

## SLA Engineering Division Executive & Advisory Board Meeting October 25, 2012

### 1. Welcome –Pam Enrici

The meeting was called to order at 11:07am EDT

### 2. Who's here –Pam Enrici

PRESENT: Pam Enrici, Mary Whittaker, Daureen Nesdill, Penny Sympson, Lynn Berard, Susan Morley, Patricia Aspinwall, Beth Thomsett-Scott, Bob Tolliver, Adrienne Washburn, Barbara Williams, Betty Edwards, Mary Strife, Dale Copps

ABSENT: Bonnie Osif, Abby Thorne, Sara Tompson, Diane Brenes, Kathryn Breininger

### 3. Additions to the agenda

### 4 Approval of Previous Minutes

Minutes approved.

### 5. Treasurer's report

SLA Engineering Division and Aerospace Section Treasurer's Report  
October 25, 2012 Meeting

The figures in blue are our bank account totals as of the September 28, 2012 bank statement. The figures in red come from the September 2011 bank statement to help show a comparison from year-to-year.

#### *Treasurer's report:*

	2012	2011
<b>Engineering Division</b>		
Savings and Checking accounts total	\$42,408.40	51,655.76
<b>Aerospace Section</b>		
Savings and Checking accounts total	\$ 7,272.79	7,060.32
<b>GRAND TOTAL</b>		
in SLA ENG and SLA AERO accounts	\$49,681.19	58,816.08

Change in Treasury: we have \$9,134.89 less than we did at this time last year.

#### *Activity not reflected in the above bank statement:*

We received an invoice from HQ for the SLA 2012 conference in Chicago. A check was cut for \$8,098.18.

We received an invoice from the Science-Technology Division for the SLA conference (where they were the lead). A check was cut for \$3,803.47.

We submitted an invoice to the Sci-Tech Division for the programs we held with them (where we were the lead) (\$2,126.56 for DRM and Standards Update).

*Miscellaneous*

Per our agreement with SLA HQ, Chase Bank statements for 2012Q3 (July, August, and September 2012) were submitted to Linda Broussard on October 19, 2012.

Respectfully submitted,  
Mary Silva Whittaker  
SLA Engineering Division Treasurer

6. Chair's reports (Pam and Barbara)

Barbara Williams reported that she submitted all invoices for the Aerospace Section to the Treasurer having to do with the annual conference and that now all bills have been paid.

Pam Enrici stated that the next meeting would be the final meeting that she will chair. She proposed to hold the meeting Thursday November 29, 2012 at 10:00am central time. If anyone has a problem with that date please inform Pam. The new chair-elects will be invited to the last meeting. Pam suggested to the incoming Chair, Penny Sympson that she discuss the meeting times for next year at this last meeting.

Pam Enrici initiated a discussion on Executive Board membership. Daureen had sent information on membership to the entire board (attached).

FROM SLA Engineering Division Recommended Practices-

*The Executive Board is composed of the elected officers of the Division (Chair, Chair-Elect, Past Chair, Secretary, and Treasurer).*

Pam stated that she did not want Aerospace to feel left out by not having membership on the Division's Executive Board. There are three Aerospace elected positions, chair elect, chair and past chair. Daureen Nesdill stated that she spoke to Linda Broussard and learned that there was no problem with adding these positions to the Division's Executive Board. The feeling was that the past chair need not be on the Executive Board. Mary Whittaker moved to add the Aerospace Section Chair and Chair-elect to the membership of the Division's Executive Board. Daureen Nesdill seconded the motion and the Executive Board voted unanimously to approve. The Recommended Practices will have to be amended to reflect the change.

Pam Enrici announced that the deadline to submit articles for the last issue of SciTech News for the year is November 9<sup>th</sup>. We can submit to Pam or directly to the editor.

Pam Enrici discussed the executive report by the Division due to SLA Headquarters on December 1, 2012. She will send out the form requiring completion for us to review.

7. Planning report for 2013

Betty Edwards reported on the sessions approved for the Division and Section to hold during the 2013 annual conference in San Diego. Because the conference has been reduced by one day the Planning Council has been stringent in approving sessions. Engineering will have only four programs plus the business meeting/lunch and the Board meeting. Sections can now only have one program. Aerospace Chair-elect, Mary Strife agreed to have a combination program and breakfast for the Section. Programs include:

- \* Standards Update on Sunday at 1:30pm. Both the Petroleum & Energy Resources and Transportation Divisions have agreed to be cosponsors.
- \* Project Management Certification on Sunday at 3:30pm
- \* “The Race to the Patent Office: the impact of the America Invents Act” on Monday at 8:00am. Pharmaceutical & Health Technology has agreed to cosponsor. This has been selected as a Spotlight Session.
- \* The Engineering Division Business Meeting and Luncheon on Monday at noon.
- \* Lightening Talks on Monday at 4:00pm
- \* Aerospace Breakfast on Tuesday at 8:00am. The program will be “Combined Information Impact from Student to Faculty and Beyond”.

The Division is cosponsoring two sessions with Biomedical & Life Sciences Division:

- \* Systems Thinking for Libraries on Sunday at 3:30pm
- \* All Science Reception and Poster Session on Monday at 5:30pm

Other conference sessions to be aware of:

- \* Opening General Session on Sunday 9am to 11am
- \* Chapter & Division Cabinet Meetings on Monday 6pm to 6:45pm
- \* Joint Cabinet Meeting on Monday 6:45pm to 7:30pm
- \* Annual Business Meeting on Tuesday 4pm to 5pm

A discussion was held on the disadvantage/advantage of holding the Aerospace on the last day of the conference. There is a lot of programming on Tuesday.

A discussion was held on the effects of having only one program slot for Sections. How will this affect attracting a new section (we have a division considering joining the Division). This should be brought up at the next Chapter/Division Board meeting in February in Dallas. The Section Chairs can work with the Programmer to propose a session agreeable to all. A Section get-together can be organized for after 6:00pm so as not to be considered a program.

#### 8. Chairs-elect report or remarks

Lynn Berard reported that she is indeed now able to access the membership reports. She will make sure Pam receives membership numbers for the Executive Report. Lynn reported that there is a glitch in the reports. Membership renewals show up as new members. Lynn will speak to SLA Headquarters about this so show will be able to send out welcoming letters to new members.

Kathryn Breniniger reported via email that the Nominating Committee has sent out ballots and e-mail to the list. So far, 56 ballots have been cast for the Engineering Division election, and 22 for the Aerospace election. The ballots close October 26th.

#### 9. Other reports

None

#### 12. Adjournment

Meeting Adjourned at 11:49am EDT

Next meeting November 29, 2012

11:00am EDT

10:00am CDT  
9:00am MDT  
8:00am PDT

Respectfully submitted,  
Daureen Nesdill, Secretary  
SLA Engineering Division

## INFORMATION FOR DISCUSSION ON EXECUTIVE BOARD MEMBERS -

FROM: SLA Recommended Practices

### **D. Sections within Divisions**

Sections relating to definite areas of interest within a Division may be established by the Division.

The Director Leadership and the Division Cabinet Chair & Chair-Elect should be the first points of contact when consideration is given to creating a new section. Scope notes will be reviewed to prevent duplication of effort and to ensure that the section is paired for the best match with a Division. As a courtesy, the Division Chairs/Division Chair-Elect will be notified of the potential section. Advance notice enables entire Leadership to think through the process of section development and best fit. The petition for the formation of a section within a Division must be prepared and signed by 15 current Division members interested in the section and then submitted with a scope note to the Division members at the Division's annual business meeting or to the Division's executive board for approval. If approved, the scope note and the petition is then forwarded to the Division Cabinet Chair, with a copy to the Division Cabinet Chair-Elect.

If in the opinion of the Division Cabinet Chair and/or Chair-Elect there appears to be a possible conflict between the scope of the proposed section and another existing section or Division, the Division Cabinet Chair notifies the chair of the Division, and the scope note and petition is sent by the Division Cabinet Chair along with their recommendation, to the Division Cabinet Members. The Cabinet then votes on the recommendation.

After approval of a new section, an announcement is made to the Division Cabinet and is published in the *Information Outlook*. The Division Cabinet Chair is responsible for seeing that both announcements are made and reports the formation of the new section as part of the routine report to the Board of Directors at its next meeting.

The Division is financially responsible for the section. The Division chair includes a report of the section's activity in the chair's annual report and ensures that the SLA Leadership Department receives a list of the names and addresses of the section officers.

The chair of the section is responsible for submitting an annual report, including an annual financial statement, to the Division chair. Information on the activities of the section can be

included in the Division's newsletter or in a separate newsletter. If separate, the distribution needs to include the Association office and the SLA Board of Directors.

Time should be allowed for the section to hold its annual business meeting prior to the Division's annual business meeting at the annual conference.

The section and any proposed section may want to have its own programs at the annual conference. This should be coordinated with the Division conference program planner.

Should the section be dissolved, its assets automatically revert back to the Division.

### **E. Past Chair**

The Division Past Chair's duties are as follows:

1. May serve as a member of the Executive Board.

### **F. Director**

[Comment: The Division may elect one or more Directors. Divisions are encouraged to have additional elected Director positions to increase the number of voting members of the Executive Board. Divisions that have specific director positions such as Director - Vendor Relations, Director- Membership, or positions with other define duties, should be included here. Please customize and add Director position descriptions, as applicable]

The Division Director's duties are as follows:

1. To serve as a member of the Executive Board.
2. To undertake special projects as directed by the Chair, especially in such things as conducting membership surveys, reviewing aspects of the Division's operation, planning future directions, and other tasks which will affect the overall philosophy of the Division.

### **G. Executive Board**

The Executive Board is comprised of the elected officers of the Division (Chair, Chair-Elect, Secretary and Treasurer, and in some Divisions, Director(s) and Past Chair). **As only elected officers may vote on matters of the Division (see this issue treated further below in Voting), many Divisions may want to make posts which may have been historically Advisory positions, equal to Director positions**, with candidates found through the Nominating process by the Nominating Committee. (Recommended positions might be Director -Vendor Relations, Director – Membership, etc.) The Executive Board shall hold a minimum of one meeting annually. Additional meetings may be held by call of the Chair, or by established practice or upon request of another board member. A majority of board members in office shall constitute a

quorum for the transaction of business at any meeting of the Board. Many Divisions hold meetings of their entire Board (Executive and Advisory Board/Council) and do not hold separate Executive Board meetings unless otherwise deemed necessary, such as in the case of the resignation of an officer.

FROM SLA Engineering Division Recommended Practices

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