

**SLA Engineering Division Executive & Advisory Board Meeting
November 29, 2012**

1. Welcome by Pam Enrici and Barbara Williams
The meeting was called to order at 11:03am EDT

Special welcome to incoming officers

2. Attendance (Daureen Nesdill)

Present: Pam Enrici, Mary Whittaker, Daureen Nesdill, Penny Sympton, Patricia Aspinwall, Beth Thomsett-Scott, Bob Tolliver, Barbara Williams, Betty Edwards, Mary Strife, Dale Copps, Bonnie Osif, Diane Brenes,

Absent: Adrienne Washburn, Abby Thorne, Sara Tompson, Kathryn Breininger, Susan Morley, Lynn Berard

Guests: Sara Davis and newly elected –
Division Chair Elect, Andy Shimp
Section Chair Elect, Edna Paulson
Secretary Giovanna Badia

3. Revision or additions to the agenda (Pam Enrici)

Strategic plan

Budget: (a) Reduce the amount of funds in the Division's treasury
(b) Increase conference attendance

4. Approval of October 2012 minutes (Pam Enrici)

Approved

5. Treasurer's report (Mary Whittaker)

**SLA Engineering Division and Aerospace Section Treasurer's Report
November 29, 2012 Meeting**

The figures in blue are our bank account totals as of the October 31, 2012 bank statement. The figures in red come from the October 2011 bank statement to help show a comparison from year-to-year.

Treasurer's report:

	2012	2011
Engineering Division		
Savings and Checking accounts total	\$30,507.84	41,102.76
Aerospace Section		
Savings and Checking accounts total	\$7,272.89	7,055.58
GRAND TOTAL		
in SLA ENG and SLA AERO accounts	\$37,780.73	48,158.34

Change in Treasury: we have \$10,377.61 less than we did at this time last year.

UPDATE to last month's report: We rescinded the invoice sent to All Sciences Division as they were not our co-sponsors at an SLA 2012 session.

Respectfully submitted,

**Mary Silva Whittaker
SLA Engineering Division Treasurer**

6. Comment on vote about Aerospace Chair and Chair Elect joining the Executive Board (Pam Enrici)

This is a change in the Governing Document and therefore requires a vote of the membership of the Engineering Division. It will have to take place at the Business Meeting during the annual conference in June. (Secretary's comment added to the minutes –this is actually a change in the Recommended Practices so requires a vote by the Board)

7. Aerospace Report (Barbara Williams)

Barbara has been discussing Section and listserv membership with others. They have noticed that not all Aerospace Section members are on the listserv, therefore are proposing to change the membership question pertaining to the listserv to opt out instead of opt in for listserv membership.

8. Committee Reports

Pam Enrici stated that Lynn Berard, Membership Chair had reported to her that there are now 323 members in the Engineering Division. There have been problems with obtaining membership information from SLA Headquarters.

Diane Brenes, Awards Committee Chair stated that she has sent announcements to the listservs about the various awards and deadlines for applying. She has not heard from Momentum. Diane was wondering about using names submitted last year for Engineering Librarian of the Year, if there were not enough submissions for this year.

Betty Edwards, 2013 Program Planner stated that the deadline for setting up tickets for sessions is December 7th.

2012 Events	Cost/person	Cost of ticket
Division Bus. Mtg. & lunch	\$65.00	\$25.00
Section Bus. Mtg. & breakfast	\$45.00	\$35.00

Betty, Penny Sympon, and Mary Whittaker will discuss the cost and charges for 2013 and let the Executive Board know of their recommendations via email.

Betty stated that she will be making arrangements for AV soon. We do not have to pay for AV for the Spotlight session on patents. Pam Enrici suggested using a travel microphone (hand-held microphone with its own speaker) for audience questions/comments to reduce costs. Daureen Nesdill suggested we use both for the first year to test it out. Pam agreed. Eventually, maybe the Division can purchase one.

Susan Morley, Standards Update sent out an email with information and questions about the Standards Update session:

First – that the write up for Standards Update 2012 was submitted to SciTech News for inclusion in the upcoming issue. I do apologize for the late submission. I've a weak excuse, pleading ignorance of the SciTech News publishing schedule. I just checked and the submission is under review, so assume that's good news.

Second – Standards Update 2013. If Betty could please confirm the Sunday 1:30pm time slot? I assume it's 90 minutes?

Betty also mentioned that Petroleum & Energy Resources and Transportation Divisions have agreed to be cosponsors. I'm not clear if I continue to lead organizing the session, or how much involvement the cosponsors have. I'd appreciate some guidance on this. Also, if you could provide info REGARDS WHO in the respective divisions I should I contact to ensure we are 'on the same page'. I'd like to send out a preliminary e-mail to the vendors, as I've a potential slate of 15 – not sure how I'll work that out given the time slot, but nice to have that problem.

Betty Edwards, 2013 Program Planner responded:

"Standards Update 2013" will take place on Sunday, June 9th from 1:30 to 3:00 (90 minutes).

Regarding the role of Engineering as the lead division versus the role of the 2 co-sponsoring divisions: You are the "Chair" for overall planning. All 3 Divisions would have a say in content, format, choosing and approaching speakers, etc. Expenses/Profits would be split equally 3 ways.

Patricia Aspinwall (Engineering Vendor Relations Chair), will consult with her counterparts in the other 2 Divisions regarding sponsorships to ensure that all 3 Divisions are not approaching the same vendors for support of this program. As you can imagine, this could get very tricky!

Here are the other planners:

Petroleum & Energy Resources	David Brackus	dbrackus@jefferies.com	281-774-2000
Transportation	Kendra Levine	klevine@library.berkeley.edu	510-642-3604
Transportation	A. J. Million	ajmillion@gmail.com	417-894-2222

10. Chair-Elect report and dates and time of the meetings next year (Penny Sympton)

Penny would like to continue with 4th Thursday of the month, 9:00 am EST. The dates are as follows (*Indicate exceptions):

Jan 24
Feb 28
Mar 28
Apr 25
May 23
*Jun 8, 4 pm (conference)
Jul 25
Aug 22
Sep 26
Oct 24

*Nov 21 (11/28 is Thanksgiving)

*Dec, no meeting

We will be using GoToMeeting software, but it will be from Wiss, Janney, Elstner Associates, Inc. (WJE) and not SLA.

11. 2013 Annual Conference Planning (Betty Edwards)

Betty indicated she is looking for assistance in identifying speakers for the following sessions:

Sunday, June 9: 3:30 to 5:00 Project Management Certification - What's In It For You

Delivering results on time and on budget indicates effective project management which, in turn, is a sign of a successful leader. Project management is a highly regarded certification and many institutions require or prefer employees that have the Project Management Professional (PMP) credential. Specific education and work experience requirements must be met as well as an agreement to adhere to a code of professional conduct. Come to hear more about this topic from a librarian who holds certification. She will speak about her experience studying and working for the certification, keeping it current, and how it's a value-added bonus to status and list of credentials. The PMP structure provides many great benefits for librarians and our speaker will add an interesting perspective. I have 1 speaker (Helen Josephine from Stanford Univ) but need one more.

Monday, June 10: 8:00 to 9:30 SPOTLIGHT SESSION: The Race to the Patent Office - the Impact of the America Invents Act

The America Invents Act (Patent Reform Act) became effective March 16, 2013. It switched the U.S. patent system from "first to invent" to "first to file" and is the most significant change to the U.S. patent system in nearly 60 years. There are wide ramifications concerning the kinds of innovations that are patentable, who owns inventions, who can use inventions, and how patents are challenged and defended. A panel of speakers (librarian/patent searcher, inventor, technologist, and attorney) will discuss how it has affected the patent process and the dramatic and unforeseen impacts they have seen during the past three months since the law went into effect. I need a panel of speakers (librarian/patent searcher, inventor, technologist, and attorney). **Engineering is the Lead Division. Pharmaceutical/Health is the co-sponsor.**

Tuesday, June 11: 8:00 to 9:30 Aerospace Section Annual Meeting and Breakfast

Annual section membership meeting and breakfast along with presentation of the 2013 George Mandel Award. So, once we the academic librarian has imparted the secret to intelligent use of information to students and faculty and the specialized librarian has connected corporate clients to the information needed for their success, what happens next? We will have a panel of users discuss how information has made an impact in their research and careers. I don't know if Mary Strife has already lined up speakers or will need to find some so I copied her on this email.

Tuesday, June 11: 2:00 to 3:30 Lightning Talks

Five-minute presentations from fifteen of your esteemed colleagues who will highlight unique services, tools, collaborations, partnerships, marketing initiatives or other efficiencies which they've successfully implemented in their organizations. I still need 14 speakers. I will be one of the 15.

12. Any other old business (Pam Enrici)

Reducing the funds in the treasury to recommended amount - discussion on general on amount in treasury.

Pam suggested increasing the financial support for officers because of the increasing costs and the poor economy. A discussion took place.

FROM THE DIVISION'S RECOMMENDED PRACTICES:

Section III. Financial Support for Officers: Funding to attend the SLA Leadership Summit and/or Annual Conference may be made available up to an amount of \$2,000 per year each for the Division Chair, Division Chair-Elect, Aerospace Section Chair, Aerospace Chair-Elect, and Program Planner(s) for

Annual Conference. The Secretary and Treasurer would receive up to \$1,000 per year. To be eligible for the funding, a request must be made to the Division Treasurer, and must include justification for the request. If the Treasurer determines that monies are available, the request is then sent to the Chair for approval. If more than one officer submits a request for support in one year and funds are limited, the priority of support will be Division Chair, Program Planners, Division Chair-Elect, Section Chair, Secretary and Treasurer. Any additional funding for the Division Past Chair and other Advisory Board members will be voted on by the current Executive Board at the January board meeting. Persons making requests for financial support will submit receipts for all reimbursable expenses to the Treasurer.

Also -

Division and Section Chairs, Chair-Elects, Secretary, Treasurer and all Advisory Board members ... attend Leadership Summit; attend Annual Conference.

Comments made – Another Division had just announced an increase to \$1500/event. Are the Treasurer and Secretary required to attend Leadership? A few years back Division Board meetings were held at the Leadership Summit, but because the Board (Executive and Advisory jointly) meet monthly online, the meetings are not necessary. Can we afford it? Yes, it will total \$12,000/year. Keep in mind that not all officers will need it since they receive support from their employers. The funding provided has to be reported to Headquarters per event and not per year. Registration can be included in the expense of attending the events according to Linda Broussard, SLA Chief Financial Officer. The Recommended Practices outlines what happens when there are insufficient funds to support travel.

Pam proposed:

- To increase the financial support of the Chair Elect, Chair, and Program Planners by \$500.00 to \$3000/year.
- To increase the financial support of the Secretary and Treasurer by \$500.00 to \$1500/year.

A vote was taken of the Executive Board members. The proposal passed.

Barbara Williams will hold a discussion and vote of the Aerospace Section officers to determine if their financial support should increase and report to the Chair of the Division.

Pam noted the Division does not have a strategic plan and that the in-coming chair would have to address this. Penny Sympton will start the discussion in January 2013.

Pam noted that the Energy and Petroleum Division will discuss their future plans and hold a vote at their next business meeting, June 2013.

13. New business (Pam Enrici)

SLA Headquarters wants the Division's website archived. Pam will ask Dale Copps to investigate just what has to be archived and how.

Barbara Williams wants to know about scheduling of the Board meeting on the Saturday preceding the annual conference in order to make travel plans. It will be on Saturday and Betty Edwards will organize a high tea for those wishing to attend.

14. Thank you from Pam Enrici and Barbara Williams

15. Adjournment
Meeting Adjourned at 10:56am EDT

Respectfully submitted,
Daureen Neddill, Secretary
SLA Engineering Division