

## SLA Engineering Division Executive & Advisory Board Meeting

November 17, 2016: 3:02pm-3:58pm Eastern

### 1- Open Meeting, Call to Order and Roll Call (Giovanna Badia and Christina Byrne)

*Present:* Giovanna Badia, Ashleigh Faith, Sara Davis, Diane Brenes, Christina Byrne, Gabriele Hysong, Mary Whittaker, Andy Shimp, Niamh Tumelty, Zac Painter, Daureen Neddill, Tom Nielsen

*Absent:* Becca Smith, Kati Arzeta, Taya Cagle, Danielle Harrison, Maureen Kimball, Vanessa Eyer, Lynn Berard, Jeremy Cusker, Marge Rhodes

*Guests:* David Brackus, Brian McCann, Teresa Powell

### 2- Approval of the Agenda (Giovanna Badia) – Approved.

### 3- Approval of Previous Meeting Minutes (Giovanna Badia) – Minutes of the October 13, 2016 Board meeting approved as corrected and amended.

### 4- New Business (Giovanna Badia & David Brackus) – SLA Petroleum & Energy Resources Division Proposal to Become a Section of the Engineering Division.

David Brackus, Chair of the SLA Petroleum & Energy Resources Division (DPER), presented information about the Division. Membership has been declining from approx. 300 in the year 2000 to approx. 70 today. It is difficult to find members to serve in leadership roles. DPER has no debt and assets of approx. \$20,000. The Division has been discussing the matter of merging for some time and feels that becoming a Section of the larger Engineering Division is the best fit. David has been working with Tom Nielsen on drafting the appropriate documents for the SLA Board. The Engineering Division Board would need to agree and a formal vote held to become a section like the current Aerospace and ABCD sections.

#### Discussions -

*Treasurer and Accounts:* One treasurer for Engineering Division, handles accounts for 3 sections. New section would operate like Aero and/or ABCD.

*Awards:* No DPER awards, currently. Used to have some student and service awards, but haven't had any in a while.

*Conference Program Slots:* DPER isn't doing a program in 2017. As a section they might have 1 slot and the option to co-sponsor. This could be negotiated with Engineering Division later as terms of merger. Conference planning & programming is changing. The number of session slots, etc. is flexible and subject to change with future annual conferences. It appears that Divisions may be able to have as many slots as they can afford. Some suggestions: the 2017 breakfast to introduce PER as a section.

*Section Leadership & Membership:* May still have problems, but fewer officers and activities as a section, so it may be easier to encourage more participation. A section needs at least 2, ideally 3 leaders: Chair-elect, Chair, Past Chair. The Engineering Division would add PERD description to Engineering Division scope/coverage. A PER section maintains an identity, a place to work together for information professionals in the industry, especially during the down cycles. There may be opportunities to re-brand the section to include clean and green energy and related technologies. Conference funding is still available for section leaders. Funding for division and section leaders may need to be reduced to spread the monies among 3 sections and the Engineering Division board.

*Next steps:* Ashleigh as incoming Engineering Division Chair, David, and Tom Nielsen (SLA Board liaison) will work on drafting appropriate Board documents.

1. DPER and Engineering Division Boards need to agree to a merger.
2. Membership of each Division will vote.
3. Board documents to SLA Board.
4. Governing documents and Recommended Practices will need to be revised.

The following motion was presented: ***Should the Petroleum and Energy Resources Division merge with the Engineering Division and become a Section of the Engineering Division? The motion was seconded and unanimously approved by the Executive Board.***

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

- A. Chair (Giovanna Badia): The end of the year annual report has been submitted to headquarters. Names of the new officers and appointees have been submitted as well.
- B. Chair-Elect (Ashleigh Faith): Will be working with Brian McCann the new Chair-Elect.
- C. Past Chair/Nominations (Sara Davis): This is Sara's final meeting. The Board expressed its appreciation for Sara's years of commitment and service to the Engineering Division.
- D. Treasurer (Diane Brenes): See report at the end of the minutes (Appendix 1). End of the year financial report will be submitted.
- E. Secretary (Christina Byrne): Editing transition document. All approved minutes sent to webmaster, archivist and SLA HQ.
- F. Aerospace Section Chair (Gabriele Hysong): New Chair-elect for 2017 will be Teresa Powell.
- G. Aerospace Section Chair-Elect (Barbara Williams): No report.
- H. Aerospace Section Past Chair (Mary Whittaker): No report.
- I. ABCD Section Chair (Becca Smith): No report.

- J. ABCD Section Past Chair (Kati Arzeta): No report.
- K. Program Planner-2016 (Niamh Tumelty): Will talk with Giovanna and Ashleigh about mentorship chair.
- L. Program Planner-2017 (Andy Shimp):
  - 1) December is the deadline for social events.
  - 2) There will be an awards breakfast networking event on Sunday morning.
  - 3) The tour will be on Saturday @ Taliesin West. Taliesin West is not open on Wednesdays, the traditional Division tour slot.
  - 4) All Division educational sessions were submitted. Approvals will be received by the end of the year.
  - 5) A new speaker may be needed for the "Internet of Things" session. Ashleigh has some suggestions and contacts.
  - 6) The 2017 Annual Conference will be accepting session proposals from individual members in addition to unit-sponsored sessions.
  - 7) 2017 planning is a unique experience. Planning began under a different system, the previous HQ (pre-management company), and the old conference planning manual. Every single thing has changed. The Board extended its thanks to Andy for dealing with all the changes and curve balls.
- M. Action Planning (Danielle Harrison and Maureen Kimball): No report.
- N. Archives (Vanessa Eyer): No report.
- O. Awards (Taya Cagle): No report.
- P. Fundraising (Zac Painter): No report.
- Q. Membership (Lynn Berard): No report.
- R. Mentoring (Giovanna Badia): No report.
- S. Professional Development (Daureen Neddill): Daureen will be serving on the conference committee for Baltimore (2018), so will be stepping down as Professional Development chair. She may have a replacement lined up.
- T. Sci-Tech News (Christine Malinowski): No report.
- U. SLA Board Liaison (Tom Nielsen): Tom will be working with David Brackus and Ashleigh Faith on the DPER and DENG merger.
- V. SLA-DENG List (Marge Rhodes): No report.

W. Standards (Kati Arzeta): No report.

X. Webmaster (Jeremy Cusker): No report.

**6- Old Business:** None.

**7- Next Meeting** (Giovanna Badia): This is the last board meeting of 2016. Ashleigh Faith will be setting the schedule for 2017.

**8- Adjournment** (Giovanna Badia): Happy Holidays and Thanks to Everyone! The meeting was adjourned at 3:58 pm Eastern.

**Respectfully submitted,**  
**Christina Byrne, Secretary**  
SLA Engineering Division

**APPENDIX 1**

**SLA Engineering Division and Aerospace Section Treasurer's Report  
November 17, 2016**

**From Chase Bank online statements as of November 16, 2016**

**Bank Accounts**

**Engineering Division**

SLA Eng Div Checking XX8660	\$3,311.77
SLA Eng Div Savings XX5502	\$26,596.07
<b>Total</b>	<b>\$29,907.84</b>

**Aerospace Section**

SLA AeroSec Checking XX8678	\$2,652.23
SLA AeroSec Savings XX5494	\$4,874.20
<b>Total</b>	<b>\$7,526.43</b>

**OVERALL TOTALS** **\$37,434.27\***

**\*Pending expenses as of November 16, 2016 (\$2,152.41)**

**Eng Div:** \$1,200 estimate - expecting invoices from 2 co-sponsors (B&F, LMD)  
\$952.41 co-sponsor payment

**Year-end financial report will be posted to:** [engineering.sla.org](http://engineering.sla.org)

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**Report: Oct 13, 2016-Nov 16, 2016**

1. Received and paid one conference co-sponsor invoice
2. Reported to SLA HQ individuals who were paid over \$600 during the year

**Report: June 3, 2016-Oct 12, 2016**

1. Received and paid SLA HQ Bill Back Invoice
2. Invoiced, received and deposited two conference co-sponsor and five sponsor payments
3. Received and paid two conference co-sponsor invoices and seven conference expense reimbursement requests
4. Cut three award checks at the conference

**Report: April 14, 2016-June 2, 2016**

1. Invoiced three sponsors
2. Received and deposited three sponsor payments
3. Paid two SLA 2016 Conference event expenses

**Report: Feb 12, 2016-April 13, 2016**

1. Invoiced eight sponsors
2. Received and deposited five sponsor payments
3. Paid Leadership Summit and Conference expense reimbursement requests

**Report: Jan 1, 2016-Feb 12, 2016**

1. Prepared submitted to SLA HQ the *2015 Financial Reports for the Eng Div & Aerospace Section*
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Respectfully submitted,

*Diane F. Brenes - Treasurer, ENG Division, SLA*