

SLA Engineering Division Executive & Advisory Board Meeting
November 21, 2013: 12:01-12:44pm 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, Beth Thomsett-Scott, Susan Morley, Betty Edwards, Amber Collins, Diane F. Brenes, Bonnie Osif

Absent: Dale Copps, Patricia Aspinwall, Abby Bedford, Karen A. Vagts, Sara Tompson, G. Lynn Berard, Barbara Williams

Guests also present: Sara Davis, Maureen Kimball

2- Changes to Agenda (Penny Sympson) – None.

3- Approval of October 2013 Meeting Minutes (Penny Sympson) – Approved, with correction to the Standards Committee Report. Susan has not obtained participants for next year's conference, but rather an expression of interest from a few.

4- Chair & Committee Reports

A) **Chair** (Penny Sympson) – Penny congratulated and welcomed the new Chair-Elect for 2014, Sara Davis. Penny will be looking at the Recommended Practices to check which positions are eligible to be reimbursed for leadership summit or conference expenses, and to update position duties.

B) **Chair-Elect** (Andy Shimp) – Andy asked about who would be attending the Leadership Summit in Memphis. Sara, Beth, Edna, Diane, and Andy will be attending.

C) **Past-Chair** (Pamela Enrici) – Pamela announced that Sara Davis is the new Chair-Elect and Diane Brenes is the new Treasurer for 2014. Pamela thanked all the members. This is her last executive and advisory board meeting.

D) **Aero Chair** (Mary Strife) – Mary is looking for a Chair-Elect for the Aerospace Section.

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

F) **Aero Past-Chair** (Barbara Williams) – Absent; no report.

G) **Treasurer's Report** (Mary Silva Whittaker) – See report at the end of the minutes. Penny thanked Mary for her work as treasurer. Mary's term ends at the end of January 2014.

H) **Secretary** (Giovanna Badia) – Please send any comments to the draft minutes of the 2013 Business Meeting.

I) **Vendor Relations** (Patricia Aspinwall) – Absent; no report.

J) **2013 Meeting Planner** (Betty Edwards) – Penny thanked Betty for her work on the SLA 2013 Annual Conference.

K) **2014 Meeting Planner** (Beth Thomsett-Scott) – Speakers are being lined up for the conference.

L) **Membership** (Lynn Berard) – Absent; no report.

M) **Strategic Planning** (Karen A. Vagts) – Absent; see report at the end of the minutes. Penny suggested that the strategic plan survey be sent to the membership at the beginning of 2014.

N) **Standards** (Susan Morley) – Susan will start obtaining participants for the standards session at the 2014 conference in January. Susan asked whether we had a co-host for next year. Beth replied that she is awaiting responses and that the deadline is December 6th.

O) **Awards** (Diane F. Brenes) – See report at the end of the minutes.

P) **Board Liaison** (Sara Tompson) – Absent; no report.

Q) **Archives/Mentoring** (Bonnie Osif) – Vanessa Eyer from Penn State University Libraries will take over the archives in June 2014. Ashleigh Faith will be helping with mentoring until June 2014 and then will take it over.

R) **Website** (Dale Copps) – Absent; no report.

S) **Listserv Owner** (Amber Collins) – No report.

5- **Old Business** (Penny Sympton) – Already discussed it.

6- **New Business** (Penny Sympton, Andy Shimp) –

- **ABCD Caucus Request to Become Engineering Section** – ABCD Caucus to draft scope note that will be sent to the membership to ask whether the ABCD Caucus should be included in the Engineering Division.
- **Scope & Mission** – The Strategic Planning Committee will be recommending changes to the wording of the Engineering Division scope and mission for us to consider.
- **Section Chairs** – A vote was taken and a motion passed for Section Chairs to remain part of the SLA Engineering Division Executive Board and Section Chair-Elects to become part of the SLA Engineering Division Advisory Board.
- **2014 Executive & Advisory Board Meetings** – Andy will attempt to organize the conference calls at his own organization. An Engineering Division member from India will be present.

7- **Next Meeting** (Penny Sympton)

The next meeting will be held on January 23, 2014 at 12:00 p.m. Central Time (CT).

8- **Adjournment** (Penny Sympton)

The meeting was adjourned at 12:44pm CT.

Respectfully submitted,

Giovanna Badia, Secretary
SLA Engineering Division

Treasurer's Report

November 21, 2013 Meeting

From Chase Bank statements as of October 31, 2013

Engineering Division	TOTAL
Savings and Checking accounts total	\$29,226.34
Aerospace Section	
Savings and Checking accounts total	\$ 9,774.77
GRAND TOTAL	
in SLA ENG and SLA AERO accounts	\$39,001.11

<i>Engineering Div. allotment from SLA HQ 2013</i>	\$3,164.64
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<i>SLA 2013 Conference wrap up</i>	<i>(expected)</i>
INCOME:	
From partners	22,000.00
From co-sponsors (expected)	2,038.33
Our allotment	3,164.64
EXPECTED TOTAL	\$27,202.97

EXPENSES	
Invoice from HQ	5,407.75
Invoice from DBIO (All Sci Poster Session)	1,059.89
Our expenses (see below)	15,501.42
EXPECTED TOTAL	\$21,969.06

OUR EXPENSES INCLUDED:

8,362.05	Travel reimbursements
4,520.00	Awards
1,848.37	Speaker fees
610.00	Lunch tickets for guests
161.00	Gifts and stationery

Respectfully submitted,

Mary Silva Whittaker

SLA Engineering Division Treasurer

Strategic Planning Committee Report

The SP Committee is revising the SP to incorporate the comments previously received from the Board. We expect to have a distributable version by mid-December (allowing for the usual challenges of year-end scheduling).

Our next step would be to distribute this to the Division members for their review. We envision distributing this via a very simple survey which would not ask much more than whether the member approve the survey and if not, why not? We need to time this carefully so that it does not cross wires with other Division surveys or key communications.

From the Wednesday board meeting, we hope for feedback on the above mentioned process, with some specific date parameters if possible. We also think that it would be beneficial at the same time to present a modified version of the DENG mission and scope because all these elements are interconnected and it is a more efficient use of both the Board and the membership's time to look at all of these as a single package. If that can be considered, we will include them in the next version of the SP that we present.

Respectfully submitted,

Karen A. Vagts

SLA Engineering Division Strategic Planning Chair

Awards Committee Report

Committee:

- Diane Brenes (Awards Chair, I H S focal) will be stepping down from the Awards position to be the Engineering Division Treasurer.
- Taya Cagle (Momentum Award Focal) has stepped forward to Chair the Awards Committee.
- Awards Committee member Bette Finn (SPIE Award Focal) has served on the committee for six consecutive years and thus will step down from the committee after the 2014 awards cycle June/July.

Awards:

- I H S confirmed that they will sponsor the *2014 SLA Engineering Librarian of the Year Award sponsored by I H S*. The Call for Nominations and Applications was submitted to *Sci-Tech News* for the December '13th issue and the Engineering Division web site. <http://engineering.sla.org/awards/>
- Calls for Nominations and Applications for the following awards were posted to the Engineering Division list serve on 11/07/13.

SLA Engineering Librarian of the Year Award sponsored by I H S.

IEEE Continuing Education Travel Stipend

SPIE Digital Student Travel Stipend Award

Momentum Press SLA Annual Conference Grant

SCIENCE-TECHNOLOGY/ENGINEERING DIVISION Bonnie Hilditch
International Librarian

- Momentum Press Award Post-Award Requirement* was submitted to *Sci-Tech News* for the December '13th issue
* Recipient will write a brief article (approximately 1,000 words) on the conference experience for the Dec 2014 SciTech News.
- 2013 Award winners have been posted to
<http://engineering.sla.org/awards/award-winners/>

Respectfully submitted,

Diane F. Brenes

SLA Engineering Division Awards Chair