SLA Engineering Division Executive & Advisory Board Meeting
January 24, 2013: 10:01am-10:56am Central Time

1- Open Meeting and Roll Call (Penny Sympson)
Present: Penny Sympson, Andy Shimp, Pamela Enrici, Mary Strife, Edna Paulson, Giovanna Badia, Mary Silva Whittaker, Diane F. Brenes, Patricia Aspinwall, Robert Tolliver, G. Lynn Berard, Betty Edwards, Susan Morley

Absent: Barbara Williams, Bonnie Osif, Abby Thorne, Beth Thomsett-Scott, Karen A. Vagts, Dale Copps, Sara Tompson, Adrianne Washburn

Guests: Sara Davis, Jeremy Cusker

2- Changes to Agenda (Penny Sympson)
Penny added some chair reports. Betty asked whether we can discuss automatically subscribing all division members to the Engineering Division listserv and, then, individuals can unsubscribe if they are not interested. Penny replied that we would discuss this during the meeting if time permits; otherwise, it will be discussed at the February meeting.

3- Approval of November 2012 Meeting Minutes (Penny Sympson)
Approved.

4- Chair & Committee Reports

A) Chair (Penny Sympson)
The Strategic Planning Committee was formed. Penny will try to blog once or twice per month.

B) Chair-Elect (Andy Shimp) – No report.

C) Past-Chair (Pamela Enrici)
Pam spoke to Dale about the website being archived and reported that WordPress automatically saves things as archives. She also thanked everyone who helped with the division over the past few years.

D) Aero Chair (Mary Strife) – No report.

E) Aero Chair Elect (Edna Paulson) – No report.

F) Treasurer's Report (Mary Silva Whittaker) – See report at the end of the minutes.

G) Secretary (Giovanna Badia) – No report.

H) San Diego Conference Planning (Betty Edwards)
The preliminary conference publication will be mailed out in February.

An agreement had been reached to charge the following ticket prices for the Lunch and Breakfast:

- Engineering Division Lunch – 2 course plated lunch – $52.00 (cost per person)
  Charges: Non-members ($30), members ($25), students ($10)
- Aerospace Section Breakfast – full breakfast buffet – $47.00 (cost per person)
  Charges: Non-members ($25), members ($20), students ($10)

There are changes to the Aerospace Section Breakfast. Mary had originally thought to have a speaker, but there will now be table discussions at the breakfast. Topics to be discussed are: 1) successes and challenges as an information professional and 2) what participants actually want from the Section.

The following estimates will be used by HQ to determine appropriate room sizes at the conference:

- Project management certification – 100 people expected to attend
- Patent session – 250 people expected to attend
- Lightning talks – 100 people expected to attend

Caroline Rives mentioned to Betty that things are going to be different this year since there are fewer sessions; more people will, hopefully, attend the sessions that are being offered.

The military librarians have no travel funding, which may affect the number of conference attendees.

Betty still needs four more speakers for the lightning talks as of that morning. The topics that people are proposing are really interesting. The lightning talks are from the practitioner's viewpoint.

Betty was contacted by one of our vendor partners, who wants to give a lightning talk on their new platform and various engineering packages. A discussion ensued. Betty will tell the vendor that that lightening talks are for practitioners only, therefore they will not be able to participate.

The Patent session is the spotlight session. Betty has one speaker so far, Denise Chochrek, who gave a webinar presentation last year for the SLA Legal Division. Betty would like to get an inventor and a patent attorney from San Diego who would be willing to speak; there would be no airfare and hotel expenses to pay if the speakers are from San Diego. It was suggested that we should invite someone from the U.S. Patent Office, even

if it involves travel reimbursement, since they would be the most up-to-date on this topic. Betty will investigate further.

For the Project Management Certification session, Betty has one confirmed speaker with PMP project management credentials, i.e., Helen Josephine from Stanford University Libraries. Betty is awaiting confirmation from Catherine Rossignol of the National Research Council of Canada, who is located in Montreal and has CAPM certification. Betty is also looking into obtaining an employer who can speak about valuing employees with project management credentials.

I) Vendor Relations (Patricia Aspinwall) – See report at the end of the minutes.

J) Professional Development (Beth Thomsett-Scott) – Absent; no report.

K) Membership (Lynn Berard)
Lynn is continuing to attempt to obtain information about our division membership list from HQ. She needs this information to send out welcome letters to new members and contact people who might have dropped out of the division. Penny will assist in getting information from HQ.

L) Strategic Planning (Karen Vagts, new Committee and new Chair; absent, but sent report) – See report at the end of the minutes.

M) Standards (Susan Morley)
Susan received confirmation from 7 speakers. She is trying to obtain a speaker from Ashton Transport and will follow-up with a few more. We might not have as many presenters as last year since some of the exhibitors will not be at the conference this year.

N) Awards (Diane Brenes)
Diane said that we would be going ahead with the Momentum award and it will be posted soon. The agreed upon criteria is as follows:

Momentum SLA Eng Div Annual Conference Grant (grant ($1500) to attend the SLA Annual Conference) Criteria:
· be a current SLA and Engineering division member **actively working at an academic, government, or special library**
· **receiving no support from employer**
· provide an essay (short) on how attending will be a benefit to you

Post Award Requirement:
· Recipient will write a brief article (approximately 1,000 words) on the conference experience for the Dec 2013 SciTech News.

This award may be helpful to interested Military Librarians, since they have no travel funding.

The other awards have already been posted. Diane has not received any nominations for the Engineer of the Year Award. She would like to use suggestions from last year, since we received wonderful applications for nominees.

O) Board Liaison (Sara Tompson; absent, but sent report) – See report at the end of the minutes.

P) Listserv (Robert Tolliver)
Robert wants to step down as listserv manager since his job has changed over the years and he is not active in the division. Penny asked meeting participants to think of people who may be interested and submit names for consideration. If no names are received, a call will be put on the listserv.

Q) Website (Penny Sympson)
Penny thanked Dale for recent changes to the website. Dale made it easy for people to connect with us. Penny was able to post to the blog.

5- Old Business (Penny Sympson)
The Aerospace Section Chair and Aerospace Section Chair-Elect are now joining the Engineering Division Executive Board. Welcome.

6- New Business

A) 2014 Conference Programs (Andy Shimp)
Andy will get more information at the Leadership Summit. Beth has been appointed conference chair and will be working with Andy closely in planning the 2014 conference. Beth sent an e-mail asking for feedback on professional development for the conference. They will see the responses that they get from that. Andy understands that a purpose of the Leadership Summit is to create ideas for the 2014 conference. Are there any ideas that the group has for 2014? (See report at the end of the minutes.)

A discussion ensued. Suggestions:

- The conference will be held on the Pacific Rim so, perhaps, a topic can be looking at the Pacific Rim and engineering.

- Electronic lab notebooks. There is a guide written by Daureen Nesdill at http://campusguides.lib.utah.edu/content.php?pid=126157&sid=2131670 This might be of interest to those outside of engineering, such as physics and chemistry. We might be able to obtain co-sponsors.

- Since the 2014 conference will be held in Canada, perhaps some Canadian content could be added to the patent or legal sessions.

B) Vendor Relations Title (Penny Sympson)
There may be negative connotations to the term "vendor." Penny suggests changing the Vendor Relations Chair title to Partner Relations, Sponsor Relations, Sponsor Liaison Chair, etc. A discussion ensured. Other suggested titles:

- Sponsorship Chair
- Sponsor Relations
- Fundraising Chair
- Commercial Alliances

C) Scholarship for Leadership Summit (Penny Sympson)
The Illinois Chapter offers a $1000 scholarship stipend (http://illinois.sla.org/?p=2883) to attend the Leadership Summit and Penny recommends that DENG considers offering a scholarship for the 2014 Leadership Summit.

A discussion ensued.

Illinois states that for eligibility one "must not be in a 2013 leadership role." What would define a leadership role – someone on the board? Should the stipend be open to anyone who is not eligible for funding from their employer or from their division?

If a person is actively involved in leadership, how will attending the Leadership Summit be useful to the individual?

D) Leadership Code of Responsibility forms (Penny Sympson)
Penny asked that anyone from the Executive Board who has not yet submitted the form should do so by the end of the month and let her know.

E) Travel expense advancement (Penny Sympson)
The Treasurer was contacted about getting travel expense reimbursement prior to attending the event (i.e., getting reimbursed for registration and flight costs at time of registration/booking and not having to wait until after the Summit/Conference). The Chair and Treasurer determined that those who had asked would be reimbursed prior to the event. The Executive Board will vote to make a policy change at the next meeting in February.

F) Transitioning Planning (Penny Sympson)
Penny encourages each executive and advisory board member to record their activities throughout the year and create a document that can be passed down to successors (see example at the end of the minutes). It was also suggested that the Recommended Practices Manual (http://engineering.sla.org/wp-content/uploads/2012/02/RecommendedPractices_final_05_2010.pdf) be consulted.

7) Next Meeting (Penny Sympson)
The next meeting will be held on February 28th, 2013 at 10 a.m. Central Time. Please

send any items for the agenda to Penny and continue discussions via e-mail.

8) Adjournment (Penny Sympson)
The meeting was adjourned at 10:56am Central Time.

Respectfully submitted,
Giovanna Badia, Secretary
SLA Engineering Division

Strategic Plan Chair Report

The Strategic Planning (SP) Committee is a new DENG committee that was formed at the end of 2013. Our mandate is to produce a Strategic Plan (as required by SLA's own strategic plan) and an Action Plan for Implementation on or before the end of 2014 (at which point, the Committee can dissolve until DENG deems it necessary to re-activate it).

The current members of the Committee are:

- Danielle Harrison - MPR Associates
- Maureen Kimball - Raytheon Company
- Karen Vagts - Tufts University
- Li Zhang - Mississippi State University

Our membership presents a blend of academic, professional consulting services, and corporate librarians but we hope to recruit one more member, one who is not from the U.S. and therefore can represent the viewpoint of those from other countries, reflecting both the global nature of SLA and of the engineering community. We can issue an invitation to the division but often it is most effective to identify specific individuals who might be interested and to contact them directly. So if you know of any members who might be interested, please let me know (and feel free to contact them in advance to see if they're interested).

Since the Committee has just been formed within the past month, we have been concentrating on getting organized, determining the logistics of communications, etc., but for the next 4-5 months, we'll be concentrating on the following tasks:

- **Developing a SP outline**. This will be an amalgamation of the standard goals and objectives that all divisions have (based on their existing SPs) as well as those that are specific to DENG.
- **Developing and scheduling a survey of DENG members about DENG's directions and goals.** The timing of this within the SP process is to be discussed - some divisions may do this prior to developing a plan draft, others may do this as a means of circulating a draft and soliciting responses. The Board's input on this would be appreciated.
- **Determining what to produce for the Annual Meeting in June.** Options range from a presentation at the business meeting to a Lightning Talk to a separate meeting event. Again, the Board's input would be appreciated.

Please let me know if you have questions or thoughts on the above. Meanwhile, the Committee looks forward to developing the SP in the coming months.

Sincerely, **Karen A. Vagts**

Treasurer's Report

SLA Engineering Division and Aerospace Section Treasurer's Report
January 24, 2013 Meeting

Engineering Division   TOTAL
Savings and Checking accounts total $31,922.47

Aerospace Section
Savings and Checking accounts total $ 7,273.07

GRAND TOTAL
in SLA ENG and SLA AERO accounts $39,195.54
(Change in Treasury: we have $4,966.67 less than we did at this time last year.)

I am in the process of finalizing the treasurer's report for 2012 that is due to HQ on January 30. I will present it at the February 2013 meeting.

I submitted to SLA HQ the 4th quarter 2012 Chase Bank statements.

Working with Patricia Aspinwell, I sent out eight invoices to our Partners for SLA 2013 programs in San Diego.

In response to questions asked during recent past meetings about expenses, here are some details.

2012 Travel Reimbursements to Atlanta (three requests)   Total = $2,075.09

2012 Travel Reimbursements to Chicago (five requests)   Total = $3,809.28

2012   Honoraria or Travel Reimbursements for Speakers (Chicago) (three)
        Total = $2,615.39

2012 Award expenses (direct costs where we wrote checks)
        1,000.00   Hildich International Librarian Award (Geeta Paliwal)
        1,500.00   I H S Librarian of the Year Award (James Blank)
        20.00   Engineering Division Dues (for student winner Melanie
                    Sturgeon)
        154.65   Mandel Award plaque (Mary Whittaker) NOTE: Mary was
        not able to accept the $1,000.00 award per her Ethics Office.
        $2,674.65 = Total

Please let me know if you want to know about other expenses or income breakdowns so I can prepare for future meetings.

Respectfully submitted, **Mary Silva Whittaker**

Vendor Relations Report

Below is a list of sponsors we have so far for the conference. I am still working on getting more sponsors in hopes that our sponsorship monies will be the same as last year.

ASTM	$750	Standards Update	Megabyte
Basch	$200	still deciding	Kilobyte
Dialog	$500	Race to the Patent Office	Kilobyte
IEEE	$2,500	Eng Luncheon, Aerospace Breakfast, System thinking	Terabyte
IHS	$1,500	still deciding	Terabyte
McGraw-Hill Professional	$1,500	Eng Luncheon	Gigabyte
Springer		Deciding	
Techstreet	$1,500	Eng Luncheon, Standards Update	Gigabyte
Total	$8,450		

Patricia reported that she received 2 more sponsors after sending the above chart, one from ASCE for $750 for the Standards Update and another from Morgan & Claypool for $500 for the Engineering Luncheon. Everything is going well.

Patricia Aspinwall

Board Liaison Report

SLA Board Updates for SLA-DENG and SLA-SCC January 2013 Meetings, and to be shared with other Liaisoning Units
          Sara Tompson, SLA Director 2011-13 and liaison to DENG, SCC, etc.

New Board up and running! See:
http://www.sla.org/content/SLA/governance/bodsection/index.cfm

Alignment Ambassadors dismissed and thanked; alignment concepts now embedded (President Deb Hunt's 1/23 email)

Fellows at Past President Mai's request reached out to Units about tapping a Strategic Vision Communications Activist – the Vision, developed in the 2011 Board, was first shared on the 365 blog, here: http://futureready365.sla.org/11/14/a-new-vision/. There will be additional material in **Information Outlook**

Work on the new SLA website is proceeding on schedule. Staff training has been scheduled. Efforts to link the association management system to the new website has been the biggest challenge but a workaround has been created to accomplish this. The new website will be shown at the Leadership Summit in February.

<u>KEY LINKS</u>
- SLA Board Minutes and Agendae:
  http://www.sla.org/content/SLA/governance/bodsection/bodmtgs/index.cfm
- SLA Blog: http://slablogger.typepad.com/sla_blog/
- SLA e-newsletter: please subscribe here:
  http://www.sla.org/content/Shop/enewsletters/index.cfm
- SLA Leadership Blog: Augments the list (below):
  http://slaconnections.typepad.com/leadership_connections/
- Plus of course reading the Leadership list* and: 1) thinking about impact/effects on the Chapter/Division from items discussed and 2) forwarding relevant information to your Chapter/Division
       *(Unit Presidents/Chairs and Pres/Chair Elects are automatically added, as our key staff and all Board members; any of those subscribed can go back and read messages here: https://sla.lyris.net/read/?forum=sla-leadership)

Let me know if there is anything else you want to know or want me to bring forth to the Board!

Thanks for all you all do!!
sarat@usc.edu

Sara Tompson

2014 Conference Planning

My understanding is that the sessions for the 2014 conference will be decided at the Leadership Summit in February. I think it might be a good idea to also ask the membership specifically for program session ideas: (i.e. What conference programs would be of interest to you at the annual conference? You are welcome to provide details and suggested speakers.)

Betty provided me with the following list of sessions that were considered but not done for the 2013 conference plus one additional suggested session. Are there any that we should consider? Do you have other ideas about topics you would like to see or current trends in our profession?

•   Nanotechnology: what's so special about it?
Nanotechnology is believed by many to offer extraordinary economic and societal benefits. We'll cover the development of this emerging field, potential applications in R&D, and commercial applications -- from detection and treatment of cancer, clean, inexpensive, and renewable power, high density memory devices, as well as contributions to national defense, homeland security, and space exploration.

•   Electronic Lab Notebooks

•   Green engineering is the design and manufacturing of products and processes that have the least negative impact on the environment possible. We were looking at getting a speaker from the US Green Building Council. Penny's company is a USGBC member and she could contact the local chapter for speaker suggestions.

•   Aerospace was looking at having an astronaut or aerospace engineer speak on the topic of their use of information for successful projects.

•   Standards Benchmarking Survey with Karen Mackey and her colleague Julie Eskritt at Donaldson Company. A process for revamping the way engineering standards are handled in their library.

•   Renewable energy

Please note that there are a few must have sessions:
Business Meeting
DENG Board Meeting
Standards Update
All Science Poster Session (co-sponsor)

Andy Shimp

Transition Planning, Example

Chair duties/deadlines/suggestions

Resources: Leadership resources (login required)
    http://www.sla.org/content/resources/leadcenter/leadresour/index.cfm

December, as Chair-Elect
a) Determine meeting schedule
b) Get copy of outgoing Chair's Annual Report submitted to HQ and ensure it was submitted (due Dec 1)
    http://www.sla.org/content/resources/leadcenter/leadresour/anrpt.cfm

January, as Chair
a) Submit updated list of DENG board members to DENG webmaster, for posting at
        http://engineering.sla.org/officersboard-members/
b) Complete Unit Officer Form
(http://www.sla.org/content/resources/leadcenter/leadresour/OfficerForms.cfm) and submit to leadership@sla.org (due Feb 1)
c) Ask Treasurer if 2012 Finance Report has been sent to HQ (due Jan 31)
    More about financial due dates:
        http://www.sla.org/content/resources/leadcenter/leadtrain/treamanual/duedates.cfm
d) Submit 1st Sci-Tech Division News article (due Feb 1)
        http://jdc.jefferson.edu/scitechnews/about.html
e) Email/blog post, greetings from chair (suggested)

February
a) Leadership Summit
b) Ask all to complete Code of Responsibility
(http://www.sla.org/documents/SLA_Code_of_Responsibility.doc) (due Feb 15)

March
April
May
June
July
August
September
October
November
December
a. Submit 2013 annual report

Sci-Tech Articles:
See http://scitech.sla.org/communications/sci-tech-news/

1st quarter: Feb 1st deadline, March publication
Example: http://jdc.jefferson.edu/cgi/viewcontent.cgi?article=1206&context=scitechnews
Introduce self, thank past chair.
Provide Full listing of Division/Section boards?
Welcome to new officers?
Talk about strategic plan?
List available Awards (See 11/8/2012 email from Diane)

April 1st deadline, May publication
Example: http://jdc.jefferson.edu/cgi/viewcontent.cgi?article=1338&context=scitechnews
Prelude to conference, mention programs, mention lunch board meeting (subsidized by vendors)
Plea for board volunteers, talk to someone at the luncheon, mention charity

August 1st deadline, September publication
Example: http://jdc.jefferson.edu/cgi/viewcontent.cgi?article=1358&context=scitechnews
Conference wrap up
Division election, webinars

November 1st deadline, December publication
Example: http://jdc.jefferson.edu/cgi/viewcontent.cgi?article=1599&context=scitechnews
Annual report of outgoing chair

Penny Sympson