policy, process, management and technology, that affect its ability to create and transfer knowledge. * focus on techniques and tools for collaboration, for organizing knowledge repositories (e.g. taxonomies, ontologies), for demonstrating the economic value of KM activities, for promoting organizational learning techniques and applications; and for increasing understanding of knowledge economics. * fostering networking and collaborating with all parts of the organization, including but not limited to information technology, human resources, research & development, document management and management, to facilitate a continuous learning environment and reduce knowledge hoarding. The Knowledge Management Division offers broad-based programs, communications, and resources that enable participants to expand their competencies in implementing knowledge management in organizations of all types. (Enter name here.)

1. Jean Tatalias
2. Susan Montgomery
3. Elizabeth Scheffler
4. Nancy Flury Carlson
5. Janet MacLachlan
6. Robin Jourdan
7. A. Cynthia Weber
8. Geraldine Tatalias
9. Lisa Graubart
10. Christine C. Friese
11. Jane Halligan
12. Rita Reisman
13. Jacqueline D. Goins
14. Kathy King
15. Linda Dodson
16. Glenn S Cook
17. Michele Havens
18. Rikke Bisgaard
19. Nina Platt
20. Shelly Gessler-Jimenez
21. Amy M. Burlingame
22. Penny Sympson
23. Kathy L. Nordhaus
24. Donna Gibson
25. Nathan Loeppky
26. Cindy L. Chick
27. Judy Inglis
28. Joy Patel
29. Maureen Hammer
30. Shelley McBride
31. André Gionet
32. terry seale
33. Kevin P. Manion

34. Barbara Baker
35. Virginia Shields
36. Tara Bambrick
37. Jessica Ouvrard
38. Laura Plummer
39. Beth Boehmcke
40. Kristen Liberman
41. Shirley Lee
42. Carolyn Nichols
43. Masha Zipper
44. Terri L. Lawrence
45. Gayle Berry
46. David Shumaker
47. Jean Casanova
48. Rachel Mansfield
49. Haines, Kuki Thu-cuc
50. Patricia Barbone
51. Anna DeNicolò
52. Barbara Beverley
53. Sarah Stephens
54. Karen Marsh King
55. Kathryn Breininger
56. Susan S. Waters
57. Betsy Vogel
58. Cynthia Owen
59. Robyn Hutson
60. Maryhelen Jones
61. Amy C. Smith
62. Karen Kreizman Reczek
63. Cynthia Kutka
64. Judith A. Knapp
65. Sarah Kaufmann
66. Martin Tomlinson
67. Amelia Kassel
68. Amanda Merk
69. Carol Reese
70. Meghan Serrano
71. Lucie Dion
72. Stacie Cohen
73. Robyn Rebollo
74. Cynthia Hill
75. Sue Brewsaugh
76. Dale Stanley
77. Xenia Stanford
78. heather odaniel
79. Kemberly Ann Meiners Lang
80. Susan Hornung
81. Sean O'Hanlon
82. Catherine Mazza
83. Erin Clougherty
84. Joshua Jones
85. Carol A. Keck
86. Susan Hesse
87. Barbara Verble
88. Phyllis Fischer
89. Michelle Brewer
90. Alice Olson
91. Joanna Leslie
92. Sumintra Naraine
93. suzanne castroman
94. Gail Stahl
95. Brenda Darrah
96. Rich Louis
97. Scott Trask
98. Natalie Rainford
99. Lydia Petersen
100. Carolyn Sosnowski
101. Mary Ellen Myers

- 102. Joanne Dooley
- 103. Susan Stramiello
- 104. Cathy Roberson
- 105. Elka Sloan
- 106. Deborah Letterman
- 107. Nathan Rosen
- 108. Judith Jaffe
- 109. Beth Perell
- 110. Jessica Dovi
- 111. Patricia Katopol
- 112. Ellen Heaver
- 113. Janice S. Keeler
- 114. Amanda Dingus Kindall
- 115. Karla S. McKee
- 116. Cheryl Smith
- 117. Amy Disch
- 118. Mary L. Crompton
- 119. rachel watstein
- 120. Doreen Alberts
- 121. Ulla de Stricker
- 122. Andrew Berner

123. Ilene Strongin-Garry

Attachment C

Knowledge Management Division Proposed Slate of Officers

Chair

Karen Kreizman Reczek
Manager, Information Resources Center
Bureau Veritas Consumer Products Services
100 Northpointe Parkway
Buffalo, NY 14228
phone: 716/505-3592
fax: 716/505-3301
e-mail: karen.reczek@us.bureauveritas.com

Chair-Elect

David Stern
Director of Science Libraries and Information Services
Kline Science Library
219 Prospect Street
P.O. Box 208111
New Haven, CT 06520-8111
phone: 203 432-3447
fax: 203 432-3441
email: david.e.stern@yale.edu

Secretary

Donna Gibson
Associate Director, User Services
Memorial Sloan-Kettering Cancer Center (MSKCC) Library
Phone: 212-639-2109
email: gibsond@mskcc.org

Treasurer

Dale Stanley

Director

Guy St. Clair
Consulting Specialist for Knowledge Services
SMR I N T E R N A T I O N A L
527 Third Avenue (# 105)
New York NY 10016 USA
phone: 212.683.6285 or 917.566.8093
E-Mail: guystclair@smr-knowledge.com

Also, 43 respondents indicate a willingness to serve in an appointed position or on a committee!!!