

SLA Engineering Division Executive & Advisory Board Meeting

October 22, 2015: 2:00-2:33pm Central

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

Present: Sara Davis, Giovanna Badia, Christina Byrne, Mary Whittaker, Gabriele Hysong, Becca Smith, Maureen Kimball, Vanessa Eyer, Taya Cagle, Niamh Tumelty, Zac Painter, Ashleigh Faith, Daureen Neddill

Absent: Andy Shimp, Diane Brenes, Kati Arzeta, Edna Paulson, Joan Cunningham, Danielle Harrison, Penny Sympton, Lynn Berard, Jeremy Cusker, Moy McIntosh, Marge Rhodes, Dale Copps

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

3- **Approval of Previous Meeting Minutes** (Sara Davis) – Minutes of the September 24, 2015 Board meeting approved, as corrected.

4- **Comments on Combined Officer Report:** Spelling correction – Penny *Sympton*

5- Chair, Executive Board & Committee Reports

A. Chair (Sara Davis):

- 1) Have conference photos that need to be added to website – need help
- 2) Sent notice to Division about Oct SLA Board of Directors meeting
- 3) Asked Vanessa Eyer to prepare a list of Past Division Chairs in preparation for next year's 50th year celebration in Philadelphia

B. Chair-Elect (Giovanna Badia): No report.

C. Past-Chair/Nominations Committee (Andy Shimp): Please review your sections of the Recommended Practices at <http://engineering.sla.org/recommended-practices/> and send me any proposed changes by November 6.

D. Secretary (Christina Byrne): Sent last month's minutes out for review.

E. Treasurer (Diane Brenes): See report at the end of the minutes (Appendix 1). Also sent in the following – copies of the 2015 SLA HQ Conference Invoice & Division billback.

F. Aerospace Section Chair (Mary Whittaker):

- 1) Received invoice from DENG Treasurer for our program (NASA Spinoffs: To Space and Back) at SLA 2015 in Boston. The AERO Section was charged \$1,433.70 for this session. Thanks to our generous partner sponsors, we are able to offer this program to our

members. I asked the DENG Treasurer to transfer this amount from our bank account to pay the invoice.

- 2) Submitted "gleanings" Aerospace listserv posting.
- 3) Edna Paulson, AERO Past-Chair, continues to seek a future leader of the Aerospace Section (to be Chair-elect in 2016 and Chair in 2017 for the Phoenix conference).

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

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

I. ABCD Section Chair (Kati Arzeta): We are (still) looking for a Chair-elect. I think Quan fixed what needed to be fixed on the listserv, so I'm going to attempt to send my email once again (to the ABCD list). If that works, hopefully we will find a Chair-elect right away!!

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 has continued to review 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.
- 2) Please remember to send Maureen Kimball (Maureen.kimball@comcast.net and 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) Notified Treasurer all three sponsors have confirmed they will sponsor the award for 2016.
- 2) Award criteria finalized. Awards webpages updated with new criteria.
- 3) Posted first call to DENG blog, first call sent to DENG and AERO listservs.

O. Fundraising (Zac Painter): No report.

P. Membership (Lynn Berard): No report.

Q. Mentoring (Ashleigh Faith): No report.

R. Nominations (Andy Shimp): Having received no additional nominations by the October 9, 2015 deadline, the Engineering Division Nominating Committee declares these Board candidates elected by acclamation:

Ashleigh Faith, Chair-Elect (2016), Chair (2017), Past Chair (2018)
Diane Brenes, Treasurer (2016-2017)

Please join me in thanking these members for volunteering and contributing to the success of the Division. The Nominating Committee is still accepting nominations for Program Planner for the Annual Conference.

S. Professional Development Chair (Daureen Neddill):

- 1) Received confirmation letter from SLA Headquarters that the proposed CE course for the 2016 SLA conference was accepted.
- 2) Learned the GoToMeeting software; set up and ran a webinar session with Kati Arzeta as the speaker. 28 people attended. I will be sending the recording and slides to Dale for posting to the DENG website.

T. Program Planner – 2015 (Penny Sympson): No report.

U. Program Planner – 2016 (Niamh Tumelty):

- 1) Received confirmation that all programs submitted by the Engineering Division will be going ahead Philadelphia next year.
- 2) Started putting together information about confirmed session times.
- 3) Next steps will be to estimate attendance at particular sessions, confirm expected session costs and possibly invite co-sponsors for the confirmed sessions.

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

W. Standards Chair (Jeremy Cusker): No report.

X. Webmaster (Dale Copps): No report. Would encourage ideas from anyone to make the website more relevant, useful, important.

6- Old Business: None.

7- New Business

- I. Possible Division credit card and/or PayPal account – thoughts? We have neither. What are the benefits? Helps to pay bills with vendors and HQ. Chapters use PayPal to charge fees, collect meeting registration fees, etc. Use of PayPal is fairly common. Suggest that Diane Brenes investigate rules and fees associated with credits cards and a PayPal account. Diane would then report back to the Board.
- II. How long should our webinar (Green Building Standards) remain on the Division’s website? 35+ people attended. First Division webinar – it went very well. Daureen Neddill reported that the recording will be on the website. Niamh Tumelty suggested that webinar recordings/slides be reviewed annually and content removed when dated. Such webinar content can be used as a

professional development tool and may be useful for a long time. Daureen will ask Dale Cops about content limits and how we can get metrics from the website that indicate how many times webinar content is accessed. Maureen Kimball suggested that a message be sent to registrants who did not attend. Daureen reported that a thank you email could be sent to registrants with a link to the recording on the website as way to drive traffic to the content.

- III. Proquest has asked to post a white paper (on providing tips on how engineering industry librarians can engage their end users and get them to use the library's resources) on our Division website. They have asked to use a link specifically so that they can track who downloads it – thoughts? This would probably involve a form that someone will have to fill out in order to download the white paper and/or a link that tracks the downloads, i.e. who downloads the paper. There should be a disclaimer if such methods are used. Zac Painter will ask Proquest about how the data will be tracked and what it will be used for. He will bcc Daureen Neddill, Sara Davis, and Ashleigh Faith.

8- Announcements

- I. End of year is coming...please be thinking about your office, and whether you have anything that should be or is required to be sent to our Archivist. To check on requirements, please see our Recommended Practices.
- II. 2017 Conference Programming: The 2017 Conference Council is working on a series of webinars to kick off the 2017 planning process. (Niamh Tumelty is a Council member.) They are looking at ways to facilitate planner networking virtually. More information will be released as soon as it is available. Note – there will be no Leadership Summit.
- III. Sci-Tech News is looking for a new Assistant Editor. If interested, contact Jeremy Cusker.
- IV. Any nominations for SLA Fellows, Rising Stars, Hall of Fame, John Cotton Dana, Rose L. Vormelker awards are due to SLA HQ by Dec 1.
- V. Sara Davis - Sweet Adelines competition update: "We had a great time!"
- VI. Please review the Recommended Practices relevant to your office or committee. Send comments or revisions or questions to Andy Shimp by November 6.

9- Next Meeting (Sara Davis): No November meeting due to Thanksgiving holiday in the US. The next meeting will be December 3, 2015.

10- Adjournment (Sara Davis): The meeting was adjourned at 2:33pm (Central).

Respectfully submitted,
Christina Byrne, Secretary
SLA Engineering Division

APPENDIX 1

SLA Engineering Division and Aerospace Section Treasurer's Report October 2015

From Chase Bank online statements as of October 15, 2015

Bank Accounts

Engineering Division

SLA Eng Div Checking XX8660	\$ 2,004.03
SLA Eng Div Savings XX5502	\$38,823.27
Total	\$40,827.30

Aerospace Section

SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$9,255.33
Total	\$11,955.05

OVERALL TOTAL **\$52,782.35***

*Outstanding sponsorship payments as of October 15, 2015

Date Invoiced	Amount
5/07/15	\$2,500.00 (6/10 CC payment to SLA HQ)

Other: Expected *SLA HQ Conference costs invoice*, conference co-sponsor invoices, payments

Report: September 23 – October 15, 2015

- 9/24 received SLA HQ Conference Invoice & Division billback
Attached in email: *SLA HQ DENG 2015 Invoice.pdf* & *SLA HQ Engineering Division billback 2015.xlsx*
- Invoiced 4 Conference co-sponsors.
- Will pay SLA HQ Conf Cost Invoice as soon as sponsor CC payment to SLA HQ has been resolved.

Report: August 26, 2015-September 22, 2015

- Waiting to receive ***SLA HQ Conference costs invoice***.
- Will invoice Conference co-sponsors as soon as SLA HQ Conf Cost Invoice is received.

Report: July 22, 2015- August 25, 2015

- Paid two Conference expense reimbursement requests.

Report: May 28, 2015-July 21, 2015

1. Received and deposited two Sponsor payments
2. Cut two award checks at the conference
3. Received six Conference expense reimbursement requests. Four paid, two payments in process.
4. Provided to SLA HQ Treasure 2015 SLA Engineering Div List of Individuals (one) paid \$600 or more

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 two 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: 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*.

Respectfully submitted,

Diane F. Brenes, Treasurer
SLA Engineering Division