

SLA Engineering Division Executive & Advisory Board Meeting

August 28th, 2014: 1:01-2:01 pm EDT

1- **Open Meeting and Roll Call** (Giovanna Badia)

Present: Andy Shimp, Giovanna Badia, Amber Collins, Vanessa Eyer, Sara Davis, Penny Sympton, Joan Cunningham, Beth Thomsett-Scott, Patricia Aspinwall, Edna Paulson, Taya Cagle, Diane F. Brenes, Susan Morley, Jeremy Cusker, Maureen Kimball, Danielle Harrison

Absent: Mary Strife, Ashleigh Faith, Moy McIntosh, Dale Copps, G. Lynn Berard, Daureen Neddill, Mary Whittaker

Guests: Niamh Tumelty, Christina Byrne

2- **Changes to Agenda** (Andy Shimp) – No changes.

3- **Approval of Previous Meeting Minutes** (Andy Shimp) – Minutes approved as corrected.

4- **Chair & Committee Reports**

A) **Chair** (Andy Shimp) – The incoming chair for Fundraising has resigned. Andy is looking for a new chair.

B) **Chair-Elect** (Sara Davis) – 2015 conference program sessions were submitted to HQ for approval. Sara thanked Penny for all the work she has done. The 2015 plans are moving forward and are on track. Sara decided not to have a virtual annual business meeting for 2015 since she received feedback from sponsors and librarians that they would like to meet people in person.

C) **Past-Chair** (Penny Sympton) – No additional nominations received for Chair-Elect and Secretary. The deadline for submitting nominations is Friday, August 29th at 5pm. If no other nominations are received, the winners will be declared sometime next month.

D) **Treasurer** (Diane F. Brenes) – See report at the end of the minutes.

E) **Secretary** (Giovanna Badia) – No report.

F) **ABCD Chair** (Joan Cunningham) – Looking for a Chair Elect for 2015.

G) **Aero Chair** (Edna Paulson) – Edna is working on obtaining a candidate for Aero Chair-Elect for 2015. A program was proposed to HQ for the 2015 conference, which will be separate from the business meeting.

H) **Aero Chair-Elect** (Andy Shimp on behalf of Mary Whittaker) – The Aerospace Section is proposing a program for SLA 2015 on the subject of NASA

Spinoffs. Mary submitted the proposal to Penny, who forwarded it with the other DENG program proposals to HQ.

I) **Aero Past-Chair** (Mary Strife) – Absent; no report.

J) **Vendor Relations** (Patricia Aspinwall) – Patricia will transition with the new Fundraising Chair once the person is found. Sponsors are contacted in November, at the earliest, about the conference since the final conference program is needed.

K) **2014 Meeting Planner** (Beth Thomsett-Scott) – No report.

L) **2015 Meeting Planner** (Penny Sympton) – Information has been entered into the 2015 Planning site or has been submitted to HQ by the August 15th deadline. A CE proposal has been submitted to HQ for “Leading From Any Position: How To Exert Influence When You’re ‘Just The Librarian’.” We are allowed 1 proposal. The Leadership and Management Division is interested in co-hosting, with a 50/50 split of profits/loss. If the CE proposal is accepted, the contract for the speaker will have to be accepted by HQ. HQ will notify us about decisions on programs and CE courses by October 6th or 15th.

The FM Global Facility Tour will have to be capped at 20 people if the price is too high.

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

N) **Strategic Planning** (Karen Vagts) – Absent; no report.

O) **Standards** (Susan Morley) – A thank you email will be sent to this year’s Standards Update presenters once the date, time, and location information for next year’s Standards Update session is known, since the thank you email will include information about next year’s session.

P) **Awards** (Taya Cagle) – Momentum Press is reconsidering all the awards they sponsor. Andy is waiting for confirmation from HQ that Momentum Press will be given a discount for exhibiting at next year’s conference.

Q) **Board Liaison** (Moy McIntosh) – Absent; no report.

R) **Archives** (Vanessa Eyer) – Bonnie Osif retired as the Division’s archivist at the end of June and she finished scanning the boxes of archives. Vanessa is looking into storage for them.

S) **Mentoring** (Ashleigh Faith) – Absent; no report.

T) **Professional Development** (Daureen Neddill) – Absent; no report.

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

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

5- Old Business

Action Planning Committee – Maureen Kimball and Danielle Harrison will be co-chairing the Action Planning Committee. A successful action plan for the Division will require the participation of all officers and advisory board members. Members of the Action Planning Committee will work with the board to incorporate the action objectives into the structure of the strategic plan. To begin the process, the committee has created a grid which lists the goals and objectives of the strategic plan. This grid will be distributed to advisory board members to place a check mark where they believe they or their committee can contribute to the objective.

SLA Europe Early Career Conference Award co-sponsorship update – Andy found out more information about the co-sponsorship of this award. Co-sponsors have a final say in selecting the winners. Corporate sponsorship is permitted. The Legal Division has used a corporate sponsor for this award in the past. Andy suggested that we only co-sponsor this award if we obtain a corporate sponsor.

Recommended Practices revisions – The following changes to the Recommended Practices were approved by the Executive Board:

- a) We clarify that the Program Planner may attend one Leadership Summit—the Summit that occurs immediately after they are appointed. They need not attend the Summit the second year.
- b) We provide financial support to the Fundraising Chair (up to \$1,000) to attend the conference.
- c) Financial support for the Division Chair, Division Chair-Elect, Aerospace Section Chair, Aerospace Chair-Elect, and Program Planner(s) for the Annual Conference will be available up to an amount of \$2,500 per year (a decrease from the previous amount of \$3000 per year).

6- **New Business** – None.

7- **Next Meeting** (Andy Shimp)

The next meeting will be held on September 25th, 2014.

8- **Adjournment** (Andy Shimp)

The meeting was adjourned at 2:01 pm EDT.

Respectfully submitted,

Giovanna Badia, Secretary
SLA Engineering Division

Treasurer's Report

August 28, 2014 Meeting - From Chase Bank online statements as of August 28, 2014

Bank Accounts

Engineering Division	
SLA Eng Div Checking XX8660	\$4,950.85
SLA Eng Div Savings XX5502	\$39,933.95
Total	\$44,884.80

Aerospace Section	
SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$7,001.51
Total	\$9,701.23

OVERALL TOTAL **\$54,586.03***

***Waiting to receive invoice for conference costs from SLA HQ**

***Pending sponsorship payments as of August 28, 2014**

Date Invoiced	Amount
3/11/14	\$500.00 – payment made to SLQ HQ
3/11/14	\$750.00 – following up with Sponsor re CC payment to SLA HQ
5/01/14	\$500.00 - payment made to SLQ HQ

TOTAL	\$1,750.00

Respectfully submitted,

Diane F. Brenes, Treasurer
 SLA Engineering Division