**San Francisco Bay Region Chapter**

**Meeting Minutes, 2013**

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Thursday, November 14, 2013

Kilpatrick Townsend

San Francisco, CA

**In attendance:** Mimi Calter (Past-President); Anne Barker (President); Kim Ewart (Assistant Director of Programs); Donna Purvis (Secretary).

The meeting was called to order at 6:15 p.m.

The minutes of the September Executive Board meeting were approved with corrections.

**Action Items from Previous Meeting:**

Memo of Understanding (MOU) between BayNet and San Francisco Special Libraries Association Re: Joint Meetings was approved.

SV Chapter has to wait for next Board meeting in December to approve the requested amendments to the MOU regarding filming and SIIA member rates.

New Tours Chair: Heather Heen.

Send a message to the Chapter discussion list encouraging non-members to join. Cindy to send out, but has not done it yet.

LinkedIn recommendations for Liaisees reminder and check in with those in attendance.

**Old Business:**

Bayline Digitization –

Email vote 10-31 to 11/2: The Board approved a one-time budget request of $2500 for the Archives committee to complete a special project of having the internet Archive digitize the chapter's historical Bayline collection.

**Membership Report (Cindy - Anne reported for Cindy)**

Current Members: 279

Cindy will send an update on the status of membership analysis project.

**Past-President Report (Mimi)**

Awards Nominees are in 4 categories:

Quarter Century Club - George Plosker

Professional Achievement - Monica Ertel

Horizon Award - Lisa Ngo

Student Award - Lauren Reid

Committee has decided to continue practice of calling nominations from the listserv.

Board Procedures update: She hasn't received any more recent comments so she is considering posting them with edits on the website. She will first circulate the edited copy for approval vote. Discussion about would it be best in PDF or Word. Will decide once we decide on how to archive e-mail discussions.

**Treasurer Report (Deb - Anne reported for Deb)**

Finances are doing really well. Almost 4k in the black, although the holiday party and awards expenses are not yet included. Deb is expecting another $650 from sponsorships for the holiday party.

**Balances as of 11/13/13**

Checking: $11,566.34

Pooled Fund: $35,857.72

PayPal: $307.92

Total Assets: $47,731.98

**Programs Report (Hilary – Kim made report)**

Lining up speaker for January event. Possible speaker is Heather at the California Digital Library. Date will be January 23.

**Holiday Party (Anne**)

Dave Grossman and Deb will be doing a book signing at the holiday party. SV will be giving away the book at their holiday party, but we decided to put our funds elsewhere.

**Western Chapters Reception Procedures & Guidelines (Hilary and Mimi)**

Trying to decide how to the document should be presented - as a MOU or an appendix.

Past “Lessons Learned” documents will be included as an appendix.

Document is probably at the stage to send out to the Board for review.

**Options for Archiving Board Email Discussions (Anne)**

Kim had some questions on exactly what are needs are. Do we need a file management, e-mail archives, etc?

Anne did a demo of what we could do with Outlook and SkyDrive. SkyDrive is what Archives is using now. We will use this as a proof of concept demonstration until we make a final decision on what platform to use.

Raffle Items for Holiday Party - scholarship fund - decided not to do a raffle. Solicit donations at the holiday party instead.

**Liaison Reports**

Tours. November 20 tour at the Federal Reserve Bank Library and Archives.

Archives. Internet Archives’s San Francisco scanning facility had a fire last week which destroyed the four bound volumes of our newsletter which we had brought there for a test scanning. The good news is that they were already scanned.

Donna will tell Cathy we would like to have the newsletters reprinted and bound. Ask her to see if the vendor will cover this at no cost.

Sponsorships. Anne had a question under sponsorships. Question came up if a sponsor could bring a guest to the holiday party at no cost. Normally sponsors only get one free registration, but since George Plosker asked the question and he is an award winner, he can bring his wife in that capacity - but he hasn't be made aware of the award yet.

Once George knows he has won the award, Kim will confirm with him that sponsors get one free event registration so that the policy is clear for future events.

Networking. Thinking about plans for next year, possibly a reading club or walkathon.

Government Relations. Mari Clark and Claressa Mazzetti will help with Intersect Alerts on 2014.

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Public Relations. Heather will be announcing award winners by press release right after the Holiday party. She recently announced the 2014 board members.

Meeting adjourned at 7:40 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Wednesday, September 18, 2013

San Francisco, CA

**In attendance:** Mimi Calter (Past-President); Anne Barker (President); Cindy Hill (President-Elect); Hilary Schiraldi (Director of Programs); Kim Ewart (Assistant Director of Programs); Donna Purvis (Secretary).

The meeting was called to order at 5:29 p.m.

The minutes of the July Executive Board meeting were approved.

**Old Business:**

Name of Vendor Relations has been changed to Sponsorships. Vendor Appreciation Award is changed to Business Partner Appreciation Award.

Final cost to chapter of Western States Reception was $250.00

**Action Items from Previous Meeting:**

Western States Chapter Reception Procedures and Guidelines: Hilary and Mimi will do these in November.

Finalize collaboration with Software & Information Industry Association (SIIA). Local SF group to share member rates and promotion for programs. Anne reported this is a go and will start with the September program.

Send a message to the Chapter discussion list encouraging non-members to join. Cindy will do this next week.

Amend Current Nominations Procedures – this year was business as usual. Next year they will put out a call for nominations before the Nominations Committee meets to select slate.

LinkedIn recommendations for Liaisees – Anne put out a reminder.

Seek short-term volunteer to help Cindy with membership analysis – Rory Dougan (SJSU) volunteered to help Cindy. It was suggested that they connect with the Illinois Chapter to see

what utility they are using to create a heat map of membership based on zip codes. HQ may also be able to help, but shouldn’t be waited on.

Discussion with SV Chapter regarding Joint Meeting policy on filming – Anne brought it up with Phil and he expressed some reservations to adding it to the guidelines, but agreed to bring it up with their Board.

Demo of Google Docs and exploration of SkyDrive for possible ways of recording Board e-mail discussions. Other priorities put this on the back burner. Will discuss at the November Board meeting.

**Membership Report-Cindy**

Current Members: 276

**Past-President Report (Mimi)**

Mimi is working on updating Board Procedures and she reminded everyone to review the procedures and provide comments and suggestions.

Awards: She has put together an Awards Committee and they are seeking nominations.

A volunteer went through Bayline to review past award recipients and past events.

**Treasurer Report-Deb**

**Balances as of**

Checking: $12,540.70

Pooled Fund: $34,773.80

PayPal: $352.94

Total Assets: $47,667.44

**Programs Report-Hilary**

BayNet Joint Program Guidelines – BayNet requested a similar policy to the one agreed upon with the Silicon Valley Chapter. The BayNet Board met yesterday and approved it. Anne passed out a draft of the policy.

Cindy pointed out No. 6, Sponsorships needs to be clarified. We need to know who is going after the sponsor. Also No. 2 was discussed. SIIA should be treated as members per our agreement.

Anne will request these changes of BayNet. She will also re-connect with SV to add the SIIA language to that policy and follow-up on the video recording issue.

**Liaison Reports**

Anne asked if there were any reports for liaisons who would not be at the following Advisory Council meeting. None were given.

Anne mentioned we need to review the Advisory Council positions for next year and she handed out a list of current Advisory Council Chair assignments for 2014.

Anne reminded everyone that Annual Reports were due to her by November 4, 2013.

Meeting adjourned at 6:00 pm

Respectively submitted,

Donna Purvis

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Thursday, July 11, 2013

Kilpatrick Townsend & Stockton

San Francisco, CA

**In attendance:** Mimi Calter (Past-President); Anne Barker (President); Cindy Hill (President-Elect); Hilary Schiraldi (Director of Programs); Kim Ewart (Assistant Director of Programs); Debbie Jan (Treasurer)

The meeting was called to order at 6:05 p.m.

The minutes of the May Executive Board meeting **were approved with corrections.**

**Old Business**

Western States Chapter Reception:

The Board voted via e-mail on June 7th to approve spending up to $250 on the Western Chapters Reception in the event sponsorship dollars on-hand were insufficient to cover costs. We are awaiting a final report on the reception, including costs, from the Sierra Nevada Chapter reception planners.

Student Conference Travel Stipend Award:

The Board voted via e-mail on June 25-26th to approve the creation of a Student Conference Travel Stipend Award, beginning in 2014, of up to $750 to cover costs associated with attending the SLA Annual Conference, as detailed in the description (attached). The stipend will fall under the Awards Committee budget. Following the initial stipend year, although the award will be funded under the subsequent year's budget, the Board should make a decision annually by the November Board meeting whether or not it will be feasible for the award to be funded the following year; the availability of the stipend award should be announced to the chapter members by the first week of December annually.

May Action Items:

• Anne has been in touch with the SIIA INFO Local: San Francisco Chairs regarding partnering on events. National staff are interested in partnering. Local contact has not been in touch yet. Further conversation to come.

• Anne e-mailed western states chapters leaders looking for a procedures manual for working on the annual reception. It seems clear there isn’t one. Anne is compiling comments she is receiving from leaders, and will forward them to Mimi and Hilary.

o Mimi and Hilary will compile comments and recommended procedures into a manual. The manual will include an appendix of “lessons learned” reports from past receptions.

• Cindy has drafted a message for the discussion list reminding subscribers that they should join the chapter. o Cindy will send her message on Monday.

• Anne has surveyed those who participated in the Conference Buddy Program. One mentee was very enthusiastic. There were a variety of recommendations from the mentors, including circulating tips for first timers to the website in advance of the sessions. Overall feedback was good, and we agree it should continue next year.

• Becky (Webmaster) is looking into how we would add a scholarship donation option to the PayPal registration page. She hasn’t done this before, but there should be a way. Aiming to have it done before registration opens for the student / new member reception.

• Demo of Google Docs – Postponed due to full agenda.

**Membership Report - Cindy**

Current membership is 284.

Membership is remaining steady or dropping very slowly. Average adding 6-8 new members each month; but dropping 7-9.

43 of our current members are students; 18 are retired.

We received 3 new members this month; one joined specifically because of the KM division, another is in Foster City, the last in Mountain View.

Should we get a volunteer to analyze chapter membership data for the geographic locations of our members, and other metrics, for recruiting and program planning purposes?

o Anne will look for a volunteer to work with Cindy on this short-term project.

**Status of New Member/Student Reception - Cindy**

No new news. Shelli and Cindy are working on finding a time to talk.

**Awards Report – Mimi**

Awards committee will be Mimi, Cindy Hill, Cyndi Berglez, and Barbara Janis.

Mimi will send a series of notes to the chapter over the next few weeks/months describing the various awards that the chapter offers and asking for nominations.

**Procedures Update - Mimi**

Executive Board procedures and Governing Document with comments and edits from Mimi and Anne is posted on SkyDrive for review.

There’s language in the Governing Document stating “No chapter member may serve on one committee for more than six consecutive years.” There are several advisory council members who have done so – the Executive Board is in favor of changing this language. Changes to the Governing Document will need to be approved by HQ.

Anne and Hilary discussed revamping the Programs procedures to include more mentoring. It is suggested that we change the procedures so that the Assistant Programs Director shadows the Programs Director more actively for the first half of the year, with continued responsibility for the Neighborhood Dinners; plans the September program, with the Director reminding him/her of what is needed when along the way; and then plans the Holiday Party as usual. The number of programs a person is responsible for remains the same, but they are spread across the two-year term, allowing the person to learn with a safety net at the beginning, and retire as an advice-giver at the end. The Board approved of this idea. We will make this change in the Procedures, and Kim will take responsibility for further planning of the September program, with Hilary’s guidance.

Mimi would like Board’s input on roles and procedures outlined in both documents.

o Mimi will distribute the SkyDrive link to board members.

o Board members should send comments to Mimi at their earliest convenience. That may be through SkyDrive, though notes in Word or even hand-written notes are also welcome.

**Treasurer’s Report-Deb**

We have over $44,000 on our balance sheet; $8k in the checking account; $35k in pooled fund.

We’re currently in the black for the year by over $100.

Expecting 2Q pooled fund statement soon.

**Programs Report-Hilary**

Several individuals in the May Joint meeting survey raised concerns about the filming that took place at the joint meeting. One individual said she wouldn’t have attended if she knew it was being filmed; another objected to paying to attend when the video would be distributed free. Other big complaint was that the restaurant staff were talking during the event. Most feedback was positive about both the venue and the speaker.

Anne will follow up with Phil Gust of the Silicon Valley Chapter and let him know that in future joint events we need to agree in advance on filming. She will ask that this be added to the Joint Meeting Procedures document agreed upon by both chapter’s earlier this year.

Next event will be Tuesday, September 24th. Lori Hines will be presenting. She works at Bancroft Library, and is working on the San Francisco Examiner photo archive. Hilary has asked Hospitality to find a location in the East Bay, and to look at downtown Oakland. We will not consider the City Club.

**Public Relations Advisory Council Name Change Question – Anne**

There is concern at the level of emotion that name change discussions bring, but there is also a sense that a ground-up discussion among the membership is an appropriate approach. Anne noted that, based on comments to the Leadership List, it was likely there would be amendments to change the language of the survey, with the possibility of additional questions to gather more precise metrics. In the end, the group was split, with two “yes”, two leaning “yes”, and two leaning “no”. All of the comments received to date from chapter members have been in favor of the proposed survey of the membership.

Anne will send a reminder to the membership requesting further comment, and reminding them that they can listen in on the Joint Cabinet Meeting call on July 18th.

**Public Relations Advisory Council Avatar Proposal – Anne**

There is a lot of confusion about this proposal. It seems more like a project plan with a budget, and is assumed to be a request for funds. However, we do not feel we have enough understanding of what is planned to make a decision. We also find it odd that a proposal from a video company doesn’t have any images!

Cindy will contact PRAC to get more information.

**Supporting Members without a Chapter - Anne**

The Association Board is looking for suggestions on how to support members whose chapters cease to exist because of financial or other difficulties. Unit leadership will have a webinar to discuss ideas with the Association Board in September. We all consider ourselves lucky to be in an active, vibrant group!

We like the concept of the virtual chapter, but there are logistical issues. Cindy noted that the discussion of virtual chapters came up before, but was never settled. A virtual caucus may be more appropriate, as the overhead is lower. Suggest establishing a group that would provide support for the distributed leadership of the virtual chapters/caucuses, perhaps drawing on the Encore caucus or the Fellows.

We do think that if there is a geographically local chapter available relatively nearby, the members of defunct chapters should be rolled into to the existing chapter’s borders.

**SLA Website Calendar – Anne**

Posting events on the association-wide calendar is less complicated than you’d think from the instructions. You just copy and paste from the event notice on our chapter’s website. Anne posted information about a tour in about 5 minutes.

The group decided we want to start populating the association-wide calendar. It does not take much time, though it is an added task. It is not clear why we did not use the calendar function when we set up our chapter website. If we started using that feature, our information would feed automatically into the main site.

Anne will ask Becky to look into the calendar after she finishes looking at the PayPal question. In the meantime, she will populate the calendar with our current events.

**Liaison Reports - All**

Professional Development. Richard Hulser has agreed to speak at our Oct 22 webinar on the topic of “re-energizing library services.”

Nominating. Committee met last month and has kicked off deliberations.

Cindy will follow up with David and have him do a call for nominations.

Mimi will add a note about the calendar to the procedures manual.

Vendor Relations. We need to change the name of Vendor Relations since vendor partners prefer not to be called by that name. Anne sent an inquiry to Tony Landolt for his suggestions. We’ll go with Sponsorship Chair unless Tony comes up with something better.

Bayline. Anne had good success soliciting Bayline articles from the chapter members who presented at conference. Cindy will follow up on this for next year.

Tours. Sonoma County Wine Library tour is coming up on July 27th. Registration has been slow, so it has been opened up to Silicon Valley and Sierra Nevada chapters. Anne also asked Diane Rosenberger to reach out to her list of Marin/Sonoma librarians since those are the members most likely to benefit from this location.

Networking. The SLA/NOCALL/BayNet mashup at the Holding Company drew about 40 people. Lots of students. A joint tour with NOCALL of the Computer History Museum is scheduled for August 3rd. Posts to the various social networking accounts continue.

Jobline. Announcements are being posted to social media as they come up.

Public Relations. The Board discussed ideas for outreach projects.

Anne will ask Heather to write a press release about our chapter’s Rising Star award winner.

Government Relations. Going OK. Still getting the Intersect Alert out weekly. Tony Shaeffer has been very busy.

Mailing. The mailbox is very quiet.

Archives. Based on Board discussions related to digitizing old issues of Bayline, Anne sent a request to Jonathan and Cathy asking them to prepare a digitization plan for discussion at the September meeting.

Board members should write LinkedIn recommendations for their liaises and other volunteers they’ve worked with extensively in the chapter.

Meeting adjourned at 8:01 p.m.

Respectfully submitted,

Mimi Calter Past President

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Wednesday, May 1, 2013

Kilpatrick Townsend and Stockton LLP

San Francisco, CA

**In attendance:** Mimi Calter (Past-President); Anne Barker (President); Cindy Hill (President-Elect); Hilary Schiraldi (Director of Programs); Kim Ewart (Assistant Director of Programs); Deb Jan (Treasurer); Donna Purvis (Secretary)

The meeting was called to order at 6:03 p.m.

The minutes of the March Executive Board meeting **were approved with corrections.**

**President - Anne**

Anne reported that she had submitted our chapter for the IT Division’s Outstanding Chapter Technology Programming Award, but Silicon Valley chapter won.

**Old Business**

Interim e-mailing votes:

Definition of vendor partners:

For the purposes of a listing on the partner page of the chapter website, the Board voted by e-mail between March 8 and March 11 to update the definition of a vendor partner as follows: A vendor partner is an organization that contributes at least $250 in sponsorships for chapter events and/or chapter web site advertisements in a calendar year. Vendor partners will remain listed on the partner page of the chapter website for the year of sponsorship and one additional year.

Western States Reception:

A request for input was received from the 2014 Annual Conference planners related to the potential to combine the Western States Reception with the Canadian and International receptions at the 2014 Annual Conference in Vancouver. The Board voted by e-mail between March 13 and March 19 not to support this change. If the suggested consolidation is only for the 2014 Annual Conference in Vancouver, the chapter will continue to participate; if this is a permanent consolidation, the chapter will discontinue our participation in the Western States Reception.

**Membership Report - Cindy**

5 new members

7 lapsed members (one out of the area, some undeclared.)

Cindy also reported we are losing 1-3 members per month.

**Past President/Awards Report - Mimi**

No awards action yet, but she has been focusing on updates to the Procedures Manual. Focusing on Executive Board roles, not Advisory Council. She is using the latest Procedures Manual and sees that there is a lot to change. Chapter wiki has the most recent versions of position descriptions and procedures. She will be looking for comments from the Board, so she asks the Board to watch for these to come out. Anne recommends she do a redline with logical changes for us to review and approve, rather than submit a series of questions for contemplation.

It was decided that Awards will be presented at the Chapter’s holiday party as done before.

**Treasurer's Report - Deb**

Deb reported that First Quarter pooled funds made about $1600. YTD Treasurer’s Report shows we are doing well staying within budget and we even had a $136.26 profit. Also, $300 is expected from InfoExpress.

**Balances as of 4/28/13**

Checking: $7,962.42

Pooled Funds: $35,160.23

PayPal: $906.99

Total Assets: $44,029.64

**Budget Review & Vote - Deb**

Deb reported that our March 3 proposed budget was reduced from an $11,585 deficit to a $2,221.46 deficit. She presented a newly revamped May 1 proposed budget.

**Motion was made and approved to accept the May 1 proposed budget for 2013.**

Anne shared Business & Finance’s cost cutting e-mail for our information.

**Programs Report - Hilary**

Hilary reported that the Neigborhood dinners were a success. There was a nice variety this year and they covered a large geographic area. Anne was able to attend 4 dinners.

May event coming up and as of last week they had 8 or 9 attendees. They are not concerned as there are a few more weeks for registration. She expects we will break even on this event.

Hilary will send an e-mail reminder to sign up.

**Joint Meetings and Collaboration with Other Organizations - Anne**

Anne presented a twofold discussion on this topic: Cindy's e-mail about the Software & Information Industry Association’s (SIIA) local group events and discussions re: the joint program with BayNet. She asked how we feel about joint programs in general? Cindy thinks cross pollination and networking could be useful. Anne mentioned we might

consider giving program member rates to SIIA members and vice-versa. BayNet - was it too challenging? Take a look at next year and decide if it should continue.

Anne will check with SIIA to see if they want to share member rates and promotion.

**How to Best Capture Institutional Knowledge of discussions via e-mail, not included in Minutes - Anne**

E-mail votes works fairly well. Vote is well documented and archived, but what about discussions? Cindy shared how Google Docs might work. It can be passed from Board to Board by simply changing addresses. It was also suggested that Secretary could vet discussions and then send appropriate ones to Archives.

Cindy will do a demo of Google Docs in July and Anne will explore if SkyDrive can do something like this.

**Western Chapters Reception Guidelines and Policies - Anne**

A list of who would be responsible annually was put out, but there is some uncertainty which new chpater will plan the 2014 and 2015 receptions. Anne would like to create a procedures guideline.

Hilary will work on a procedure guideline this summer and Mimi will assist. They will send to Board for comments and edits and then we will send to the participating Western Chapters. Cindy suggested we let them know ahead of time that we are going to work on Procedures.

Anne will put together an e-mail to send to the Western Chapters letting them know we plan to write procedures.

**Member only access to discussion list, or to portions of website - Anne**

Topic came up via e-mail on the webmasters discussion list. Anne passed out the SOLO divisions reminder e-mail. She also handed out an e-mail showing that the SOLO Division has set up a password protected portion of their website. Discussion followed as to whether we have concerns or would we like to keep it open.

Anne will make discussion of member only access to chapter discussion list and/or website an agenda item for Advisory Council at Joint meeting in September.

**Motion was made and approved that Membership Chair will send a message to the Chapter Listserv similar to the SOLO division membership reminder on approximately a quarterly basis encouraging non-members to join if they are on our discussion list.**

**Conference Buddy program and Student Scholarship Update** - **Mimi and Anne**

Closed out the mentor/mentee survey and Donna will match up the 6 mentors and 3 mentees by May 8 and send out to the participants.

Student Scholarship/Travel Stipend Award – Mimi asked Board to review. It was suggested that she add if an awardee does not attend the conference or fulfull the award

requirements, they must return the scholarship. It was also suggested that she add that the Awards Committee is chaired by the immediate Past President. There was also discussion as to whether to add Past Past Presidents. Mimi was concerned this would be too much to require a Past Past President to continue to serve.

Discussed ideas for funding the travel stipend. Following a webinar run through Headquarters on ways to raise money, Anne discussed some ideas with Sandy Malloy (Vendor Relations Chair):

1) Vendor naming rights - Sandy wasn't keen on this idea.

2) Raffle at holiday party – This idea was approved by the Board, but we will need to come up with an attractive raffle prize.

3) New members reception - add a couple more dollars on it to help fund the scholarship fund – This idea was approved by the Board, with a broader discussion of adding a donation option to all program registrations. Concern that Sarah (Hospitality) and Deb would have to monitor money going to this scholarship fund.

Anne will check with Becky (Webmaster) about adding this option to the PayPal registration form.

4) Solicitation for member donations at programs. This idea was approved by the Board; Anne will solicit donations prior to the September program after thanking sponsors.

**Vendor Relations/Sponsorship Ideas - Anne**

Anne reported that Sandy is going to create a spreadsheet with vendor contact info and capture who was asked and when.

Ways to show sponsor appreciation. Do a drawing at the Chapter holiday party for one of the year’s sponsors to win something like a one month web ad for the next year. This idea was approved by the Board.

Vendors really want the ability to contact members. Offer the ability to say yes or no when members register for events. Vendor would need to be at the $300 level. There is some resistance to this idea. A suggestion was made to have the Vendor Relations Chair contact program registrants and ask them specifically if the program sponsor can contact them.

Anne will ask Sandy to check with vendors to see if they would like us to obtain registrant permission for them to be contacted.

**Jobline Invoicing Procedures – Deb**

Deb recommended we change the way we invoice to include a due date for payment and warn that if they don’t meet the due date, posting will come off. Recommendation was to put net zero as due date.

Deb will contact Lori Guidry (Jobline Chair) to make this change to the invoices.

**Liaison Reports**

**Bayline (Tricia Soto)**

Hilary reported the Tricia would like to see more neighborhood dinner write-ups.

**Nominations (David Grossman)**

Cindy reported David has his committee together and will be calling a meeting soon.

**Tours (Claudine Taillac)**

Kim reported that Claudine would like to do a Sonoma Wine Library tour. Claudine is getting more information for lunch and was considering adding Napa Valley Wine Library. Board agreed it would be best to focus on one at a time, particularly due to the distance between the two libraries.

**Reflector/Listserv/Discussion List (Linda Yamamoto)**

Mimi reported that volunteer Kathryn Olson was very helpful in tracking down e-mail addresses for wayward members. Listserv problems - after a certain number of returns it takes you off the list. Anne has been in communication with HQ about the issue, and has provided the information to Linda. There is nothing more that can be done at the HQ level.

**Networking (Lauren Reid)**

Anne reported that Lauren is looking at laser tag excursion and a possible trip to the Lawrence Observatory with NOCALL. She is also looking at walkathons that members could participate in, probably as a Spring event.

**Web (Becky Miller)**

Anne reported for Hilary that Becky added a drop down menu for blog post archives. She also de-duped the Tag Cloud.

Anne will send a message to people with posting rights asking them to maintain good information practices and not create new tags if an existing tag will work.

Meeting was adjourned at 8:01.

Respectively submitted,

Donna Purvis

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Wednesday, March 6, 2013

Kilpatrick Townsend

San Francisco, CA

**In attendance:** Mimi Calter (Past-President); Anne Barker (President); Cindy Hill (President-Elect); Hilary Schiraldi (Director of Programs); Kim Ewart (Assistant Director of Programs); Debbie Jan (Treasurer); Donna Purvis (Secretary)

The meeting was called to order at 5:08 p.m.

The minutes of the January Executive Board meeting **were approved with corrections.**

**Membership Report-Cindy**

7 expired memberships

2 new members

Current Members: 288

SLA National current members: 8,574

**Programs Report-Hilary**

Hilary is working with Jeanie of the Silicon Valley chapter regarding the joint meeting. They are looking at speakers that they can both agree to.

Hilary mentioned the upcoming Neighborhood Meetings. She sent out an e-mail request for volunteers and the first one in was for Orinda.

**Treasurer Report-Deb**

Deb reported that we have a healthy balance.

**Balances as of 3/6/13**

Checking: $5,129.69

Pooled Fund: $33,569.07

PayPal: $3,894.80

Total Assets: $42,593.56

Proposed 2013 Budget was reviewed. Anne suggested that the Awards budget could be reduced by giving a lower amount gift certificate than has been given in the recent past, rather than wine and a high dollar value gift certificate. Discussion followed that an engraved plaque might be a better alternative to the gift certificate.

Discussion also followed that the proposed expenses should be reduced and made more realistic through the removal of “just in case” expense requests. Goal would be to have a loss of $7,000 from the proposed budget rather than the proposed $11,585.

Anne will send an e-mail to Committees to ask that everyone be more realistic and only budget for what they need and not add in for what they might perceive as unexpected expenses.

Deb will see if she can provide a profit and loss for specific events even though it is difficult with PayPal accounting.

InfoExpress – Deb will follow-up with Information Express regarding payment of their pledged 4-program sponsorship.

**Review of Leadership Summit-Anne**

• New SLA Website is in the works and projected date is early April. The website will include a Unified Calendar that would allow us to log in and add our events or we could use the WordPress calendar on our Website and they can “scrape” it and eliminate an extra step for us. Anne is waiting to hear from Cynthia Matano (past webmaster) on her exploration into implementing this feature.

• Unit Board and Council Chairs must be SLA national members.

• Webinars – Anne did a presentation on our chapter’s experience with fee-based webinars.

• Discussion on recording webinars and putting them on the website. Should there be a fee for viewing or free? Chris Orr does not want to put these on for free, but perhaps a reduced cost or original price? Cindy suggested we should charge for the webinar and then set an embargo and then make it free. Consensus was that they shouldn’t be free.

Anne will send an e-mail to Leadership list to see how other chapters handle posted webinars – free or charged.

**Buddy Program for First Time Conference Attendees and Student Scholarship for Conference Attendance- Anne**

• Logistics would be to use a SurveyMonkey asking if you want to be a mentor or mentee, including Division.

• Secretary will match up mentors and mentees from the survey.

Donna and Anne will work on survey results.

• Student Scholarship would require attendance at the West Coast Chapters’ reception and that they write an article for Bayline. Also they may only accept one SLA scholarship. Too late to implement this year, but will work on plan to introduce it at the end of this year for next year’s conference.

Mimi will do an outline on the criteria for scholarship

**Liaison Reports**

**Vendor Relations (Sandy Malloy)**

Sandy has reached out to the Silicon Valley Chapter Vendor Relations Chair about working together on sponsorships for the joint meeting.

Meeting was adjourned at 6:02 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Advisory Council Meeting

Thursday, January 24, 2013

Kilpatrick Townsend

San Francisco, CA

**In attendance:** Mimi Calter (Past-President); Anne Barker (President); Cindy Hill (President-Elect); Hilary Schiraldi (Director of Programs); Kim Ewart (Assistant Director of Programs); Debbie Jan (Treasurer); Donna Purvis (Secretary); Jonathan Leff (Archives); Linda Yamamoto (ListServ); Chris Orr (Professional Development); Sandy Malloy (Vendor Relations); Lori Guidry (Jobline); Claudine Taillac (Tours); Becky Miller (Web); Lauren Reid (Networking)

The meeting was called to order at 6:38 p.m.

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

Anne circulated a contact sheet for review and updating, and the list of key dates. Key dates document was updated to include Internet Librarian. Anne mentioned that Sunshine Week was not happening this year and that another program may be substituted. She also reviewed liaison assignments.

**Review of Discussion Topics from Executive Board Session**

Sponsor rates – discounts for multiple ads

Discussion with Sandy and all agreed rates will remain the same.

Event registration rates - will remain the same. Note, last year member rate increased from $25 to $30.

Joint Board Meeting with SV – will be meeting at Leadership Summit.

Joint Meeting Procedures Proposal – Anne will go back to Phil Gust with some adjustments.

Last year’s Motion to de-couple unit membership from association membership was rejected by the Chapter and Division Cabinets..

**Volunteers for Small Projects**

Anne asked all chairs to think about small projects that need volunteers.

**Committee Collaboration**

Anne also asked that each chair consider ways to work together, such as Public Relations working with Professional Development.

**Committee Reports**

**Programs (Hilary Schiraldi and Kim Ewart)**

Hilary mentioned the following events:

December: Holiday party - a success

March: Professional Development event

April: Neighborhood Dinners

May: Joint Meeting

June: Tour

July: None

August: New member event

Hilary asked everyone to send her suggestions on speakers and events.

**Listserv/Reflector/Discussion List (Linda Yamamoto)**

“sla-csfo” List Stats

Normal members: 378 (-1 from 9/24/12)

Messages sent to list:

Jan 2013 – 20 (so far)

Dec – 19

Nov – 24

Oct – 21

Sept 2012 – 30 messages (4 since the last report, 9/24/12)

Average = 21/month (over Sept - Dec 2012)

Median = 20.5/month (over Sept – Dec 2012)

Reflector stats

Members with working e-mail addresses: 274/283, although 287 remain on the list in anticipation of future membership renewals (-11 members from 9/24/12; 9 without e-mail addresses listed. 1 from outside area; 2 do not receive chapter e-mails by request)

Messages sent to reflector:

Jan 2013- 3 messages (so far)

Dec – 4

Nov – 4

Oct – 3

Sept 2012 – 2 (since 9/24/12)

Average = 3.3/month (over Sept-Dec 2012)

Median = 3.5/month (over Sept-Dec 2012)

**Jobline (Lori Guidry)**

Setting up jobline information after handoff back from SV Chapter.

**Archives (Jonathan Leff and Cathy Salomon)**

Jeff reported not much was new, but he will be loading CDs. He requested that documents be sent to Jonathan and Cathy and they will archive things as they receive them. They also will be working backward to capture prior documents.

**Government Relations (Michael Sholinbeck)**

Anne reported for Michael that the committee is still sending out the Intersect Alert, and that he will not be able to do a Sunshine Week this year.

**Nominations (David Grossman)**

Cindy reported for David that he is taking a break this month after the recent election.

**Professional Development (Chris Orr)**

She would like to do two programs, one webinar in March and one in-person in the fall.

Chris reported she is reaching out to Advisory Council to post to social networks. She is preparing a package to assist with this goal.

Sandy mentioned to Chris she would like to see an Assertiveness Training topic. They both thought this would be best as an in-person program.

**Membership (Cindy Hill)**

Cindy reported:

11 new members (approximately, based on database inaccuracies)

283 members

8,574 SLA National Members

At this time, Cindy is still learning the database so she does not have “expirations”.

Cindy mentioned the changed in membership numbers may be a result of fewer members being able to maintain support for multiple memberships. Also, noted that social networks have some impact, as some people arrange smaller support groups for education and discussions.

**Academic Relations (Shelli Owens)**

She is working on contacting online schools with remote students living in our area.

**Awards (Mimi Calter)**

Mimi will be calling for nominations throughout the year for recognition in the Chapter. She also plans to update the Procedures Manual.

**Treasurer Report-Deb**

Deb reported we lost approximately $9500 in 2012. She also reported the pooled funds are doing well and current yield is $10.9%.

**Balances as of 1/19/13**

Checking: $6,026.36

Pooled Fund: $33,569.07

PayPal: $3,339.95

Total Assets: $42,935.3

Deb called for Budgets for the upcoming year and these should be received by Friday, February 22.

Deb mentioned the check request form is on the website under Chapter Documents. She also mentioned she can create an invoice, but this can also be found on the website.

Meeting was adjourned at 7:35 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary

SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Thursday, January 24, 2013

Kilpatrick Townsend

San Francisco, CA

**In attendance:** Cynthia Berglez (Outgoing Past President); Mimi Calter (Past-President); Anne Barker (President); Cindy Hill (President-Elect); Tony Landolt (Outgoing Director of Programs); Hilary Schiraldi (Director of Programs); Kim Ewart (Assistant Director of Programs); Debbie Jan (Treasurer); Donna Purvis (Secretary)

The meeting was called to order at 5:11 p.m.

The minutes of the November Executive Board meeting **were approved with corrections**.

Anne circulated a contact sheet for updating and the list of key dates. Key dates document was updated to include Internet Librarian. Anne mentioned that Sunshine Week was not happening this year and that another program may be substituted. She also reviewed liaison assignments and asked each board member to turn in a signed copy of the Code of Responsibility.

**Sponsor Rates for Events and Web Advertising**

Currently we have sponsor rates from $150 at the low end to $300 - $500 for Events, and $250 for a banner ad on the web site. Question was posed to the Board asking if a vendor advertises frequently, should we give them a discount. Board decided to wait for Sandy’s opinion at the Advisory Council Meeting.

**Event Registration Rates**

Member rate: $30 (raised from $25)

Non-member $50

Student/Unemployed $20

Tours: $10

Hilary will check with Kim if these rates are adequate.

Discussion if Chris should be able to decide cost for Professional Development programs based upon type of program planned (webinar vs half-day workshop). Noted that some other webinars are offered free and this creates competition for our programs.

Anne will ask Chris if paying was an issue for our members.

**Joint Board Meeting with SV**

Plan is to meet with SV at the upcoming Leadership Summit. Agreed that in person is not always necessary and they can use technology.

**Joint Program Meeting Logistics**

Anne distributed Phil Gust’s (SV Chapter President) proposal on formalizing procedures for planning, expenses and revenue for joint meetings held by SF and SV.

Anne will send Phil a revised draft proposal reworking some of the language and recommend information be provided to both boards 3 months prior to the event.

**Unit Membership**

Anne reported the Cabinet vote regarding unit membership did not pass.

84% rejecting the motion to de-couple unit membership from association membership.

93% passing the motion that membership online needs to work better, amending information.

**Programs Report-Hilary & Kim**

March event is not scheduled yet.

Professional Development event got moved to March.

Neighborhood Dinners will be in April.

Hilary is looking for speaker for March and September.

Hilary would like our group to take lead on Joint Meeting with SV this year. Cindy Hill who is also the Program Director for SV agreed to this. This would get us back on a schedule where we are only responsible for one joint meeting per year (BayNet or SV Chapter).

**Membership Report-Cindy**

Cindy is learning the intricacies of the database and reported that numbers are approximate due to the way the system counts.

New Members: 11

Current Members: 283

SLA National current members: 8,574

**Treasurer Report-Deb**

Deb reported we lost approximately $9500 in 2012. She also reported the pooled funds are doing well and current yield is $10.9%.

**Balances as of 1/19/13**

Checking: $6,026.36

Pooled Fund: $33,569.07

PayPal: $3,339.95

Total Assets: $42,935.3

Discussion followed on Hospitality request for guidance on spending. Board agreed she has done a good job picking locations and she should keep same type of pricing on venues.

**Liaison Reports**

None.

Meeting was adjourned at 5:58 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary