

## SLA Engineering Division Executive & Advisory Board Meeting

March 26, 2015: 2:00-2:58 pm Central

### 1- Open Meeting, Call to Order and Roll Call (Sara Davis)

*Present:* Sara Davis, Giovanna Badia, Andy Shimp, Christina Byrne, Mary Whittaker, Kati Arzeta, Gabriele Hysong, Becca Smith, Maureen Kimball, Vanessa Eyer, Taya Cagle, Penny Sympton, Zac Painter, Lynn Berard, Ashleigh Faith,

*Absent:* Diane Brenes, Edna Paulson, Joan Cunningham, Danielle Harrison, Niamh Tumelty, Daureen Neddill, Jeremy Cusker, Moy McIntosh, Marge Rhodes, Dale Copps

### 2- Approval of the Agenda (Sara Davis) – No changes and agenda approved.

### 3- Approval of Previous Meeting Minutes (Sara Davis) – Minutes of February 26, 2015 approved with corrections.

### 4- Comments on Combined Officer Report

### 5- Chair, Executive Board & Committee Reports

#### A. Chair (Sara Davis):

- 1) Asked Webmaster to change Daniel Harrison to Danielle Harrison on the Division website list of officers/advisory council member.
- 2) Working on obtaining an additional speaker for the NASA Spinoff program in Boston.
- 3) Sent out messages to Division list-serv about award nominations and registering for conference, especially about purchasing tickets to the luncheon and FM Global tour.
- 4) Checked Member Profiles section of the Division and asked Board/Advisory Council members to submit their profiles to the Webmaster for posting.
- 5) Received ENG Twitter credentials from Beth Thomsett-Scott. Will distribute to members willing to tweet as we get closer to conference.
- 6) Emailed with a Division member asking to help out at conference. Will get her into the mix of helpers as we get closer to conference.

#### B. Chair-Elect (Giovanna Badia): I met with Niamh via Google Hangouts to discuss planning for the 2016 conference.

#### C. Past-Chair/Nominations Committee (Andy Shimp): No report.

#### D. Treasurer (Diane Brenes): See report at the end of the minutes.

#### E. Secretary (Christina Byrne): Each of you should have received a copy of the minutes from last month. If you did not, please contact Christina directly so you can get those to you.

#### F. Aerospace Section Chair (Mary Whittaker):

- 1) I discovered inadvertently (the day of our February board meeting) that SciTech News was released in mid-February. This issue made use of a photo that I procured from the Boeing Historical Archives and it was used for the cover of the STN March issue. It came to light that the announcement of the latest issue was not received by Aero or Engineering listserv subscribers although a message was sent. For the Aero listserv, the person sending the listserv announcement was not a member of the listserv and so he cannot post to the listserv. Because SciTech News is a member benefit (our division pays annually (based on our membership numbers) for our members to receive this), I hope we will figure out a better way to let our members know when the issues are available. I have not done an analysis of Engineering Division members vs. Engineering Division listserv subscribers, but for the Aerospace Section, there is a very low percentage (~33%) of Aero members who subscribe to the Aero listserv. It is my goal throughout the year to raise this percentage, but I believe that we should just auto-subscribe members to their respective listserv; make sure that this is marketed as a member benefit; and let those who want to opt out to do so with ease.
- 2) I posted two listserv messages about aero-related web sites for Aero listserv subscribers.
- 3) Sara Davis continues to locate additional speakers for the Aero program (NASA Spinoffs) in Boston. In addition to our NASA program manager speaker, Sara has enlisted Daniel Theobald, co-founder and CTO of Vecna will also be speaking.

G. Aerospace Section Chair-Elect (Gabriele Hysong): No report.

H. Aerospace Section Past Chair (Edna Paulson): No report.

I. ABCD Section Chair (Kati Arzeta): No report.

J. ABCD Section Chair-Elect (Becca Smith): No report.

K. ABCD Section Past Chair (Joan Cunningham): No report.

L. Action Planning Committee (Maureen Kimball):

- 1) The SLA DENG board approved the proposal by the Action Planning Committee to work on an action item to develop professional definitions and attendant core competencies for the 21st Century Engineering Information Professional. The Committee has been reviewing sample core competencies from other information professional organizations.
- 2) Establishing a cloud drive for Action Planning Committee documents.

M. Archives (Vanessa Eyer): No report.

N. Awards (Taya Cagle):

- 1) Daureen Nesdill has been selected as the 2015 SLA Engineering Librarian of the Year. Congratulations, Daureen!

- 2) Congratulations to Gabriele Hysong. Gabi is the 2015 IEEE Continuing Education Stipend award recipient.
- 3) No applications were submitted for SPIE Digital Library Student Travel Stipend despite extending the application deadline two weeks. The awards committee will review application requirements shortly after annual conference. SPIE has been notified both about a lack of applications and an upcoming review of award requirements. Working with Diane Brenes, as Treasurer, to coordinate invoicing of award sponsors.

O. Conference Program Planning – 2015 (Penny Sympson):

Tickets sold:

Engineering Division Business Meeting and Luncheon	15
FM Global Facility Tour	5

P. Conference Program Planning – 2016 (Niamh Tumelty):

- 1) Met virtually with Chair-Elect Giovanna Badia to discuss 2016 program suggestions and agree on next steps.
- 2) Confirmed to Chemistry Division that we are in principle interested in co-hosting two of their programs: “Beyond management: Libraries and the data lifecycle” and “Librarian’s role in research assessment and highlighting value.” These sessions will be organized with a number of Divisions, and they are looking for a commitment of max \$800 per program.
- 3) Liaised with Kyle Naff (Business & Finance) and Debra Kolah (UX Caucus) about the ethnographic research methods idea. They are enthusiastic about it and hope to be able to cover the costs through sponsorship. Debra has an EBSCO contact that is sponsoring this year’s UX session and may be willing to do it again in 2016.
- 4) Sent CE course ideas to Daureen Nesdill, Professional Development Chair.
- 5) Started to develop a spreadsheet of the costs associated with proposed 2016 program.

Q. Fundraising (Zac Painter): I don't have anything to report for the Fundraising Chair, but if anyone is interested in knowing some sponsor figures or information I could provide that in the call.

R. Membership (Lynn Berard):

- 1) As of mid---March 2015 our Division has 278 full members. New members for March are reported as 8 new members this month.
- 2) As always I remain optimistic that our association staff is looking into ways to improve the ULAS system or in finding a new program for Membership chairs to work with.
- 3) I will be attending the annual conference in Boston and would benefit from an in--- person meeting with our Chair to discuss ways to welcome new members, to retain members who drop off (or, at the least, create a short survey so we understand why they dropped membership in our division), and to build out a plan for a membership drive for our future.

S. Mentoring (Ashleigh Faith):

- 1) Yes, I will be setting up a buddy system. I am shooting for getting the flyer out to our social media and listserv by the end of the month for the Conference. I will also be sending out a digital/physical mentoring program (buddy system again) by the first week in May as a year round kind of thing. That is where I hope to use MeetUp.
- 2) Since we are on the subject, I will need to work with the ENG board to have someone on the ground for any questions for the buddies at SLA this year. Most of the work is done up front by me (just like Bonnie Osif did) but my traveling budget was nixed this year because we are buying a new CMS so I would like to have at least one point of contact for them at SLA if they need help.

T. Nominations (Andy Shimp): See Old Business.

U. Professional Development Chair (Daureen Nesdill): Discussed CE course for 2016 with Niamh Tumelty and investigated the topic.

V. Sci-Tech News (Jeremy Cusker): No report.

W. SLA Board Liaison (Moy McIntosh): No report.

X. SLA-DENG List (Marge Rhodes): No report.

Y. Standards (Jeremy Cusker): The Standards Update is proceeding apace. It's looking as though the 'add-on' session regarding Standards Development may not amount to a lot: the regular presenters will add some content about development, and there will also be a short session by a rep from IHS about standards development.

Z. Webmaster (Dale Copps): No report.

## 5- Old Business

I. Additional thanks to IEEE for \$3,500 in support for the Boston Conference.

- Should there be some acknowledgement above and beyond a plaque and standard website acknowledgement for such generous support? Send Sara Davis ideas for acknowledging vendors @ Boston.
- Re-think levels of giving? Different thank-yous? One idea: advertise thanks in members' individual libraries after each conference and take pictures to send to Dale Copps for the website. Another idea: hand written notes/cards from the board. Continue to send ideas to the group as they occur.
- Current practice: Vendor partner list/sponsors page on website (alpha order). Acknowledge vendor designation & contribution at Annual Business meeting. Zac Painter has partnership opportunity program with different levels of sponsorship.

II. Continue to send profiles/photos to Webmaster (Dale Copps) for posting on the Div website.

- Please encourage members to add profiles to the website, especially fellow members in your organizations or local chapters.

III. Request that the Executive Board approve the 2015 Nominating Committee: Andy Shimp (Chair), Taya Cagle, Susan Morley. ***Motion to approve the 2015 Nominating Committee was presented, seconded, and approved by the Executive Board.***

## 6- New Business

I. 2016 Division business meeting – virtual or in person?

- The following motion was presented: ***Should the 2016 annual Division business meeting be a virtual business meeting and be replaced in Philadelphia with a breakfast to present awards and thank sponsors?*** Discussion/comments: Virtual business meetings are the new trend. They allow non-attendees to the annual conference to participate. Scheduling for a breakfast at conference needs to take into consideration other events such as the IEEE and Sci-Tech Division breakfasts. Other possibilities: cocktail hour or coffee break. Sci-Tech has an evening awards program. Having a virtual business meeting frees up a breakfast/lunch programming slot. Evening events are not programming slots.
- Motion amended to split the two issues. The following motion was presented: ***For 2016, there will be a virtual business meeting to replace the business meeting at the annual conference. The motion was seconded and approved by the Executive Board – motion carries.***
- The conference planners for 2016 will continue to explore the type of “replacement” event to be held at the conference in Philadelphia: breakfast, lunch, evening event, program. SLA HQ can assist with virtual meetings and virtual business meeting planning. Virtual business meetings are usually held before the annual conference.

II. ENG Division contact for the conference buddy program – volunteer(s)? (Ashleigh Faith): A contact onsite in Boston is needed for the conference buddy program and other mentoring activities. Giovanna Badia volunteered.

III. Is the committee agreeable to an up to \$800 contribution to each of the 2016 sessions lead by the Chemistry Division? (Niamh Tumelty/Giovanna Badia)

- The Engineering Division does have input to these programs. Programs have international speakers and/or international focus, which is one of DENG’s action items to extend global/international interest in engineering programming. Previously, there was a kind of “gentleman’s agreement” to divide costs later rather than dedicate funding upfront.
- The Executive and Advisory Boards agreed that \$800 is doable. Beyond \$800, the conference planner will have to go back to next year’s board.

IV. At what stage does Zac Painter get involved with 2016 fundraising? (Niamh Tumelty/Giovanna Badia)

- Right after 2015 conference is over (Zac or next Fundraising Chair, if applicable).
- When budgeting for 2016, look at previous years. Ask Diane Brenes, the Treasurer, what amounts were spent for the last few conferences. Final costs for the Engineering Division usually are ready by August after a conference. For 2015, \$13,450 has been raised (so far). It is hoped that we will break even due to vendor support.
- The board advised that \$12,000-\$17,000 be used as a budget range for 2016.

#### **7- Announcements**

- Ashleigh Faith: Ideas about digital mentoring? Apparently, there is a Division account for Meet Up. Who has the account credentials? Also, Google Hangouts is a possibility. The Division can also take advantage of its Twitter and Linked In accounts. Internet events/networking/webinars fit into the Action Plan.

**8- Next Meeting** (Sara Davis): The next meeting will be held on April 23, 2015.

**9- Adjournment** (Sara Davis): The meeting was adjourned at 2:58pm (Central).

**Respectfully submitted,**

**Christina Byrne, Secretary**  
SLA Engineering Division

**Treasurer's Report**  
**SLA Engineering Division and Aerospace Section**  
**Diane Brenes, Treasurer**

**From Chase Bank online statements as of March 19, 2015**

**Bank Accounts**

<b>Engineering Division</b>	
SLA Eng Div Checking XX8660	\$3,646.91
SLA Eng Div Savings XX5502	\$36,487.55
<b>Total</b>	<b>\$40,134.46</b>
<b>Aerospace Section</b>	
SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$8,503.25
<b>Total</b>	<b>\$11,202.97</b>
<b>OVERALL TOTAL</b>	<b>*\$51,337.43</b>

**\*Pending:**

<b>2 Sponsorship payments due</b>	\$2,500.00
<b>Reimbursement Ck deposit</b>	-\$1,401.44
<b>Sponsor Check deposit</b>	\$500.00
<b>TOTAL</b>	<b>\$1,598.56</b>

**Report: Feb 21, 2015-March 19, 2015**

1. Invoiced one Sponsor
2. Received three and deposited two Sponsor payments. (The third payment was received 3/18 and will be deposited after cob 3/19.)
3. Paid one Leadership Summit expense reimbursement request

**Report: Jan 1, 2015-Feb 20, 2015**

1. Invoiced ten Sponsors and one "award" Sponsor
2. Received and deposited six Sponsor payments
3. Paid one Leadership Summit expense reimbursement request
4. Prepared and submitted to SLA HQ the *2014 Financial Reports for the Engineering Div and Aerospace Section.*