

## SLA Engineering Division Executive & Advisory Board Meeting

April 23 2015: 2:00-2:49pm Central

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

*Present:* Sara Davis, Giovanna Badia, Andy Shimp, Diane, Brenes, Christina Byrne, Mary Whittaker, Kati Arzeta, Gabriele Hysong, Becca Smith, Maureen Kimball, Vanessa Eyer, Taya Cagle, Penny Sympton, Niamh Tumelty, Zac Painter, Ashleigh Faith, Daureen Neddill, Jeremy Cusker

*Absent:* Edna Paulson, Joan Cunningham, Danielle Harrison, Lynn Berard, Moy McIntosh, Marge Rhodes, Dale Copps

### 2- Approval of the Agenda (Sara Davis) – Approved as amended.

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

### 4- Comments on Combined Officer Report:

- A. Diane Brenes, Treasurer: 2 additional invoices from sponsors.
- B. Maureen Kimball, Action Planning Committee: Encourage all Board and Committee folks – if you are doing projects, keep in mind strategic planning and send items, projects, and updates to the Action Planning Committee.

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

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

- 1) Finished obtaining speakers for NASA Spinoff program in Boston. Turned program responsibilities over to Mary Whittaker.
- 2) Checked Member Profiles section of the Division and asked Board/Advisory Council members to submit their profiles to the Webmaster for posting. **ONGOING**
- 3) Checked with Caroline Hamilton concerning Division luncheon tickets for award winners and sponsors.
- 4) Input our monthly meetings to the SLA calendar so that they are posted for all SLA members to see.
- 5) Responded to Changes coming to SLA Leadership Summit document sent to Leadership List from Cabinet officers.
- 6) Made arrangements with Cheryl Hansen to be first at the restaurant in Boston for the no-host dinner. She can greet anyone who comes that doesn't meet at the hotel to walk over together.

- B. Chair-Elect (Giovanna Badia): Met with Niamh Tumelty via Google Hangouts to discuss 2016 conference planning. Am meeting with the 2016 planning team to go over items 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): No report.
- F. Aerospace Section Chair (Mary Whittaker):
  - 1) I submitted an article to *SciTech News* for the May issue.
  - 2) Sara Davis continued to locate additional speakers for the Aero program (NASA Spinoffs) in Boston. In addition to our NASA program manager speaker, and a speaker from Vecna, we now have a third speaker from Draper Labs.
  - 3) I communicated with the speakers for the Aero Program on NASA Spinoffs re: the equipment we will be using and asked if they needed a laptop to display their presentation.
  - 4) Edna Paulson, Gabrielle Hysong, and I met to discuss the Mandel Award for 2015.
  - 5) I posted a listserv message about aero-related web sites for Aero listserv subscribers.
  - 6) I submitted some changes to be made for the Mandel Award page on our website.
- 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 Committee continues reviewing sample core competencies from other information professional organizations and assembling them into a format for ease of comparison. Next step is to establish two-level outline of competencies for SLA DENG.
  - 2) Establishing a cloud drive for Action Planning Committee documents
  - 3) Please remember to send Maureen Kimball ([Maureen.kimball@comcast.net](mailto:Maureen.kimball@comcast.net) and [Maureen I kimball@raytheon.com](mailto:Maureen_I_kimball@raytheon.com) ) any new projects and updates to existing projects for inclusion on the Action Plan.
- M. Archives (Vanessa Eyer): No report.
- N. Awards (Taya Cagle):

- 1) Submitted number of complimentary tickets to the Division Luncheon for award winners and sponsors to Division Chair. Alerted Fundraising Chair about complimentary tickets to award sponsors for the purpose of identifying duplication.
- 2) Sent instructions to Division Treasurer in regards to how to distribute funds to award winners.
- 3) Submitted article to SciTech News - brief bios of award winners..

O. Program Planner – 2015 (Penny Sympson):

- 1) Working with HQ to get Sponsor information errors corrected in online planner.
- 2) Ticket sales:
 

Engineering Division Business Meeting and Luncheon	\$25.00	28	\$700.00
FM Global Facility Tour	\$30.00	13 members	\$390.00
FM Global Facility Tour	\$40.00	1 nonmember	\$40.00
- 3) I will need to book the bus soon and place a deposit.

P. Program Planner – 2016 (Niamh Tumelty):

- 1) Met virtually with Chair-Elect Giovanna Badia to discuss 2016 program suggestions.
- 2) Set up a poll to arrange a meeting of all involved in 2016 program planning.
- 3) Liaised with Chemistry Division and suggested international speaker for “Beyond management: Libraries and the data lifecycle”. Dr Danny Kingsley recently started as Head of Scholarly Communications at the University of Cambridge and has previously worked in scholarly communications in Australia. There are five-co-hosting divisions for this session, so I’m hopeful that they will be willing to consider it, if Dr Kingsley is available.
- 4) Continuing to liaise with Business & Finance for ethnographic research methods session. Suggested international speaker: Georgina Cronin is UX Librarian at Judge Business School, one of the UXLibs conference organisers, an SLA member and already hoping to get to the Philadelphia conference.
- 5) Started entering program ideas into the overall planning spreadsheet

Q. Fundraising (Zac Painter): The only thing I have is that I'm still having some vendors trickle in with sponsorships. You could possibly mention that ProQuest, among others, wants to sponsor an email or a non-conference professional development thing.

R. Membership (Lynn Berard): No report.

S. Mentoring (Ashleigh Faith):

- 1) Engineering Division mentoring opportunities post approved.
- 2) Engineering Division mentoring opportunities post sent to engineering and aerospace listservs.
- 3) Engineering Division mentoring opportunities post sent to SciTech News.
- 4) Engineering Division mentoring opportunities post sent to DENG website.

- 5) Engineering Division mentor/mentee guidelines updated.
- 6) Engineering Division mentor/mentee fillable PDF forms created.
- 7) At least 2 members have already responded to the post –both interested in being mentees. I can update the number on our next call.

T. Nominations (Andy Shimp): The Nominations Committee will hold its first meeting on April 20.

U. Professional Development Chair (Daureen Neddill):

- 1) CE course for 2016, suggested by Niamh Tumelty, on ethnography will be a session instead. New topic being considered is designing library spaces.
- 2) Verified that ASEE and SLA were not overlapping in 2016.
- 3) Initiated conversation with committee members on a topic for a webinar to be sponsored by ProQuest. Suggestions included having an intensive computer lab-based session for learning Digital Content Management or initiating the institution's ETD using Greenstone, DSpace, Fedora, or EPrint. Also suggested were ontology and taxonomy, data mining techniques.

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

W. Standards Chair (Jeremy Cusker):

- 1) Standards Update proceeds apace; 9 of 12 possible attendees have said they are in, 1 may not be able to make it, 2 have not yet responded. We may also have one new presenting organization.
- 2) Something else: My own job is changing and it may not be possible for me to continue heavy involvement with SLA, particularly tasks having to do with the conference. We may need to recruit someone new to manage the standards update after 2015.

X. Webmaster (Dale Capps): No report.

## 5- Old Business

- I.* Additional thanks to IEEE for \$3,500 in support for the Boston Conference: Sara Davis will bring note cards to the Division luncheon in Boston so that we can write personal "Thank Yous" to vendors/sponsors. These will have SLA and possibly DENG logos. Penny Sympton has official logos from 2013/2014. Dee Magnoni may have other possible logo information.
- II.* Digital mentoring – MeetUp/Linked In/Twitter: Discuss ideas on digital places to "meet." Various social media account credentials will be distributed to those interested. Sara will email Division soliciting volunteer Twitter reporters and session reporters for conference in Boston. One session has been assigned an official hashtag.
- III.* Follow up on what to replace Division luncheon/annual meeting with - evening awards ceremony: An evening awards ceremony or reception with beverages and food at a restaurant seems to be the preferred option. Sci Tech held such an event in 2014. Model DENG event on

Sci Tech event. Possibilities for 2016 – Sunday night. Approach and/or coordinate with Sci Tech Division, or combine forces to hold a joint awards ceremony/reception (necessary to work closely or partner with Sci Tech due to vendor sponsorship overlap and to avoid fundraising competition). Evening event won't count against number of programs allowed to division. Giovanna Badia and Niamh Tumelty will consult with Penny Sympson & Zac Painter about what was done in Boston about joint sponsorship and fundraising.

## 6- New Business

- I. Others that might need a complimentary ticket to Division luncheon and business meeting? Invite speakers for that day or other days. See if they are interested in attending.
- II. No formal meeting in May, due to the proximity to annual conf in Boston. All reports will be due though, by Thursday, May 21 (Thursday before Memorial Day weekend in US) to allow for time to compile and distribute before leaving for Boston.
  - Combined reports will be considered at the Board meeting on June 13, 2015.
  - The minutes from the June 2014 Annual Business Meeting will be sent to listserv for corrections, etc. in order for the division membership to approve at 2015 Annual Conference.
- III. Do we, as a Division, have any items to be brought before the Association Board or the Division Cabinet for their respective meetings in Boston? No.
- IV. Mention of Early Leadership Program from PDAC (Professional Development Advisory Council)
  - This program will support members who are early in their careers and is a new program to SLA.
  - Concern: what about the experienced, aka "old timers"? SLA will consider programs to support mid-career and experienced professionals, but will start with "early leadership."
  - Questions and comments should be emailed to PDAC representative directly.
- V. Suggestions from Board members for webinar topic(s):
  - Sara Davis: ENR sponsors Future Tech conferences. It would be interesting to tap into speakers from these conferences.
  - Send ideas to Daureen Nesdill. Check with colleagues in your office/library/university/institution. You may have interesting speakers in-house or know of speakers. Send as much info to Daureen as possible. Webinars should appeal to a multitude of engineering disciplines/libraries.
- VI. *Added Agenda Item:* Division service project at 2015 Annual? In the past, there has been a raffle with proceeds going to a local cause/charity. Agreed not to hold a raffle this year. Instead, we will encourage members to participate in SLA charitable efforts and service projects.

## 7- Announcements

- I. No-host early bird dinner in Boston @ 75 on Wharf (walking distance). Someone will be there to meet members who go directly. Others will meet in lobby of the Westin and walk over.
- II. Maureen Kimball: Are more speakers needed for the NASA program or perhaps a NASA program in 2016? Gabriele Hysong and Maureen will speak offline about NASA-related program or webinar ideas.
- III. Andy Shimp: Nominees are encouraged for 2017 Program Planner and Chair-elect. Sara Davis mentioned that much of the heavy lifting in regard to strategic action planning, division procedures and recommended practices done by Andy and Penny Simpson. Thank You!
- IV. Division Board Meeting Location? TBD – rooms not assigned yet. Will show up in schedule closer to conference time.
- V. Standards Update (Jeremy Cusker): 2016 and beyond will need a new champion and organizer. 2015 will be Jeremy's last year. It would be good to have someone to shadow Jeremy as an "apprentice." Kati Arzeta may be interested. She and Jeremy will discuss.

**8- Next Meeting** (Sara Davis): The next meeting will be at the Annual Conference in Boston, June 13, 2015.

**9- Adjournment** (Sara Davis): The meeting was adjourned at 2:49pm (Central).

**Respectfully submitted,**

**Christina Byrne, Secretary**  
SLA Engineering Division

**SLA Engineering Division and Aerospace Section  
Treasurer's Report - April 2015  
Diane Brenes, Treasurer**

**From Chase Bank online statements as of April 20, 2015**

**Bank Accounts**

**Engineering Division**

SLA Eng Div Checking XX8660	\$2,245.47
SLA Eng Div Savings XX5502	\$39,990.70
<b>Total</b>	<b>\$42,236.17</b>

**Aerospace Section**

SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$8,503.55
<b>Total</b>	<b>\$11,203.27</b>

**OVERALL TOTAL** **\*\$53,439.44**

**\*Pending:**

<b>1 Sponsorship payment due</b>	\$2,500.00
<b>1 Sponsor check deposit</b>	\$750.00
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<b>TOTAL</b>	<b>\$3,250.00</b>

**Report: March 20, 2015-April 20, 2015**

1. Invoiced two Sponsors
2. Received two Sponsor payments (one payment will be deposited after cob 4/20)
3. Deposited two Sponsor payments (one payment was received 3/18 and was deposited 3/20)

**Report: Feb21, 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.*