



## **2008 Leadership Summit Louisville, KY, USA**

**Chapter Cabinet Meeting**  
Friday, 25 January 2008  
Louisville Downtown Marriott

### **Minutes**

1. **Call to Order (L. Trudell)**

The meeting was called to order at 11:01 am.

2. **Roll Call (L. Trudell)**

The chair instructed the official chapter representative (president, president-elect or designee) to sign the roster at the back of the room prior to leaving the meeting.

3. **Approval of Agenda (L. Trudell)**

Agenda and other resource materials are in alignment with the 'going green initiative' and can be found on the SLA website and can be viewed or downloaded. The agenda was approved as presented.

4. **Approval of the Minutes of the Annual Conference, Chapter Cabinet Meeting, June, 2007 (L. Trudell)**

The minutes of the June 2007 Chapter Cabinet meeting are posted to the SLA Website. The minutes were approved.

5. **Remarks from the Chair (L. Trudell)**

Noted Susan Fifer Canby (Chapter Cabinet Chair-elect) is away for a special birthday celebration and not able to attend this Chapter Cabinet. She sends her greetings and apologies. Anne Caputo (past Chapter Cabinet Chair) will take the cabinet meeting minutes. Libby and Anne exchanged thank you gifts and expressed their pleasure at the opportunity to work together.

#### **Highlights of Chapter Activities (L. Trudell)**

The chair reviewed her report to the Board of Directors - overall, the chapters are in very good shape. Chapter leaders submit responses to the survey sent via a web form which allows collection of valuable data. This is very important and should be submitted on time as the receipt of the survey allows release of the allotment funds to the chapters for the coming year. The results are also used to compile part of her report.

Additionally, Libby sent a note to the outgoing chapter presidents asking for notable events or ideas, outreach activities, scholarships or any other activity the chapter wanted to share. A compilation of the responses will be posted and available for everyone to read. Anne and Libby have committed to creating a wiki for distribution of this data as well as previous reports. We will then figure out together how to get everyone access and ability to provide input. We are using the same software as is used by Wikipedia.

Highlights of these reports include:

Awards and recognition programs – scholarships or recognition of long-term members is a practice of nearly all chapters.

Exposure to top level SLA leadership – chapters had more than 20 visits from Janice, Rebecca or Stephen.

Programming – chapters produced very strong programs, many with a focus on technology. Second Life was featured by a number on chapter programs and the Boston chapter had a virtual program using Second Life.

Leadership Development – this was a focus and challenge for many chapters and 70% reported some level of difficulty in recruiting leaders. Many used creative ideas toward this end, such as Toronto chapter practice of creating a leadership succession plan. The multiyear process is used to increase volunteer exposure to inner workings of board. They have also increased their travel budget so a third board member can attend the Leadership Summit. Additionally, many chapters are challenged by their geographic size and virtual tools have eased the pain of this issue. Some are particularly geographically stressed. For example, the Asia Chapter (which has the largest geographic spread representing 20 countries), with significant cultural and language issues, has established a governance model with a representative on their board from each country. These representatives are responsible for membership recruitment and local programming, writing articles for their newsletter, local sponsorship and general representation of local needs. Writing and outreach to other professional associations – 85% of the chapters have formal liaison or relationships with other professional groups, including state libraries, ASIST, SCIP and others. Notably, Iowa asks their State Librarian to meetings and she is part of the annual spring meeting with a state of the libraries report. This lets them see and be a part of the big picture. Pakistan has reached out to local government officials; the Director General of the National Library of Pakistan will become an SLA member and will support the activities of the group. This sub-chapter has grown from 3 to 30 members in one year.

Outreach to Library Schools – this is really all about chapters, although SAAAC has a role as well. The Rocky Mountain chapter had nine sites who hosted to 15-20 students in a day of shadowing professionals for a day. Many chapters, including Iowa, attract students to meetings. Iowa is hoping to start a student chapter and had a recent event with 40 attending, of which 50% students were in attendance. Drexel has a 'Rush at Rush' event with representatives from 15 professional societies who come together to meet with students.

Membership Development and Services – this has been a challenging year for membership chairs because of headquarters system and reporting issues. Membership development was active however, sending email to members who are lapsed or are prospective, compiling lists of potential members from directories and sending brochures. SLA provides a template for such a brochure, which comes from SLA headquarters staff. About 30% of respondents say they have a chapter brochure – and all are encouraged to use the SLA template to create one. Some chapters identify non-members who use the chapter discussion lists and ask them to join. We continue to think about open or closed discussion lists and try to determine which is the greater benefit.

Chapter Structure – at the last chapter cabinet meeting the Michigan and Western Michigan were unified. More of this activity will happen and it's a natural part of the evolution of the association.

Mentoring Program – you will hear about this in the afternoon session so we'll save comment and discussion until later. Many chapters offer this type of activity.

Awards & Recognition – chapters are very good at this. Many offer scholarships, and nearly every chapter has some type of achievement award. San Andreas chapter-recognized all members of the chapter who have been part of the association for more than 30 years – and there were 12 members who achieved this distinction.

Fundraising· Divisions do this and chapters do as well. The Rocky Mountain Chapter, for

example, had an event called 'Stories on Stage' in which four actors read entertaining stories in a theatre-type event. The chapter charged an admission fee and raised \$2,600 for chapter funds. Several chapters mentioned holding silent auctions which generally raised \$1,000-2,000 for the chapter.

## **6. Actions of and referrals from the Board of Directors (L. Trudell)**

The chair reported that the Board of Directors took the following actions:

Approved the merger of Connecticut Valley and Boston Chapters effective February 1, 2008. Congratulations to both groups for their thorough process. They will continue to have regional representation on the board and some regional activities. As things change over time, we will continue to have both mergers or splits and this is a normal part of the evolving association. Chapters should look to Libby Trudell and Linda Broussard to help work through the process.

Board Orientation took place, including training on parliamentary procedure

Goals and budget for 2008 were proposed and accepted

Centennial Commission Report was received. Much is planned for the centennial year and will this include many chapter activities. We will work on this project in the last afternoon session today. It is exciting to be around and participate in our 100<sup>th</sup> anniversary.

## **7. Referrals from the Board of Directors (L. Trudell)**

There were no referrals from the Board of Directors. Libby explained the role of the cabinets and the board and how information and issues are exchanged.

## **8. Old Business (L. Trudell)**

There was no old business

## **9. New Business (L. Trudell)**

Questions:

- Q: Will there be a discussion of completely centralizing in the budget?
  - Ans.: This will be discussed at Joint Cabinet following this meeting.
  
- Q: Expressed disappointment in the AMS presentation this morning. It did not seem to have an overall goal or process for ways for units to propose improvements. Speaker was close to having no confidence in Euclid Technology. What has been done in the last year? There is a lack of communication on what is happening and today's session was posted as hands-on, but there was no hands on opportunity. We came with the expectation that we could report on progress on this front to our chapters but system is not ready. Now we hear budgets will be centralized and we are not ready for that either. Also concern over proposed credit card usage.
  - Ans.: Thank you for your thoughtful comments. We should separate the AMS from the new budget process. Finance issues will be the topic for some luncheon table talks. If you are interested, please

find a table with that label. Nancy Sansalone will be there along with Sylvia James for those interested in finance topics.

**10. Announcements and Adjournment (L. Trudell)**

- Omaha Area Chapter has changed its name to the Nebraska Chapter
- For those not yet signed on to Leadership Connections there is a form to be filled out by chapter leaders. Please put in the name of each of the person who is a committee chairs or an elected officers. This will be reflected in your leadership activities in the database and allows access to the Leadership List by all your officers and committee chairs. Libby has paper copies and an electronic version is also on website. This is due January 31, 2008.
- Reminder that all elected officers must sign the *Code of Responsibilities* which outline the obligations on ethics. Also see Lead Coin on website.
- The 2007 Treasurers report from the outgoing chapter treasurer is due on January 31, 2008.

The meeting was adjourned at 11:38 am, and turned over to the Chair of Joint Cabinet.

Respectfully submitted,

Anne Caputo, Past Chapter Cabinet Chair