**San Francisco Bay Region Chapter**

**Meeting Minutes 2010**

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Wednesday, November 10, 2010

Fuzio Universal Bistro, 1 Embarcadero Center, San Francisco, CA 94111

**In attendance:** Sandy Malloy (Past-President); Cynthia Berglez (President-Elect); Rochelle Richardson (President); Heather Gamberg (Director of Programs); Monica Ertel (Treasurer); Anne Barker (Secretary); Craig Griffith (Assistant Director of Programs)

Marie Tilson gave a special update for Archives before the meeting was called to order. Marie brought up the following concerns.

1) She needs suggestions for binderies for the last 4 volumes of Bayline as the bindery we have used in the past has gone out of business.

Cyndi and Rochelle will post a request for recommendations to the discussion list and compile the information for Marie.

2) Marie is getting a lot of papers, and particularly duplicate papers, submitted to Archives. At the same time, she only has Presidential papers through Chris Orr’s term. We need to determine a plan for how materials should come to Archives. Do we want paper or electronic online documents. Should there be a disc or thumb drive backup? Do we even need to bind the new issues of Bayline since they are archived on the chapter’s web site? Web materials are currently being backed up by Headquarters.

Heather will request that Cynthia Matano make a backup of everything on the web site before HQ changes our web service provider.

3) Marie continues to have trouble getting updated membership lists. She suggests that the Membership Chair make a request for the list twice a year. If the requests are made March 1st and October 1st, the lists should include the member renewals from the December and July renewal cycles. The Membership Chair should send these twice yearly lists directly to Archives as they are received. Marie also suggests that the chapter put out its own membership directory every 5 years.

4) Marie requests that we be sure that the bios of Board candidates make it into an issue of Bayline so that the information will make it into Archives as well. David Grossman (Nominating Committee Chair) had some gaps in his information that Marie was able to fill, but there is still a problem with getting these materials in one place.

5) A lot of the materials being submitted to Marie are not necessary and she is weeding as needed. We need to remember the purpose of the Archives is to tell a story with the materials; random notes and spreadsheets do not accomplish this.

6) Marie noted that the Nominating Committee is keeping information that really shouldn’t be kept and Marie is weeding that from the Archives as she gets it. Meanwhile, Sandy noted that the materials used for Awards nominations is currently being destroyed and that seems like a real waste of information and effort. For Archives, the information about Award winners should be kept. Sandy wants to consider if the awards nominee information can go to Nominating for their files.

7) Marie agreed that she will help David clean up the information in his digitization project.

8) Current guidelines of the types of records to keep are very vague. We should consider developing a more detailed retention policy for Archives. Remember we only have 4 cabinets with 4 drawers in each for storage.

9) In general, remember to put important information in Bayline so it will be kept in the official record.

The meeting was called to order at 7:02 pm.

The minutes of the September Executive Board meeting were approved.

**New Business.**

**Liaison Reports**.

**Tours – Hilary Schiraldi (via Craig).** The tour of the Lafayette Public Library was very successful. They had 30 participants and made $100 on the event.

**Hospitality – Cathy Hardy (via Craig).** Cathy will contact Thirsty Bear for menu options for the holiday party. Heather will help decide on the choices with Cathy. There is no specific program that Donna can push for sponsorships. It’s just a holiday party.

**Bayline - Judy Bolstad (via Heather).** Nothing to report.

**Webmaster – Cynthia Matano (via Heather).** Headquarters will be rolling out a new web tool with the intention of unifying Association web sites. We will be converting to WordPress and all chapters will pay $40 a year to use it. We must convert if we want to continue to have a web presence.

**Professional Development – Jana de Brauwere (via Cyndi).** Jana has 2 programs planned for the new year on 1/19 and 2/23; they will be on career development with Deb Hunt and David Grossman who will give presentations on career exploration.

**Ethics & Alignment Ambassador – Jan Keiser (via Cyndi).** Jan has posted alignment and ethics materials on the chapter’s web site.

Cyndi will post an announcement to the discussion list to make sure members are aware this material is available.

**Vendor Relations – Donna Scott (via Monica).** Donna wanted more information on programming for the holiday party that she could use for vendor sponsorships, but there is no particular program planned.

**Nominating – David Grossman (via Rochelle).** David plans to begin his digitization project by the end of the year.

**Reflector – Linda Yamamoto (via Anne).** Nothing to report.

**Government Relations – Anne Barker.** The Intersect Alert is still going out weekly. She continues to send items to Doug Newcomb, SLA’s Chief Policy Officer, on a rolling basis throughout the week so he can act on issues and post them to the SLA Public Policy blog more quickly. She continues to post new items to the PTPolicyWonk Twitter feed. Anne also met with new member Andrea Davis while at the Internet Librarian conference and hopes Andrea will be joining the committee in the new year.

**Awards Nominees - Sandy.** Sandy has the candidates for the Student Award and Horizon Award. She has two candidates for the Professional Achievement Award. Sandy will complete the nomination forms by the end of November. The Board will vote by e-mail in December and the announcement about winners will be made at the 1st program in 2011. Regarding our earlier discussion with Archives, Sandy would like to update the Awards Committee procedures to include transferring the information gathered on award nominees to the Nominating Committee at the end of the year, but to remove anything that would indicate what the information was used for.

Rochelle will update the Awards Committee procedures to this effect.

**Archives.** The Board discussed the issues brought up by Marie Tilson before the meeting began.

Rochelle will update the procedures for the President-Elect to provide the membership list to Archives as per Marie’s earlier request (twice yearly request on March 1st and October 1st).

Rochelle will update the Archives procedures to indicate that the Archivist should contact Board members to tell them what needs to be submitted to the Archives.

It was agreed that we should gather a committee to create a retention policy for Archives. The policy should consider both what is to be retained and how we would like to retain it (paper vs. electronic).

All Board Members should create a list of the documents that we create in our positions. This list can be the starting place for populating the retention policy. Board Members should contact their liaisees and ask for list items from them as well. These lists should be completed by December 31st.

Cyndi will create an ad hoc committee to begin work on the Archives retention policy in 2011.

**Old Business.**

**Treasurer’s Report – Monica Ertel.** Monica would like next year’s budget to be based on quarterly projections of income and expense in order to more easily plan for the year.

Monica will send the budget information out to the 2011 Advisory Council members in December so they can start thinking about it and so that incoming Council members can speak with their outgoing counterparts at the Turnover meeting in January.

**Balances as of 11/9/2010:**

Checking: $2,647.99

Pooled Fund: $48,478.09

PayPal: $586.66

Total Assets: $51,712.74

**Programs Report – Heather & Craig.** Registration for the holiday party will be $20 per person, with no differentiation for members vs. non-members.

Heather will review and decide on menu selections at Thirsty Bear with Cathy.

Also, a reminder that we need to start thinking now about if we want to request that the SLA President or President-Elect visit our chapter next year as the deadline to make that request is coming soon. The Silicon Valley chapter will have President-Elect Cindy Romaine at their 30th Anniversary event on November 18th.

Craig will check with the Sierra Nevada chapter to see if they are requesting anyone.

Craig will send the post-event survey results for the Net Neutrality program to the Board for review.

Heather will send Rochelle’s survey results template to Craig for his use.

The joint meeting with BayNet will be in February. The speaker will be the new head of San Jose State University’s LIS program. Remember we need to avoid conflicting with Jana’s professional development program on February 23rd. The joint program usually has a good turnout. Craig will try to get the Elephant & Castle again, as long as we can have the separate room downstairs. We should make this a buffet dinner and put an upper limit on the number of people who can register so that it doesn’t get too crowded, as this has been a problem in the past.

**Hospitality.** Craig feels strongly that we need to get some help for Cathy next year. Rochelle has contacted three people, but no one has volunteered. Craig and Anne had a vigorous debate over whether or not the potential government relations volunteer could also help out with hospitality without getting burned out.

Craig will speak with Cathy to see exactly what kind of help she needs and relay that information to Anne.

Anne will discuss the possibility with her contact to see if she could assist with PayPal, nametags, sending e-mails, and on-site registration, particularly since she would be able to attend events for free.

Anne will also contact another new member to gauge his level of interest.

**Proposal for a PR chair.** A motion was made that the Board approve the creation of the PR Chair position for 2011. The details of the position have yet to be finalized. **Motion approved.**

Heather will be the Board liaison for this position during her term as Secretary.

**Incoming Board Transition Details.** Board member names will need to be added and removed from the chapter bank account next year.

Anne will look for the name of the individual she dealt with at Chase branch in the Embarcadero Center and provide that to Heather.

Heather asked if we can get a chapter credit card for miscellaneous Programs-related deposits and expenses.

Monica will check with Headquarters.

**First Five Years - new Advisory Council position?**

Rochelle will send the information about the new program. The Board will re-visit this topic next year and decide if we want to create a position or do anything specific with the program.

**Chapter purchase of projector for use at programs.**

Heather will follow-up with Susan and Cathy on this research before the end of the year.

The next Executive Board meeting is set for Tuesday, January 25th at 4:30 at a place to be determined.

The meeting was adjourned at 8:22 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Joint meeting of the Executive Board & Advisory Council

Tuesday, September 28, 2010

Doe Library, Room 303

University of California, Berkeley

**In attendance:** Sandy Malloy; Cyndi Berglez; Rochelle Richardson; Heather Gamberg; Anne Barker; Craig Griffith; Judy Bolstad; Jan Keiser; Susan Karplus; Hilary Schiraldi; David Grossman; Linda Yamamoto; Jana de Brauwere; Dasha Dekleva

The meeting was called to order at 6:42 pm.

The minutes of the March Joint Executive Board/Advisory Council meeting were approved.

**Executive Board Report.**

**Treasurer’s Report – Monica Ertel.** She has not received an updated Pooled Fund statement with the last Treasurer’s Report.

**Balances as of 9/24/2010:**

Checking: $4,950.82

Pooled Fund: $49,711.36

PayPal: $586.66

Total Assets: $55,248.84

We’re in really good shape. We are continuing to subsidize programs in order to keep registration costs low. We should all feel free to spread the word to members who may not be aware of this.

**Programs Report – Heather & Craig.** Tuesday, October 19th meeting: Richard Esguerra – staff activist at EFF will be speaking on net neutrality at the Berkeley City Club. Registration information will go out tomorrow. The holiday party is planned for December 9th at Thirsty Bear.

**Membership Report – Cyndi.** Total of 28 new members for January to August 2010, 344 current members as of August. Cyndi sent a welcome e-mail to the new members with a coupon for a free dinner meeting.

Regarding the new member coupons, the next President should consider ways to remind people to use the coupon. Craig can also put a reminder in the registration form.

**Committee Reports.**

**Bayline – Judy Bolstad.** The last issue for the year will be going out next week. This is Judy’s last issue as editor. Alys Tryon will be the new editor next year. They will be meeting next month to start the hand-off.

**Government Relations – Anne Barker.** The Intersect Alert is still going out weekly. She has also been sending items to Doug Newcomb, SLA’s Chief Policy Officer, on a rolling basis throughout the week so he can act on issues and post them to the SLA Public Policy blog more quickly. She also created a Twitter feed to which she is posting the stories she plans to use for the Intersect Alert as she comes across them. Feel free to follow her at PTPolicyWonk

**Ethics Ambassador – Jan Keiser.** Jan received guidelines from the ethics liaison at HQ. She will make a brief presentation at the October program.

**Alignment Ambassador – Jan Keiser.** There was an Alignment Ambassador webinar 2 weeks ago. She will make a brief presentation at the October program.

**Hospitality - Susan Karplus.** She has reserved the Berkeley City Club for the October program and will be finalizing the food tomorrow. She feels she has a good system going.

**Professional Development - Jana de Brauwere.** She has done 2 events this year. She is also planning 2 events for the new year on 1/19 and 2/23; they will be on career development with Deb Hunt and David Grossman who will give presentations on career exploration. They will probably use the Bancroft Hotel in Berkeley again. Judy is helping out and they may team up next year.

**Tours - Hilary Schiraldi.** The tour of the Center for the Book was in July. They weren’t able to register as many people as they originally thought they could due restrictions, so they were not able to break even. There will be another tour in November – the Lafayette Library, which is newly built with interesting centers. It is scheduled for Tuesday, November 9th. It is 2 blocks from a BART station.

**Nominating – David Grossman.** He will start looking for 2012 officers in January. It’s a quiet time of year, so he has been concentrating on the digitization project. He got copies of the membership list from HQ in Excel format; the list has the desired information about leadership positions in it. He’s hoping to finish inputting the information by the end of the year. Once he gets the information into the database, he will ask members to confirm and correct their information. He also plans to contact other Nominating Chairs to see what ideas other chapters have.

**Reflector – Linda Yamamoto.** The discussion list has 421 members, 4 joined this month. There’s an average of 13 messages going out per month. The reflector has 337 members, with 4-6 messages per month. Spam is coming at least 7 times a day. This has picked up in the last few months. Messages sent through the lists peaked in April and July.

**Jobline – Dasha Deklava.** She’s continuing to trade off with Kelly every 2 months. It has been slow the past 2 years. We’re waiting on a few checks for past postings and she has sent reminders for payment. Jobline will transfer to the Silicon Valley Chapter next year.

Rochelle will contact the Silicon Valley chapter to plan for the transfer.

**Hospitality – Cathy Hardy (via Craig).** We have a room reserved for the holiday party on December 9th at Thirsty Bear.

**Mailing – Ginny Woodis (via Anne)**. The system of sending the Jobline checks which arrive in the P.O. Box to Monica seems to be working well. We are only sending out 5 printed copies of Bayline now, including one for the archive.

**Strategic Planning - Marlene Vogelsang (via Rochelle).** Marlene wants to pass along the Strategic Planning Chair position. Since we just completed the Strategic Plan, the position doesn’t need to be filled for a couple of years.

**Vendor Relations - Donna Scott (via Rochelle).** Donna would like to receive more sponsor referrals. She would like both the name of the person to contact and the name of the SLA member they know.

**New Business.**

**New Advisory Council position created for a Public Relations chair.** The Board worked to revise the position description during the earlier meeting. It still needs to be polished. We don’t want there to be too many details nailed down, so Judy can experiment and grow the position as she goes; however, in general, the Board feels that this position should be focused on publicizing the chapter to people and organizations outside of the library world, rather than to current and potential chapter members. The Board will vote on the proposal once it is finalized.

Anne will re-send the revised document to the Board and to Judy.

Cyndi will follow-up with Judy to finalize the description.

We need a new Academic Relations Chair for next year. Alys is trying to find a replacement.

Cyndi will contact Alys to see about asking students who attended the new member reception.

We would like another hospitality person to join Cathy next year.

Craig will check with Cathy about her plans for assistance.

The Board changed the name of the mentor/mentee (Board/Advisory Council) relationship to “liaison”.

Sandy went to the Diablo Valley chapter Association of Records Managers and Administrators (ARMA) meeting and gave a short presentation about SLA. About 20 people were at the meeting.

Annual Reports are coming up. The chapter report is due by December 1st.

Committee Chair reports are due to Rochelle by November 1st.

Rochelle will ask Cynthia to put a note on the web site that Annual Reports are due 11/1.

Rochelle will e-mail everyone with a reminder.

The turnover Joint Executive Board/Advisory Council meeting will be Tuesday, January 25th at 4:30 pm for the Board, and 6:00 for the joint Board/Advisory Council meeting at a place to be determined.

Cyndi will contact the absent chairs to be sure this works.

Anne will try to get space at her office.

The meeting was adjourned at 7:43 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Tuesday, September 28, 2010

Doe Library, Room 303

University of California, Berkeley

**In attendance:** Sandy Malloy (Past-President); Cynthia Berglez (President-Elect); Rochelle Richardson (President); Heather Gamberg (Director of Programs); Anne Barker (Secretary); Craig Griffith (Assistant Director of Programs), Hilary Schiraldi (observer)

The meeting was called to order at 5:09 pm.

The minutes of the July Executive Board meeting were approved.

**New Business.**

**Mentor/Mentee Reports**.

**Hospitality – Cathy Hardy (via Craig).** We have a room reserved for the holiday party on December 9th at Thirsty Bear, $27/person for food, $6/person for 1 drink, $125 for bar service. The contract has been signed and the deposit has been made.

**Mailing – Ginny Woodis (via Anne).** The system of sending the Jobline checks which arrive in the P.O. Box to Monica seems to be working well. We are only sending out 5 printed copies of Bayline now, including one for the archive.

**Strategic Planning – Marlene Vogelsang (via Rochelle).** Marlene wants to pass along the Strategic Planning Chair position. Since we just completed the Strategic Plan, the position doesn’t need to be filled for a couple of years.

**Nominating – David Grossman (via Rochelle).** David will be continuing as Nominating Chair.

**Vendor Relations – Donna Scott (via Rochelle).** Donna would like to receive more sponsor referrals.

**Old Business.**

The Executive Board approved the budget by e-mail vote.

**Awards Nominees - Sandy.** Has ideas for Student Award, Professional Development Award, and Rising Star Award. Heather thinks it’s discouraging to make people log-in to the wiki to see the award descriptions and thinks they should be put back on the web site. Nominations will be accepted until 10/31/2010.

Sandy will ask Cynthia to put the award descriptions back on the web site.

Sandy will ask Judy if she can still put a nomination form in the next Bayline.

**Programs Report – Heather & Craig.** Tuesday, October 19th meeting: Richard Esguerra – staff activist at EFF will be speaking on net neutrality at the Berkeley City Club. Donna is looking for sponsorships. Sandy notes that we should publicize it to UCB students. Hilary Schiraldi will forward the notice to the I-School. We can expand to the J-School and Law-School if numbers are low. Craig spoke with BayNet representatives and they are fine with the switcheroo we wanted for the joint program. In 2011, we will plan the logistics of the meeting and they will find the speaker.

**Membership Report – Cyndi.** Total of 28 new members for January to August 2010, 344 current members as of August. Cyndi sent a welcome e-mail to the new members with a coupon for a free dinner meeting.

**Proposal for a PR chair – Cyndi.** The Board discussed and revised the proposal. The Board feels that this position should be focused on publicizing the chapter to people and organizations outside of the library world, rather than to current and potential chapter members. We will vote on the proposal once it is finalized.

Anne will re-send revised document.

Cyndi will follow-up with Judy to finalize.

**First Five Years - new Advisory Council position?**

Rochelle will re-send the information about the new program and we can discuss it at the November meeting.

**Awards Nominees - Sandy.**

Sandy will talk to Marie about her plans for continuing in Archives.

**Chapter purchase of projector for use at programs.**

Heather will follow-up with Susan and Cathy on this research before the end of the year.

**Treasurer’s Report – Monica Ertel.** She has not received an updated Pooled Fund statement with the last Treasurer’s Report.

**Balances as of 9/24/2010:**

Checking: $4,950.82

Pooled Fund: $49,711.36

PayPal: $586.66

Total Assets: $55,248.84

The next Executive Board meeting is set for Tuesday, November 10th at 6:30 at a place to be determined.

The meeting was adjourned at 6:02 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Tuesday, July 20, 2010

Mechanics Institute

57 Post Street, San Francisco, CA

**In attendance:** Sandy Malloy (Past-President); Cynthia Berglez (President-Elect); Rochelle Richardson (President); Heather Gamberg (Director of Programs); Anne Barker (Secretary); Craig Griffith (Assistant Director of Programs); Monica Ertel (Treasurer)

The meeting was called to order at 5:59 pm.

The minutes of the May Executive Board meeting were approved.

**New Business.**

**Mentor/Mentee Reports**.

**Hospitality – Susan Karplus and Cathy Hardy (via Craig).** Susan is working with Heather on Jillian’s for the August meeting; Cathy is working on Thirsty Bear for the Holiday party.

**Tours – Hilary Shiraldi (via Craig).** The San Francisco Center for the Book tour was last Friday. She’s hoping to do another tour in November, but it’s a long shot so she’s keeping the idea secret for now.

**Vendor Relations – Donna Scott (via Monica).** She’s working hard getting sponsors. Donna wanted to know if she can provide a list of the affiliations of the people who have come to past meetings to a vendor so they can get a sense of the types of people who come to our programs. Heather has given a list already for the one vendor who wants it for the August meeting. No contact information or personal names were requested or given.

**Bayline – Judy Bolstad (via Heather).** Nothing to report.

**Webmaster – Cynthia Matano (via Heather).** Cynthia hasn’t heard anything about the website alignment re-design discussed at the March joint meeting. Cyndi is still hearing it’s going to happen on the Leadership list and at the Annual Conference, but there haven’t been any solid plans yet. Cynthia hopes the Google map addition to the site calendar page is helpful and she’s trying to see if there are other ways to implement features.

**Professional Development – Jana de Brauwere (via Cyndi).** Cyndi gave Jana some program ideas after the Annual Conference and after a recent mid-sized law librarian meeting. Deb Hunt and David Grossman had an idea for a librarian-specific resume workshop. The Mary Ellen Bates Alignment Toolkit will be coming out soon. A lot of the alignment stuff is professional development in nature and could be used for program ideas. Some topics may include how do we determine ROI, what types of statistics do we keep and why, and basic statistics and business math classes.

**Alignment and Ethics Ambassador – Jan Keiser (via Cyndi).** Jan can do a presentation on alignment in September if we want that. This could also be done as part of a professional development program. At the Annual Conference, ethics ambassadors discussed the need for an ethics statement and they are developing that. The Board discussed possibly having Jan do brief updates at the start of chapter meetings. We could get an idea of what she has in mind at the September joint meeting, then she could tailor a short presentation before the October program.

Cyndi will follow up on the idea of doing short presentations before chapter programs.

**Nominating – David Grossman (via Rochelle).** The 2011 slate of officers will be announced in the next Bayline. David is working on the digitization project; he’s contacted everyone he can think of at HQ to find out how their database is structured so he can make a database that plays well with it, but he hasn’t gotten much of a response yet. He’s thinking about seeing if other Nominating Chairs have something similar already or if want to do something similar; if he can get together a group of interested Nominating Chairs perhaps they can form a coalition to push the issue with HQ.

**Archives – Marie Tilson (via Sandy).** Nothing to report.

**Academic Relations – Alys Tryon (via Sandy).** Nothing to report for Academic Relations. Alys is taking over Bayline next year and she wants to make Bayline a blog or an e-newsletter. The Board discussed this possibility. There’s always been a concern with keeping a blog current; someone needs to actively update it. The Board also really likes the current format for long-form articles. Alys can make a formal proposal when she takes over with her arguments as to why we should switch the format. She’ll need to address how it will be kept going after her tenure as Bayline editor is over. A suggestion was made that we could create a blog roll of member blogs on our web site. Alys could have a linked blog where she could report on more frequently updated news. Perhaps she can work with the webmaster next year to incorporate something into the web site. Does HQ have a policy about what external sites we can link to? We should probably wait until the guidelines for the web site re-design come down so we can make sure these changes are in-line with those standards.

**Mailing - Ginny Woodis (via Anne).** Nothing to report.

**Reflector – Linda Yamamoto (via Anne).** Linda notes that it has gotten harder to get current membership information from HQ. She’s also noted an uptick in spam to the listserv, but she’s catching most of it before it is posted. HQ has implemented a new system for getting membership information, but there are still some issues to resolve.

Cyndi will check in with Linda Broussard and Paula Diaz to see what’s going on with membership lists.

**Government Relations – Anne Barker.** The Intersect Alert is still going out on Sundays. Anne is also a member of the Public Policy Advisory Council (PPAC) and she participated in this year’s meeting via conference call as she was unable to attend the conference. As a result of that meeting, the Alert is being copied to all of the other PPAC members. Doug Newcomb, SLA’s Chief Policy Officer, also requested that news items be sent to him more frequently during the week so that he can act on them and post them to the Public Policy blog in a more timely fashion. Anne is now forwarding the items she plans to include in the Alert on a rolling basis as she harvests them. The Board is of the opinion that the SF chapter’s Government Relations committee should be getting some sort of credit on SLA’s Public Policy blog for the time spent curating a personalized news feed. Anne is not entirely certain about this idea or about the best way to approach it.

If Board members have specific suggestions for citing these efforts or broaching this topic they should send them directly to Anne for consideration.

**Old Business.**

The Executive Board approved by e-mail vote the slate of 2011 officers as follows: Mimi Calter for President-Elect, Heather Gamberg for Secretary, and Susan Karplus for Assistant Director of Programs. The Secretary has the e-mail record of the vote.

**Board Approval of Budget.** Rochelle asked SLA HQ and the chapter cabinet chair; chapter recommended practices say we should be approving budgets. Moving forward this needs to be done. We can approve this year’s budget requests via e-mail after the fact.

Monica will send out budgets for approval.

Sandy will check to be sure this is in the Treasurer’s Procedures.

**Proposition to rename Mentor/Mentee function.** Anne presented a definition for “liaison” that does not necessarily imply a third party has to be facilitating the communication between two parties. It was agreed that each Board member as an individual could be a liaison to the Board as a whole. A Motion was made to change the moniker to Board Liaison to Committee Chairs. Motion passed.

**Chapter Purchase of projector for use at programs.**

Heather will follow-up with Susan and Cathy on this research before the end of the year.

**Will the Hospitality chairs continue next year?** Craig reports that Cathy will, but Susan is becoming the Assistant Director of Programs. Cathy will want help and she has someone in mind. The Board supports this and Cathy can ask anyone she wants to help on the committee.

**Division of Labor for Joint Programs.** Cyndi spoke with Craig Cruz about connecting their programs folks with ours. Craig (Griffith) will make contact and ask BayNet if we can switch joint program functions next year so they will get the speaker again and we will plan the rest of the program.

**More New Business.**

**Treasurer’s Report – Monica Ertel.** She has not received an updated Pooled Fund statement.

**Balances as of 7/18/2010:**

Checking: $6,313.83

Pooled Fund: $49,711.36

PayPal: $315.81

Total Assets: $56,341.00

**Programs Report – Heather & Craig.** Craig has some ideas for the October meeting: 1st idea - what’s happening and what’s being done in journalism to keep pace with web changes and staying relevant. The University of California, Berkeley (UCB) has aNews 21 project that includes 12 journalism schools in a coalition with the Knight Foundation. UCB’s specific project is Bay Area Communities at the Crossroads, which mainly deals with local data projects. 2nd idea – getting representatives from the Bay Citizen, MissionLocal.org, SF Chronicle, Examiner, NY Times, and WSJ for a discussion of their slices of the Bay Area news scene and how they are trying to fit in and be relevant. Whichever he doesn’t use now, he could use next year. If we made this an East Bay program (which we really should do), it might be more convenient for the UCB people and the UC professors might have suggestions for locales.

**Awards Nominees - Sandy.** Sandy had a meeting with Tamara and Marie; they want to nominate more people for national awards. We will be nominating for 3 or 4 awards nationally. There were no objections to the nominees discussed.

Sandy will find the criteria for the Horizon Award and the Student Award and codify them.

Sandy will e-mail descriptions of all awards to the Board so we can discuss nominees at the next meeting.

**First Five Years - new Advisory Council position?**

Rochelle will re-send the information about the new program and we can discuss it at the September meeting.

**Proposal for a PR chair – Cyndi.** HQ suggested at the annual conference that a PR Chair might be one of the appropriate people to help with the new "Need to Know" campaign during the 2011 annual conference. Judy Bolstad is interested in what she can do next and Cyndi told her about this new position that we don’t have a description of yet. Judy has compiled the start of a description from a bunch of e-mails Cyndi got and she is very excited about doing it.

The Board should review this draft description and have comments and contributions on it to discuss at the next meeting.

Cyndi and Rochelle will put the document “in the cloud” so we can all edit it.

**2011 Advisory Council vacancies:** Academic Relations, Networking – this can just be absorbed into PR, and Professional Development.

Cyndi will check with Jana about Professional Development.

Heather will check with Cynthia about Webmaster.

Sandy will check with Marie about Archives.

Rochelle will check with David Grossman about Nominating.

Monica will check with Donna about Vendor Relations.

We don’t need a Strategic Planning position for now. Jobline is transferring back to the San Andreas chapter.

The next Executive Board meeting is set for Tuesday, September 28th at 5:00 at a place to be determined.

The meeting was adjourned at 7:58 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Thursday, May 20, 2010

Private Residence, San Francisco, CA

**In attendance:** Sandy Malloy (Past-President); Cynthia Berglez (President-Elect); Rochelle Richardson (President); Heather Gamberg (Director of Programs); Anne Barker (Secretary); Craig Griffith (Assistant Director of Programs); Monica Ertel (Treasurer)

The meeting was called to order at 6:35 pm.

The minutes of the March Executive Board meeting were approved.

**Old Business.**

An interim vote was taken via e-mail on April 4th. The Board approved the following vendor relations package (stimulus bundle) as discussed during the March 31st joint Executive Board-Advisory Council meeting:

2 events sponsored = 10% discount + 2 complimentary ads 3 events sponsored = 15% discount + 3 complimentary ads 4 events sponsored = 20% discount + 4 complimentary ads Sponsoring at the $150 level = Business card size complimentary ad At the $300 level = Quarter page size At the $500 level = Half page size

A sponsor may upgrade to a larger ad by purchasing the difference between the posted price of the desired ad size and the posted price of the complimentary ad.

This package was approved for 2010 only; any extension will need to be revisited and voted upon by next year’s Board.

**Mentor/Mentee Reports**.

**Alignment Ambassador – Jan Keiser (Via Cyndi).** Mary Ellen Bates will be spearheading the Alignment Usability project to organize the materials and roll information out to chapters via the wiki.

**Vendor Relations – Donna Scott (via Monica).** Donna would like more recommendations for vendors to approach for sponsorship.

Monica will follow up with Donna to get the current vendor list that Donna is using.

**Nominating – David Grossman (via Rochelle).** The Nominating Committee met last month and selected candidates for 2011 officers (President-Elect, Assistant Director of Programs, and Secretary). A list of candidates will be submitted to the Board for approval as soon as acceptance letters are received from the candidates. David is hoping to announce the candidates before the Annual Conference.

**Strategic Planning – Marlene Vogelsang (via Rochelle).** Marlene was delighted at the turnout at the student reception.

No other mentees had anything to report.

**Treasurer’s Report – Monica Ertel.** Monica had a small hiccup with PayPal, likely due to her accessing the account while out of country, but this has all been resolved. She just received a bunch of checks from the last event that will need to be added in to the below totals, and she still needs to confirm what we made on the last event which will also be added to our assets.

**Balances as of 5/16/2010:**

Checking: $2,531.55

Pooled Fund: $49,711.36

PayPal: $532.00

Total Assets: $51,240.78

**Programs Report – Heather & Craig.**

There were lots of last minute registrations for the last event. In total, there were about 50 paid registrations, plus some comps and the vendors. It was a good amount of people for the size of the room we were in. Results from the post-event survey - People loved the topic and those that couldn’t attend largely had schedule conflicts. Donna did a great job on the sponsorships. Hospitality did a lot of work, too. Overall, people were pleased with the program.

Heather has scrapped her idea for a program in June. Attendance is low in the summer and it’s just too difficult to pull it together in the time available. The tour of the San Francisco Center for the Book is coming up on July 16th.

The event featuring the San Francisco Bay Area Television Archive (SFBATA) will be in the 2nd week of August. The presenter has noted that the film is older so it might be better to have it displayed on a small screen. The Board discussed the merits of going with a smaller screen venue (like Jillian’s) or a place with a larger screen. Heather is looking into the Commonwealth Club. Jillian’s worked well for a past event with the 5 smallish flat screen tvs for the presentation. The Board agreed that was a good venue for this event and it would be better to keep the content on the smaller screens.

Jana is planning a professional development program for September or November.

October is Craig’s program which he is still looking into. He is exploring options relating to journalism schools and is hoping for a speaker from the University of California, Berkeley. Heather also mentioned that AlterNet is San Francisco-based. Future of journalism panel?

Sandy will send Craig information about some new investigative reporting program she’s heard about.

December is the holiday party. Heather needs to check with the San Andreas chapter to be sure our date won’t conflict with their big 30th anniversary party. She is planning on using Thirsty Bear again and maybe utilizing the pool tables to have tournaments. Could this be a fundraiser for student memberships or just give-aways?

**New Business.**

**Comp Policy for Events.** Heather – Last year the Board decided to comp events for Programs and Hospitality (1-2 comps for Programs, 1 comp for Hospitality). However, we have 2 people doing Hospitality this year. Can we amend the comp policy for this year to say that if both Hospitality people both work on a program, they both get a comp? Discussion about avoiding “Mission Creep”.

Motion for this year only to increase the number of comp tickets to 2 for Hospitality if both Hospitality people work an event, and still retain up to 2 comps for Programs to be used at the Program Director’s discretion.

Motion passed.

**Division of Labor for Joint Programs.** We have two joint programs with other entities each year and the majority of planning for both was on our lap this year. Heather wants to suggest that for next year, we volunteer to do the majority of the work for either the BayNet or the San Andreas joint meeting in order to make our chapter’s responsibility for the 2 joint meetings occur in alternate years going forward. Rochelle notes this may have to be exploratory to see if BayNet is willing to make this change.

Cyndi will discuss the organization of BayNet with Craig Cruz to see who might be the program planner next year. She will also feel out the situation to see if they would be open to this.

Craig will check with the Hospitality folks to see how they are feeling about continuing on the committee next year.

**Chapter Purchase of Projector for Use at Programs.** Susan Karplus has started looking into projector costs and it would cost about $500 to purchase one, plus we would probably need a couple of adapters for different computers (PC vs Mac). What does it cost to rent a projector for every event for a year versus how much it would cost to buy one? It might be worth looking at higher-end projectors that are smaller since someone has to store it and haul it around. It might be possible to find one on Craig’s List or Freecycle. A proposal will need to be drawn up so we can vote on this one-time expense.

Heather will ask Susan and Cathy to look more into costs and options. If they aren’t interested in pursuing this, Heather and Craig will shoulder the responsibility.

**Board Approval of Budget.** Anne noted that this year and last year, the Board did not actively approve the Committee Budget Requests. She presented minutes from past meetings (September 12, 2006 and March 13, 2008) that indicate the Board has had this responsibility in the past. She suggested that it makes sense that the Board should approve the annual budget even if it just means the Treasurer presents the numbers and says it is all in-line with past requests and looks okay with our current assets. Monica agreed that it seemed odd to her that the Board did not approve the budget this year.

Rochelle will follow up with HQ to see what the official procedures for chapters are to see if this is something that fell through the cracks and should be done in the future.

**Proposition to Rename Mentor/Mentee Function.** Rochelle wants to rename this function to something more descriptive and representative of what it is. Re-naming it would also open up those terms should we ever institute a mentor program. Rochelle suggests Board-Council Liaison. The Board discussed whether or not “liaison” is the right word, the ordering of the Board-Council (versus Council-Board), etc.

Craig made a Motion to change the Mentor/Mentee moniker to “Board Liaison”.

Discussion tabled without a vote on the Motion. All Board members should contemplate options and present name ideas; we will have a vote on the proposed names next time.

Everyone should come up with a name idea to vote on at the next meeting.

Rochelle reminded the Board to compile facts and figures throughout the year so we’ll have them when the time comes to write the annual reports.

The next Executive Board meeting is set for Tuesday, July 20th at 6:00 at a place to be determined.

The meeting was adjourned at 8:01 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Joint meeting of the Executive Board & Advisory Council

Wednesday, March 31, 2010

Business Wire, 44 Montgomery Street, 39th Floor, San Francisco, CA

**In attendance:** Sandy Malloy; Cyndi Berglez; Rochelle Richardson; Heather Gamberg; Anne Barker; Craig Griffith; Donna Scott; Monica Ertel; Alys Tryon; Cynthia Matano; Susan Karplus; Jan Keiser; Hilary Schiraldi; Jana de Brauwere

The meeting was called to order at 6:39 pm.

The minutes of the January Joint Executive Board/Advisory Council meeting were approved.

**New Business.**

**Strategic Planning.** Marlene and her committee have finished the Strategic Plan. Rochelle sent it to Cynthia Matano to post it on the web site and Marlene will e-mail it to the chapter membership. Marlene got the committee together 2 years ago, and the membership survey went out last year. The Strategic Plan contains broad ideas that we can put to good use.

**Nominating.** David plans to reconvene the committee in late April or May with goal of having the slate of candidates ready by the Annual Conference. He also plans to start the digitization project in the next couple of months.

**Executive Board Report.**

**Treasurer’s Report – Monica Ertel.**

**Balances as of 3/30/2010:**

Checking: $3,528.87

Pooled Fund: $48,206.08

PayPal: $1,927.55

Total Assets: $53,662.50

Monica received Budget Request Forms from the committees. They all look to be in order. There is a total of $24,130 in expenditures requested, with $21,500 in income projected.

Rochelle reminded committee chairs that there is a 30-day deadline to get check requests in from the date of receipt.

**Programs Report – Heather & Craig.** The joint meeting with the San Andreas chapter will be in May somewhere on the Peninsula. The speaker will be Sarah Houghton-Jan (the Librarian in Black) speaking on mobile applications in the library. The months set for the rest of the programs this year are August, October, and December. Tours, Professional Development, and Academic Relations are welcome to fill in the surrounding months with events.

Neighborhood Dinners in April – Craig is organizing these. Most are planned for the week of April 19-23, but the Marin-Sonoma dinner is coming up on April 13. There will be 5 in San Francisco and another 8 or 9 outside of the City. He’s still waiting on 7 people to provide final details; he’ll send out an e-mail to the membership about the dinners as soon as he gets that information.

**Membership Report – Cyndi Berglez.** Cyndi has started doing Happy Hour functions. 13 people came out for first one, including 3 students. One of the students sent a thank you e-mail afterwards and just signed up as a member. Another is interning at a member’s library. The next one is coming up on April 28th and is a joint function with NOCALL. These events are very easy to do and everyone is encouraged to host one.

**Committee Reports.**

**Academic Relations - Alys Tryon.** The next open office tour is next week with Camille Reynolds at Nossaman Guthner Knox & Elliott LLP. It is fully booked with 2 people on the wait list. Alys will see if she can get them in; she noted that the first tour had about a 50% cancellation rate. There will be another tour on May 26th with Jaye Lapachet at Coblentz, Patch, Duffy & Bass LLP. She has scheduled a new member/student dessert reception for May 6th or 7th at the Mechanics Institute. She wants to get the invitations out in next week. Rochelle made recommendations for future tours: Marlene Vogelsang at PG&E, Tamara Horacek at Dolby. A physical library is not a requirement for a tour.

**Tours - Hilary Schiraldi.** Hilary has a tour lined up in July at the San Francisco Center for the Book in the Mission. It is a studio where artists make art books and art printing. There will be 2 artists in the studio and people will have a chance to work the presses. There is a limit of 30 registrants. Hilary has also had people request a tour of the Mechanics Institute so she is looking at that.

**Professional Development - Jana de Brauwere.** Jana has already had 2 events this year; they were the last of the series of 4 mini-programs on career development/search. She had 20 attendees for both programs, mostly students, recent grads, and unemployed members. The surveys were very positive, but she feels the topic has been exhausted. The fee was only $15 which made it very accessible. She’s thinking of doing a resume writing workshop later in the year that would be a few hours long. She’s not sure if she should use a speaker they’ve used before who is a recruiter and has lots of very good general advice, or if she should find someone who focuses on librarians and information professionals. She’s going to try to find a presenter to focus on the latter.

**Hospitality - Susan Karplus.** Susan is working on finding a venue for the joint meeting with the San Andreas chapter, but no place she’s found meets the allocated cost for the event and she’s not quite sure how they’re going to be able close that gap. Heather sent the list of venues to the San Andreas leadership for their thoughts. Rochelle encouraged Heather and Susan to start expanding the search to places in San Francisco, too; they should not feel locked into the idea that this must be on the Peninsula. It was also clarified that this can be either a sit down dinner OR heavy appetizers. Susan will look at the SFO Airport Museum which has been well-received in the past. She can also check into Jillian’s at the Metreon to see if they have a larger room than we’ve used for past events.

**Webmaster - Cynthia Matano.** Cynthia encourages committee chairs to send events to her to add to the web site. She’s been looking into adding Google Maps to the calendar to help people with directions. She is going to change back to the old logo now that it is not the centennial anymore. The SLA webmasters are having a discussion and doing a survey in order to unify the logos and branding being used across chapter and division web sites. Cyndi Berglez mentioned seeing a presentation slide at the leadership summit that showed a wide variety of unit logos, and Sandy Malloy mentioned that unification of the logos is part of the alignment project.

Cyndi Berglez will send information on the Happy Hours for posting.

**Vendor Relations – Donna Scott.** Donna had a meeting with Sandy Malloy, Marlene Vogelsang, and Richard Geiger to brainstorm. Lots of the vendors on Richard’s list of 7-8 people are saying they are not going to sponsor this year. Sandy gave some new names and Donna is following up with them. Donna has found it is very helpful to have a referral from one of the vendor’s clients. She has called all the contacts she has been given. She will also be meeting with Tony Landolt.

All Board and Council members are asked to think about the vendors we work with and give Donna their contact information. It would be helpful if we were contact them first and say Donna will be contacting them. Donna can also provide a packet of sponsorship information that can be forwarded to them directly.

Discussion of the bundle proposal. Marlene came up with the initial proposal specifically for one particular vendor and wants approval to send it to her contact tomorrow. Further discussion of the proposal ensued. The Board strongly feels that if we are going to a offer special pricing package we need to have a set package in place so that each vendor can be dealt with on a level playing field. Donna is concerned about requiring sponsorship of 4 programs for the package. Craig suggested a set of packages as follows: 10% off for 2 event sponsorships, 15% off for 3 event sponsorships, and 20% off for 4 event sponsorships, plus a free ad for each meeting they sponsor. The included ads would be: Business card size at the $150 level, ¼-page size at the $300 level, and ½-page size at the $500 level. A sponsor may upgrade to a larger ad by purchasing the difference between the posted price of the desired ad size and the posted price of the complimentary ad. It was noted that the discount level agreed upon at the Executive Board meeting, which was based upon the higher retail value of speaking at 2 events, meets Marlene’s suggested price within a few dollars.

Rochelle will write up the outlined sponsorship packages for an e-mail vote by the Executive Board and provide them to Donna as soon as possible so that Marlene can make her pitch.

It is noted that the sponsorship bundle is only for 2010 and will need to be re-approved by the Board next year if the deem it appropriate to do so.

**Ethics Ambassador – Jan Keiser.** Nothing to report. Jan found job descriptions on other chapter web sites. She will edit them for our chapter and write one up. It can be posted online.

**Alignment Ambassador – Jan Keiser.** Nothing to report. Jan found job descriptions on other chapter web sites. She will edit them for our chapter and write one up. It can be posted online.

**Bayline – Judy Bolstad (via Heather).** Nothing to report. Heather has edited the next Bayline and it looks great. The next Bayline has no ads, so there’s plenty of room.

**Mailing – Ginny Woodis (via Anne)**. Nothing to report.

**Government Relations – Anne Barker.** The Intersect Alert is still going out weekly. The Sunshine Week was March 26th at the Sir Francis Drake Hotel. It was success; only 14 people pre-registered, but 26 people came; most of them were NOCALL members. Anne will be putting out a survey to see if SLA people did not come due to schedule or due to topic. If the former, Government Relations needs to schedule the event for an evening next year regardless of what NOCALL plans; we have done daytime events every Sunshine Week so far and SLA members are generally better able to attend evening programs. If the latter, there may not be a big enough return on investment to warrant Government Relations’ time. We could help publicize NOCALL’s event, but not be an active planner. Anne would also like to be sure this event, should it continue, remain the main program event in March so we don’t overload members with too many events.

The next Joint Executive Board/Advisory Council meeting will be Tuesday, September 28th at 6:00 pm at a place to be determined.

The meeting was adjourned at 8:02 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Wednesday, March 31, 2010

Business Wire, 44 Montgomery Street, 39th Floor, San Francisco, CA

**In attendance:** Sandy Malloy (Past-President); Cyndi Berglez (President-Elect); Rochelle Richardson (President); Heather Gamberg (Director of Programs); Anne Barker (Secretary); Craig Griffith (Assistant Director of Programs); Monica Ertel (Treasurer)

The meeting was called to order at 5:08 pm.

The minutes of the January Executive Board meeting were approved.

**Old Business.** The Executive Board agreed by e-mail vote to make a $300 commitment to the West Coast Chapters Reception. The Secretary has the e-mail record of the vote.

**New Business.**

**Vendor Relations Business**. Donna did not know she needed to prepare a budget, but she had a meeting with past vendor relations volunteers in order to discuss plans and brainstorm. Sandy paid for it with $36 of her own money. Will the chapter approve a reimbursement and, if so, under which committee budget? Monica is okay with it going under Sandy’s budget. Heather mentioned it could also go under Programs as Vendor Relations is an auxiliary committee.

A motion was made to approve the one-time expense and attribute it to the Programs budget – Motion approved.

Monica will follow up with Donna to get a budget from her for the rest of the year.

Monica has a proposal from Vendor Relations. Donna is proposing a special package pricing in which a sponsor can get 3 dinners and 4 ½ page ads for $1,500 instead of $1,640. The vendor could also make a short presentation at 2 of the 3 meetings. Anne noted that if they can speak at 2 meetings that actually brings the retail value up to $1,840, so it’s a better deal.

Discussion of how much money we have gotten in vendor sponsorships in past years; how much lower is it now and why has it fallen off?

Do we want to offer a sponsorship package deal? Heather is not sure it is important to offer one. Rochelle thinks it might be. Anne mentions it could be good for 2 reasons. First, we can lock sponsors in for 3 meetings without having to keep going back for multiple requests. Second, it can be seen as a good will gesture given the state of the economy.

Also, Donna can go back to people who have said no before and offer them the new package. If they still say no, Donna should ask them why and what we can do to win them back if they are past sponsors.

We might also want to scale the package back to have one package for the larger vendors and another one for the smaller ones, much like the different sponsorship levels we already have.

Heather agrees with the concept; she just wanted to be sure we were wheeling and dealing for a good reason.

Vendor Relations should create 2 packages for the 4 remaining meetings instead of 3 at 20% off the “retail” price. We need to make sure this is based upon the correct retail price for the number of speaking meetings they get.

Rochelle will create the 2 packages outlining what we have discussed and send them to the Board for an e-mail vote.

**Strategic Planning Update**. Marlene and her committee have finished the Strategic Plan. Cynthia Matano will post it to the web site.

**Nominating Update.** David plans to reconvene the committee in late April or May with a goal of having the slate of candidates ready by the Annual Conference. He also plans to start the digitization project in the next couple of months.

**Treasurer’s Report – Monica Ertel.** Monica had a meeting with Mimi to hand over the Treasurer’s duties, but will likely need another meeting to get fully up to speed.

**Balances as of 3/30/2010:**

Checking: $3,528.87

Pooled Fund: $48,206.08

PayPal: $1,927.55

Total Assets: $53,662.50

**Programs Report –Heather & Craig.**

Neighborhood Dinners in April – Craig is organizing these. There will be 5 in San Francisco and another 8 or 9 outside of the City. He’s still waiting on 7 people to provide final details; he’ll send out an e-mail to the membership about the dinners as soon as he gets that information.

The joint meeting with the San Andreas chapter will be May 11th or 12th. They have agreed upon a speaker – Sarah Houghton-Jan (the Librarian in Black). Heather sent information about the meeting to Donna for sponsorship. Heather also sent the relevant information to hospitality to find a venue. The lowest price venue they’ve found so far is $3,000 to $4,000. This is a challenge because San Andreas’ policy is that they have to break even on programs. Heather also notes this is a difficult year because our chapter is the planning chapter for both this joint meeting and the joint BayNet meeting. It would be good to split these up to alternate years if we can. At a minimum, we should make sure the meetings are not scheduled one right after the other. Perhaps next year Craig can arrange to be the main planner of the joint BayNet event so that we can get these on a alternating schedule.

Heather decided the remaining programs will be in August, October, and December, so that Vendor Relations can work on selling the package. December will be the holiday party. Craig is working on October and Heather has ideas for August.

**Membership Report – Cyndi.** Cyndi has started doing Happy Hour functions. The first one had 3 students. One of the students sent a thank you e-mail afterwards and just signed up as a member. The next Happy Hour is coming up on April 28th and is a joint function with NOCALL. These are great no cost, easy events. They can be done every month if we want to.

The next Executive Board meeting is set for Thursday, May 20th at 6:00 at Cyndi’s house.

The meeting was adjourned at 6:07 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Joint San Andreas / San Francisco Chapter Executive Board Meeting

Wednesday, February 10, 2010

Noeteca Cafe, 1551 Dolores Street, San Francisco, CA

**In attendance:** Sandy Malloy (SF Past-President); Cynthia Berglez (SF President-Elect); Rochelle Richardson (SF President); Anne Barker (SF Secretary); Craig Griffith (SF Assistant Director of Programs); Monica Ertel (SF Treasurer); Donna Kleiner (SA Secretary); Helen Losch (SA President); Vicki Garlow (SA Program Director); Luisa Claeys (SA Treasurer); Jean Bedord (SA Program Director); Kathleen Gust (SA President-Elect)

The meeting was called to order at 6:12 pm.

The minutes of the last year’s joint meeting were approved.

**Program Planning.** Last year’s joint program was in May, but there is no set month. Heather Gamberg submitted a request to HQ for a board speaker; they will let us know this week or next if we are getting one. The chances are low unless we are willing to pay for the person to travel. Plan A is someone from HQ. What is Plan B? Craig discussed the SF chapter’s program ideas for the year: says Heather’s ideas are: Twitter – use in an organizational setting, maybe Biz Stone; Mobile content and delivery – no idea for speaker; Web 2.0 for tough times – Camille & Jaye’s Internet Librarian presentation – how to use tools in the organization; Ken Haycock – retiring from SJSU; a Hollywood Librarian viewing; Anne Caputo – if we can get a board speaker; net neutrality – any ideas for speakers?; future of journalism – UCB journalism school.

Jean noted Ken Haycock is retiring in May and then leaving for Vancouver – so we’d need to move quickly. Also he’s more focused on school & academic libraries, followed by public. What about a program on LOCKSS – lots of copies keep stuff safe?

Jean handed out a calendar with SA’s potential program ideas: 30 year San Andreas chapter celebration; Design a Program – SJSU student contest / SJSU Panel with David Midyette; Career Agility speakers; Could we have an event at the Stanford Engineering Library – possibly, but not until after the move; Gilead Library tour; El Camino Hospital Library tour; Sarah Houghton-Jan – Librarin in Black blogger, digital futures; Mobile apps – need to identify a speaker; Enid Davis (Harker School) – Innovation in Teaching; Karen Schneider – Free Range Librarian blogger, open source software; Pecha Kucha – 20X20, alternative careers in different industries; Kaliya Hamlin – Identity Woman / Geek Unconferences; Text Mining – Vendor panel?

The shared responsibilities for joint meetings was discussed. It is confirmed that the chapters split the costs and revenues, but the primary responsibility for venue, speaker and related planning lies with the organizing chapter, including soliciting vendors. This year’s meeting is to be planned by the SF chapter.

There is a mid-January deadline to request speakers from HQs. President-elects take note of this for next year.

Jobline will be transferred back to SA next January for a 2 year stint.

Next year’s Joint Board Meeting will be SA chapter’s responsibility. Think about Redwood City and Menlo Park Library public meeting rooms as potential venues.

**West Coast Chapter Reception.** Tentatively scheduled for Monday June 15th, 5:30-7:30. Location TBD but near the convention center. Last year we had lots of sponsors so the cost per chapter was only $58. What are we willing to commit this year? The planning chapter is asking for commitment of $300-$500 per chapter. The Pacific Northwest chapter has said they could provide up to $300. SA & SF made similar commitments last year. Each chapter’s president needs to get back to them with a specific dollar amount we can commit to.

**Brain storming ideas – how to support the vendor relations chair.** Tips on how and whom to solicit sponsorships. Helen mentioned that vendors have cycles of when they’ll have money available. Sometimes they’re already tapped out. Vendors want to know what the event is, how many people will be there, and what advertising they will get. Some of this information may be hard to provide in advance. Craig added that vendors want to know the break-out of attendee subject specialty, i.e. what type of librarians will be there. It also helps to have co-chairs, but this is not always possible. It also helps if the person asking is a buyer of those services. Anne suggested developing a chapter network of members and the types of vendors they use; the vendor relations chair could access that network to ask members to make contact with appropriate vendors on a case-by-case basis?

**Other Business.**

Luisa noted that the SA Treasurer is also the archivist and asked if SF has any trouble with locations to store the archives. SF chapter archives are stored at the University of California, Berkeley.

The meeting was adjourned at 7:16 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Joint meeting of the Executive Board & Advisory Council

Wednsday, January 13, 2010

Townsend & Townsend & Crew LLP, Two Embarcadero Center, 8th Floor, San Francisco, CA

**In attendance:** Sandy Malloy; Mimi Calter; Cynthia Berglez; Rochelle Richardson; Heather Gamberg; Barbara Janis; Anne Barker; Craig Griffith; Donna Scott; Monica Ertel; David Grossman; Marlene Vogelsang; Kelley Shields; Alys Tryon; Cynthia Matano; Marie Tilson; Susan Karplus; Ginny Woodis; Anne Hall; Jan Keiser; Julie Takata

The meeting was called to order at 6:06 pm.

The minutes of the September Joint Executive Board/Advisory Council meeting were approved.

**New Business.**

**Mentor Assignments.** Mentor/Mentee assignments were reviewed and changes noted. Craig and Heather will switch mentees. We added Jobline as a mentee to the Treasurer. Note, Jan Keiser is also Alignment Ambassador.

Rochelle will send out revised Mentor Assignment sheet.

Important chapter dates noted.

**Executive Board Report.**

**Treasurer’s Report – Mimi & Monica.** Mimi has not yet received 4th quarter numbers for the Pooled Fund. Hopefully this will bring our total assets a bit higher as the investments have been going up recently. In spite of the dire year, we did not lose more than we expected to lose last year; we forecast a loss of $7,000, our actual loss was $6,584.68, perhaps less depending upon the Pooled Fund amount.

**Balances as of 12/31/2009:**

Checking: $6,612.11

Pooled Fund: $41,678.79

PayPal: $2,299.21

Total Assets: $50,590.11

Mimi sent out Budget Request Forms along with a spreadsheet showing budgeted and actual committee incomes and expenses for the last 3 years. Committee Chairs should think big picture about what their committee wants to do this year, how much it will cost, and what has been requested in the past. Do not just go with the old numbers; if there is something special they want to do or a tool they need to purchase that should be incorporated into the budget request.

All - Budget requests are due February 15th.

**Programs Report – Heather & Craig.**

Neighborhood Dinners – Heather has selected the week of April 19-23 for the neighborhood dinners because it doesn’t conflict with any holidays.

Jana is planning a couple of professional development workshops coming up in January & February. She’s working on another one for the fall.

A Sunshine Week event is scheduled for March 26th.

The first dinner program of the year is February 2nd; it is a joint meeting with BayNet in Berkeley. The speaker will be George Oates from the Internet Archive’s Open Library project.

**Membership Report – Cyndi.** We have 2 new members. Cyndi sent Rochelle’s welcome e-mail offering a free program registration. We have 344 members total as of the November report. There was a sharp decrease at the end of the year. The San Andreas chapter has 159 members.

Any ideas for ways to reach out to students and other potential new members?

Cyndi will follow-up with Alys on ideas for student outreach.

**Committee Reports.**

**Marie Tilson – Archives.** Marie finally got a chapter membership list from HQ, but it is undated and incomplete.

Cyndi & Rochelle will bring up the difficulties in getting this information at the Leadership Summit with Director of Membership Paula Diaz.

**Strategic Planning – Marlene Vogelsang.** The committee conducted a chapter survey last year with over 30% member response. The chapter continues to function well and can change with the times. The strategic plan is intended to pull some things together and make suggestions going forward. She expects that the committee can continue to be nimble and re-write it a bit to align with the alignment project. A draft was handed out. Heather will write a final version based on feedback. The chapter is in good shape.

Marlene will send the draft strategic plan out electronically and solicit more feedback.

**Mailing – Ginny Woodis.** It costs about $111/year to print and send out 6 paper bulletins. She has also been picking up payments for Jobline from the chapter PO Box.

**Hospitality – Julie Takata.** Nothing new to report, but continually looking for more venues. Suggestions gratefully accepted. East Bay and San Francisco and close to public transit.

**Alys Tryon – Academic Relations.** Had first open office tour hosted by Jan Keiser. It went well and they are hoping to do more this year. Alys is exploring an idea for a student/member mentor/mentee program and she wants to talk to people for ideas. Alys is at San Jose State University, but she does not know anyone at the University of California, Berkeley. If anyone has contacts or someone to talk to, please pass it along.

**Nominating – David Grossman.** They will be starting earlier this year in the search for officers. They are soliciting ideas for committee members and for 2011 officers. For 2011, they need President-Elect, Secretary, and Assistant Director of Programs. David will put a notice in Bayline in April asking for nominations. David

is also hoping to get started on the project to automate nominating committee records. He needs to go to HQ to request an electronic version of their database of our members and he wants to get a feed from HQ each year. If he is not able to get this from HQ, he’ll just start digitizing our own notebooks.

**Ethics Ambassador – Jan Keiser.** Nothing to report. If anyone has any ideas of what the Ethics Ambassador should be, pass them along.

**Alignment Ambassador – Jan Keiser.** She has not gotten any information since before the holidays.

**Government Relations – Anne Barker.** The Intersect Alert is still going out weekly. Her new committee member has committed to helping through the end of March, but will then step down. The Sunshine Week event is scheduled for March 26th at the Sir Francis Drake Hotel. It will be jointly sponsored with NOCALL’s Government Relations Committee and will be held the morning before NOCALL’s Spring Institute begins. Ideas for the local panel of speakers are being discussed.

**Vendor Relations – Donna Scott.** Donna will start making contacts this week and will get in touch with Richard.

**Awards - Barbara Janis.** 3 awards will be given at the next chapter meeting on February 2nd.

**Jobline – Kelley Shields.** They have posted one listing so far this year. They had about 22 jobs last year and hope for more this year. Any ideas about alert mechanisms? She set up a Twitter account, but it has not been announced yet. Other suggestions? LinkedIn? FaceBook? Postings to the discussion list were discussed. It is okay to send an e-mail to the discussion list that has just the position title, company, location, and a link to Jobline, with additional language saying this is an official Jobline announcement and others may not to use the discussion list to post jobs.

Kelley will run this by Linda Yamamoto and get her input.

**Webmaster - Cynthia Matano.** She met with Katie and Heather once, but hasn’t spoken to Katie recently. Katie will update the web site with the next event registration details and sponsorship levels, but anything further will go to Cynthia.

**Tours – Anne Hall.** Anne met with incoming Chair Hilary Schiraldi in the fall and passed off materials. They have tons of ideas for tours, but they need contacts to help facilitate the arrangements. Please send ideas to Hilary. She’s very excited and planning to have a tour soon. Rosemary Hardy is going to keep helping with food and set-up.

The next Joint Executive Board/Advisory Council meeting will March 31st at 6:30 pm at a place to be determined.

The meeting was adjourned at 7:01 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Wednesday, January 13, 2010

Townsend & Townsend & Crew LLP, Two Embarcadero Center, 8th Floor, San Francisco, CA

**In attendance:** Sandy Malloy (Past-President); Mimi Calter (Outgoing Treasurer); Cynthia Berglez (President-Elect); Rochelle Richardson (President); Heather Gamberg (Director of Programs); Barbara Janis (Past-President); Anne Barker (Secretary); Craig Griffith (Assistant Director of Programs); Monica Ertel (Treasurer); Donna Scott (Vendor Relations Chair, non-voting)

The meeting was called to order at 4:58 pm.

The minutes of the November Executive Board meeting were approved.

**Mentor Assignments.** Craig and Heather will switch mentees. We added Jobline as a mentee to the Treasurer. Otherwise all approved.

Rochelle – Will update the Mentor Assignment sheet.

**Advertisements and Sponsorships.**

The advertisement rates for 2010 are set to be:

Size 1 issue/5 issues

business card $40/$180

¼ page $85/$383

½ page $135/$608

Full page $250/$1,125

Sponsorship levels for 2010 are set to be:

$150/$300/$500

Motion made to approve rates – Motion approved.

Important chapter dates noted.

**Joint Board Meeting with San Andreas** – Rochelle is still waiting to hear back from San Andreas to decide on a date. Aiming for the second week of February (the 9th, 10th, or 11th) or maybe the 17th.

**Treasurer’s Report – Mimi & Monica.** Mimi has not yet received 4th quarter numbers for the Pooled Fund. She needs to submit the annual report to HQ, but can’t do that until those numbers come in. In spite of the dire year, we did not lose more than we expected to lose last year; we forecast a loss of $7,000, our actual loss was $6,584.68, perhaps less depending upon the Pooled Fund amount.

**Balances as of 12/31/2009:**

Checking: $6,612.11

Pooled Fund: $41,678.79

PayPal: $2,299.21

Total Assets: $50,590.11

**Programs Report –Heather & Craig.**

Neighborhood Dinners – Heather has selected the week of April 19-23 for the neighborhood dinners because it doesn’t conflict with any holidays.

Jana is planning a couple of professional development workshops coming up in January & February. She’s working on another one for the fall, as she will be gone this summer.

A Sunshine Week event is scheduled for March 26th.

The first dinner program of the year is February 2nd; it is a joint meeting with BayNet in Berkeley. The speaker will be George Oates from the Internet Archive’s Open Library project.

Leftover ponchos from the holiday party – Deb Hunt wants to bring some to the Board and SLA staff at Leadership Summit. Sandy suggested also giving them to the host chapter. Okay to give away the leftovers, but Sandy demands a group picture of recipients holding them up.

Cyndi and Heather will connect to see if Cyndi can deliver them to Deb tomorrow. Otherwise, they will need to be shipped.

**Membership Report – Cyndi.** We have 2 new members. Cyndi sent Rochelle’s welcome e-mail offering a free program registration. We have 344 members total as of the November report. There was a sharp decrease at the end of the year. The San Andreas chapter has 159 members.

**New Business.**

Judy Bolstad is requesting funding to upgrade Adobe InDesign from Version CS to Version CS4. It costs $199 as a downloadable upgrade. She has been using Version CS2 through work, so the SLA chapter version will need to be upgraded by the time she passes Bayline on to another person. Mimi says this should be added to her budget request.

Pending that budget request, a Motion was approved to upgrade the software.

Judy is also asking if we can pay for Alys Tryon to take some InDesign classes in preparation for the turnover. She is looking for classes and costs. This is generally okay, but we’ll need to approve it once a cost is established. This should also be put in the budget request. Barbara pointed out that SLA has InDesign training behind the firewall. Alys should look at those offerings first.

Rochelle will pass this information along to Judy and Alys.

The turnover meeting is set for Wednesday, March 31st at 5:00 with a location to be determined.

The meeting was adjourned at 5:35 pm.

Respectfully submitted,

Anne N. Barker

SF-SLA Secretary