

SLA Engineering Division Executive & Advisory Board Report

May 2015

- 1- Regular May 28 meeting was not held. Executive & Advisory Board Meeting will be held in person at the 2015 SLA Annual Conference & INFO-EXPO in Boston. Monthly reports collected and submitted in lieu of meeting minutes.

- 2- Chair, Executive Board & Committee Reports
 - A. Chair (Sara Davis):
 - 1) Posted email to Division asking for Session Reporters, folks willing to post to Twitter and Room Monitors for Division led sessions in Boston.
 - 2) Dealt with seating situation for Division luncheon in Boston. We are sold out and capped at 66 seats/meals for the session.
 - 3) Sent Action Planning document to Board for updating.
 - 4) Sent PAM International Membership Award request to Board – will discuss at Board meeting.
 - 5) Attended SLA's Town Hall meeting on the Change Consultants report to the SLA Board.
 - 6) Have been in contact with, and will be meeting with, scientific division Chairs concerning change consultants' report. Short meeting has been planned in Boston.
 - 7) Gathered information to be used at Division Cabinet meeting and Joint Cabinet meetings in Boston.
 - 8) Sent Gabriele Hysong's photo to Webmaster, Dale Copps for posting on Division website.
 - 9) Have been in contact with Aero and ABCD section chairs concerning time needed for their meetings inside our Division annual business meeting in Boston.
 - 10) Agreed to attend Sci-Tech's awards reception to present the Bonnie Hilditch award winner her award.
 - 11) Made plans to attend the IEEE breakfast to see Gabriele Hysong receive her IEEE Continuing Education stipend. Am planning on taking photos at this session.
 - 12) Sent notification to Division about location of No Host Dinner in Boston and asked that people let me know if they are coming so that I can notify the restaurant.
 - 13) Spoke with Zac Painter about necessary signage for Division sessions in Boston.
 - B. Chair-Elect (Giovanna Badia): No report.
 - C. Past-Chair (Andy Shimp): No report.
 - D. Treasurer (Diane Brenes): See report at the end of the minutes.

E. Secretary (Christina Byrne):

- 1) The minutes from the 2014 SLA Engineering Division Annual Business Meeting in Vancouver will be sent out to the membership via the Division listserv prior to the 2015 Annual Conference in Boston. I will bring a few hard copies for the Business meeting in Boston.
- 2) The draft minutes from the Executive & Advisory Board Meeting on April 23 will be sent out for additions and corrections. The revised Board Meeting minutes will be sent to the Executive & Advisory Board before the Conference for approval at the Board Meeting on June 13. I will bring a few hard copies for that meeting.

F. Aerospace Section Chair (Mary Whittaker):

- 1) We have a change in the speaker lineup for the NASA Spinoff program. The speakers now will be:
 - Daniel Coleman – speaking on the NASA spinoff program - Editor-in-Chief, *NASA Spinoff* publication
 - Daniel Theobald – speaking on how Vecna came into being from NASA and where it has gone from there - Vecna Technologies, Inc. Co-Founder and CTO
 - Darryl Sargent – speaking on Draper’s Fly-by-Wire Systems spinoff and where they are headed from there - Draper Laboratory, Vice President for National Security & Space Systems

The Aerospace Section NASA Spinoff Program will be held on Sunday, June 14, 2015 at 3:30 – 5:00p in Room 206A of the Boston Convention Center.

I communicated with the speakers for the Aero Program on NASA Spinoffs re: HQ requirements for speaker authorization form, etc.

- 2) Edna Paulson, Gabrielle Hysong, and I met to discuss the Mandel Award for 2015. We do not have a recipient of the Mandel Award for this year. I notified the Aerospace Section members via email of this decision.

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. Developed a two-level outline of competencies for SLA DENG and plan on presenting a draft to the SLA DENG Board for the June Board Meeting.

- 2) The Committee has reviewed the 2015 SLA DENG Board Meeting Minutes and Committee Reports and used the information contained therein to update the DENG Action Plan and will continue to do so.
- 3) Please remember to send Maureen Kimball (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.
- 4) Establishing a cloud drive for storing and sharing Action Planning Committee documents.

M. Archives (Vanessa Eyer): No report.

N. Awards (Taya Cagle):

- 1) May has been a relatively quiet month. Most of my activity involves making final arrangements with awardees and award sponsors. One of the award recipients will not be able to attend the Luncheon due to a scheduling conflict. Imagine my delight when the award sponsor agreed with a suggested alternative meeting and presentation of the award. The IEEE Continuing Education Stipend will be presented at the IEEE Breakfast on June 15th.
- 2) May was quiet because I forgot to announce the winners via the blog and listserv. Good grief. This will promptly get addressed. Email to Dale to add 2015 winners to <http://engineering.sla.org/awards/award-winners/> Blog posting & email to listserv to announce winners – in work (to be sent shortly).

O. Fundraising (Zac Painter): Tying up last minutes details for the Boston Conference.

P. Membership (Lynn Berard): I just ran a membership report and have attached it here for you. As of today (June 5th) we are down to 277 members. To help put this number in some perspective, in Nov 2012 we had 324 members.

Q. Mentoring (Ashleigh Faith):

- 1) The Mentoring program is now on the master mentoring page for the 2015 conference.
- 2) So far we have 3 mentee forms submitted and waiting to hear back from 1 and 1 mentor form submitted and waiting on 1. This means we need more mentors. If none come forth by June 5th would anyone from the board/council be willing to step in?
- 3) I am sending the mentee/mentors Giovanna's email in case they need to contact someone at the conference and mine in case they need anything else.
- 4) Signed up for the SLA mentoring discussion list
- 5) Figured out why I wasn't getting the listserv emails! They were getting blocked by my organization but now it's fixed.

R. Nominations (Andy Shimp): The Nominations Committee sent a call for candidates for the positions of chair-elect and program planner for the annual conference to the DENG list and posted the notice on the DENG site.

S. Professional Development (Daureen Neddill):

- 1) Met with 2016 Planning Committee and the idea of a 2016 CE course on ELNs was discussed. It can be a half day, include information on how to get started in your organization and include a 2-hour hands-on with LabArchives and data downloaded from a public data repository. This is not a promotion of LabArchives, but an introduction to how these ELNs work and what you can do with them to allow librarians to become familiar and not feel intimidated. Presently writing up an abstract to make the Aug 15th deadline.
- 2) Discussed the CE proposal with LabArchives rep, Matt Miller. He is willing to provide their workbook and access to LabArchives for the session.
- 3) Set up a meeting during the conference for the PD committee to discuss the Proquest webinar offer.

T. Program Planner for 2015 (Penny Sympson):

Submitted 75 as the meal guarantee to Caroline.

Tour net costs (as of 5/22):

	Price	#	Income
Member	\$ 30.00	14	\$420.00
Nonmember	\$ 40.00	1	\$40.00
Student	\$ 20.00	2	\$40.00
Total			\$500.00
Bus to FM			\$756.18
Net (loss)			(\$256.18)
Engineering portion			(\$128.09)
SciTech portion			(\$128.09)

Luncheon net costs (as of 5/22):

		<i>Item</i>	<i>Quantity</i>	<i>Price</i>	<i>Total Cost</i>
<i>AV Charges</i>		Podium, Mic, & 1-Mixer	1	\$ 360.75	\$ 360.75
<i>F&B Charges</i>		Two-course lunch	75	\$ 55.00	\$ 4,125.00
<i>Total Expenses</i>					\$ 4,485.75
<i>Ticket Income</i>					
			<i>Quantity</i>	<i>Price</i>	<i>Total</i>
		Member	38	\$ 25.00	\$ 950.00
		Nonmember	3	\$ 35.00	\$ 105.00
		Student	0	\$ 15.00	\$ -
		Total Income			\$ 1,055.00
		Net (loss), pre-sponsor			\$(3,430.75)

U. Program Planner for 2016 (Niamh Tumelty):

- 1) Met with others involved with 2016 Program Planning to discuss current programming.
- 2) Finished entering proposed session information into the online spreadsheet.
- 3) Continuing to liaise with Business & Finance for ethnographic research methods session.
- 4) Emailed Aero Chair-Elect to check whether the section is going forward with session on copyright in the corporate sector.

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

W. Standards (Jeremy Cusker): Kati Arzeta has agreed to take over this session for as long as it will continue.

X. Webmaster (Dale Capps): Posted the photo for Gabriele Hysong to go with her profile.

Respectfully submitted,
 Christina Byrne, Secretary
 SLA Engineering Division

Treasurer's Report

Diane Brenes, Treasurer, SLA Engineering Division

From Chase Bank online statements as of May 28, 2015

Bank Accounts

Engineering Division

SLA Eng Div Checking XX8660	\$2,018.62
SLA Eng Div Savings XX5502	\$43,243.98
Total	\$45,262.60

Aerospace Section

SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$8,503.83
Total	\$11,203.55

OVERALL TOTAL ***\$56,466.15**

***Pending:**

3 Sponsorship payment due	\$5,500.00
3 Expenses to be paid	-\$3,150.00

TOTAL **\$2,350.00**

Report: April 21, 2015-May 28, 2015

1. Invoiced three Sponsors
2. Deposited one Sponsor payment
3. Received two Conference expense reimbursement requests. One paid, the second expense will be paid at the conference
4. Received requests to cut two award checks at the conference.

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.*