

SLA Engineering Division Executive & Advisory Board Meeting

December 3, 2015: 2:03-2:21pm Central

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

Present: Sara Davis, Giovanna Badia, Andy Shimp, Diane Brenes, Christina Byrne, Mary Whittaker, Becca Smith, Vanessa Eyer, Taya Cagle, Niamh Tumelty, Daureen Nesdill

Absent: Kati Arzeta, Gabriele Hysong, Edna Paulson, Joan Cunningham, Danielle Harrison, Maureen Kimball, Penny Sympton, Zac Painter, Lynn Berard, Ashleigh Faith, 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 October 22, 2015 Board meeting approved.

5- Chair, Executive Board & Committee Reports

A. Chair (Sara Davis):

- 1) Met with Giovanna to discuss turning over the leadership reigns and have started sending info to her about various items she'll need as Chair.
- 2) Sent the Division/Section information about upcoming SLA Boot Camp. All are encouraged to participate. Sent notice to Division about Oct SLA Board of Directors meeting.
- 3) Sent James King's synopsis of the October SLA Board meeting to the Division/Section.
- 4) Reviewed Chair's section of the Recommended Practices and sent suggested changes to Andy Shimp.
- 5) Began work on the Division's annual report for SLA HQ. Asked Board/Advisory Council for answers to several of the questions.

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

C. Past-Chair (Andy Shimp): Revisions to Recommended Practices submitted to the Board.

D. Secretary (Christina Byrne): No report.

E. Treasurer (Diane Brenes): See report at the end of the minutes (Appendix 1).

F. Aerospace Section Chair (Mary Whittaker):

- 1) Submitted final "gleanings" Aerospace listserv posting.

- 2) 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): 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): No report.
 - M. Archives (Vanessa Eyer): No report.
 - N. Awards (Taya Cagle): No report.
 - O. Fundraising (Zac Painter): No report.
 - P. Membership (G. Lynn Berard): No report.
 - Q. Mentoring (Ashleigh Faith): No report.
 - R. Nominations (Andy Shimp): The Nominating Committee is still accepting nominations for the position of program planner who will work with the Division Chair and the Section Chairs to plan the DENG 2017 annual conference program for Phoenix, Arizona (June 18-20). The individual holding the position starts by participating in planning webinars scheduled for January 20 and February 3, 2016. Planning will continue at the 2016 annual conference in Philadelphia.
 - S. Professional Development Chair (Daureen Neddill): No report.
 - T. Program Planner – 2015 (Penny Sympson): No report.
 - U. Program Planner – 2016 (Niamh Tumelty):
 - 1) Circulated Engineering session schedule to other committee members involved in planning, with initial estimates for session attendance. Started putting together information about confirmed session times.
 - 2) Sent expected session costs to Chair-Elect and Fundraiser, subject to confirmation of AV, Food & Beverage requirements and speaker costs.
 - 3) Started to add required information to online planner.

4) Distributed Engineering Division conference schedule to Division Executive & Advisory Board.

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

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

X. Webmaster (Dale Coppins): No report.

6- Old Business: None.

7- New Business

I. Recommended Practices Revisions (Andy Shimp): I would like to add an agenda item to review and vote to approve the revisions to the Recommended Practices. [Proposed revisions were sent to the Board]. I used MS Word's track changes feature to highlight changes made on pages 7-8, 11-12, 15-16, 19, 21-24, 28-30. Many of the edits reflect changes to SLA and Division meeting structure (i.e. no Leadership Summit) and awards. Since I last sent the revised document, I received an additional revision for Professional Development (p.28).

Andy worked with Taya Cagle on revisions to the awards section of the Recommended Practices. Other revisions involved combining Strategic Planning and Action Planning Committees/Chairs, as well as adding webinars to the purview of the Professional Development Chair.

Andy Shimp presented the motion to accept the new Recommended Practices document as revised, the motion was seconded by Daureen Nesdill and accepted by acclamation.

II. Division Annual Report (Sara Davis): The Engineering Division's annual report was submitted on time, so the Division will receive its allotment.

III. 2016 Conference Planning Questions (Giovanna Badia): Can the Aerospace Section co-sponsor a session (Engineering Division is the lead sponsor) by transferring funds to the main Division account? Diane Brenes, Treasurer, responded yes, this is done by submitting an invoice/expense report. Some additional questions should be referred to the Conference Planning Committee liaison, Mary Talley: Can Sections sponsor or co-sponsor more than one session? Is there a limit? Is there a limit to the number of sessions co-sponsored by the Division?

8- Announcements

I. Sara Davis: 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. Treasury Records: Diane Brenes will check with HQ about retention schedule for back files between the Division Archivist and HQ. How many years should the Division retain, etc?

II. Daureen Nesdill: Checking with SLA HQ about archiving webinars.

///. Giovanna Badia: Need a Mentoring Committee Chair for 2016.

IV. General acclamation of thanks to Sara Davis, Chair 2015!

9- Next Meeting (Sara Davis): 2016 meeting schedule will be set and distributed by Giovanna Badia, Chair for 2016.

10- Adjournment (Sara Davis): The meeting was adjourned at 2:21pm (Central).

Respectfully submitted,
Christina Byrne, Secretary
SLA Engineering Division

APPENDIX 1

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

From Chase Bank online statements as of November 25, 2015

Bank Accounts

Engineering Division

SLA Eng Div Checking XX8660	\$ 2,367.44
SLA Eng Div Savings XX5502	\$34,946.70
Total	\$37,314.14

Aerospace Section

SLA AeroSec Checking XX8678	\$2,699.72
SLA AeroSec Savings XX5494	\$7,820.47
Total	\$11,955.05

OVERALL TOTAL **\$49,269.64***

*Outstanding sponsorship payments as of November 25, 2015

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

Other: conference co-sponsor invoices, payments

Report: October 16, 2015 – November 25, 2015

1. Paid **SLA HQ Conference Invoice**.
 - a. Regarding sponsor CC payment to SLA HQ: 11/5/15 per SLA CFO: *"I would recommend that you go ahead and pay the conference invoice. Of course, if/when we get something to assist in locating the payment, we will refund the amount to the division."*
2. Received and deposited payment for 3 of the 4 invoiced Conference co-sponsors.
3. Received and paid 2 Conference DENG co-sponsorships. Still waiting to receive invoices for 2 more DENG co-sponsorships: Green Building Standards, Cresendo.

Report: September 23 – October 15, 2015

1. 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*
2. Invoiced 4 Conference co-sponsors.
3. 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

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

Report: July 22, 2015- August 25, 2015

1. 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