**San Francisco Bay Region Chapter**

**Meeting Minutes, 2014**

 SAN FRANCISCO BAY REGION CHAPTER

EST.1924

Executive Board Meeting

Wednesday, July 23, 2014

Federal Reserve Bank

San Francisco, CA

**In Attendance:** Anne Barker (Past President), Cindy Hill, (President) Jaye Lapachet (President-Elect), Donna Purvis (Secretary), Lori Guidry (Treasurer), Kim Ewart (Director of Programs), Sarah Cook (Assistant Director of Programs)

The meeting was called to order at 6:15 pm

**Action Items from Previous Meeting:**

• Anne provided an update to the Western Chapters Annual Conference Procedures and Guidelines document. She reported that a few chapters met during SLA’s Annual Conference to discuss the document. The document has been finalized and posted on our Wiki. She is waiting for a final report from the Rocky Mountain Chapter to include in the document. Cindy asked the board whether or not we should take ownership to make sure the hosting chapter submits their report every year. The board decided to make this the responsibility of the President-Elect since this event is in the President-Elect’s budget.

**Minutes of Board Meeting were approved as amended.**

**Old Business**

• SF-SV MOU discussion was revisited. Cindy sent a note to the SV President as a reminder that they need to discuss this issue further. Cindy reported that SV was very busy for the last 6 weeks regarding a scholarship endowment for San Jose State University SLIS. This was voted down and now they should have time to to come to some agreement. We believe they should compromise to our position when we host the event.

**Membership Report – Jaye**

• As of July 2014 - 270 members, increasing by 1 over the previous month. Started out in December 2013 with 277 with an average of 275 members. Jaye is working on sending welcome back letters to renewing members and also welcome letters to our new members.

• Jaye will send a message to the discussion list quarterly telling them of the benefits of membership. We hope this will encourage nonmembers who are on the discussion list to join SLA/SF.

• Cindy asked what we could do to attract more students to SLA chapter particularly since the schools are virtual but many students live and/or work within the chapter’s geographic boundaries. Discussion followed about how to reach out to the students and the suggestion that we send an exit survey to departing members to get ideas of what are compelling reasons for joining and remaining a member.

**Conference Scholarship Update (Anne**)

• Both scholarship recipients attended the SLA Annual Conference and reception. Anne has sent e-mails to remind them to send in their receipts and to write their blog posts. Annual Reviews has indicated an interest to fund the scholarship again in 2015. Annual Reviews was pleased that we were able to award two scholarships; they also indicated appreciation that Anne, Jaye and Cindy, as well as a least one of the recipients, stopped by their booth separately to thank them for their financial contribution and support to the students.

• Cindy will find out in November if Annual Reviews will sponsor again and she will copy Anne and Jaye.

**Treasurer's Report and Budget Discussion (Lori**)

• Lori reorganized the budget so that Board members can more easily watch their budgets. No areas of concern with the budget at this time.

• Lori mentioned we continue to have problems with PayPal link to our website. There was discussion of making PayPal the responsibility of Programs instead of the webmaster since that committee has the first responsibility for getting PayPal set up for event registration.

• Kim/Sarah will reach out to Jan to help her with coding issues for the PayPal link with our website. One of them will also talk to Becky to get background on how it should work.

• New Member and Students Reception (August 28) needs the PayPal link by the August 7. Sarah reminded us we can also take checks and cash at the door.

**Programs Report – Professional Development (Kim**)

• Location of December Holiday party is still undetermined. They are thinking of Thirsty Bear or Urban Tavern. They like the more casual set up of Thirsty Bear which is better for networking, but prefer Urban Tavern for a more ‘quiet”

atmosphere. They will see if they can work with Urban Tavern to improve the set up of the room to encourage networking.

• The fall program has been moved from September 23 to the 25th to accommodate the speaker from Pandora, Eric Biesche. Ozumo has been reserved as the meeting/restaurant site. Sarah is trying to pin Eric down for his topic and will announce that soon.

**Partner Funding/ProQuest proposal update (Cindy**)

• Cindy tried to get an answer as to why we weren’t funded at the annual meeting. ProQuest sponsored only one program for a chapter and the rest of the funding went to divisions. There were 24 proposals received and 7 were accepted; 1 chapter and 6 divisions. Cindy will continue to pursue this and find out how this could work better for us next year.

**Committees Updates**

Cindy will have Board liasion list updated on the website.

**Strategic Planning - Jaye for Mimi Calter**

• Survey was sent to Reflector week and a half ago. Report will be done by end of the year.

**Public Relations – Anne for Heather Gamberg**

• Anne will follow up on her request for a draft press release for conference award winners.

**Government Relations – Anne for Michael Sholinbeck**

• Anne reported continuing problems with the distribution list being received by yahoo e-mail accounts.

• Donna and Jaye will work together to find members with Yahoo e-mails and send each an e-mail suggesting they use an alternate e-mail for the discussion list.

**Networking – Anne for Lauren Reid**

• Lauren is on maternity leave and Anne has been doing some of the posting for her. There is a Mashup with NOCALL on August 7. Anne will put out a post on the Mashup tomorrow.

**Professional Development – Cindy for Chris Orr**

• In person seminar on program management is planned for October.

**Nominations – Cindy for David Grossman**

• Nominations are now underway. Waiting to hear back from David on the status of nominations for President.

**Awards – Anne**

• Time to start looking for potential candidates for our chapter awards. Anne explained that nominations for awards do not come from the awards committee, but from members. She is looking to the board members and advisory council to propose award nominees.

**Archives – Donna for Jonathan Leff and Cathy Salomon**

• BayLine Volumes that were digitized have been returned to Archives.

• Donna will find out if review of digitalization is complete so we can do a press release.

**New Business**

• Jaye attended post-SLA Annual Conference lunch meeting where she met a new member, Bacilio Mendez. Bacilio asked Jaye to ask the board to consider him to represent diversity for the chapter. Discussion followed on how this would work within our organization. Executive board position, council or subcomittee of another committee or blog posts. She will meet with him tomorrow and report back on some of his ideas. We will invite him to our September advisory council meeting to hear his ideas.

Meeting adjourned at 8:04 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary

 SAN FRANCISCO BAY REGION CHAPTER

EST.1924

Executive Board Meeting

Wednesday, May 7, 2014

Federal Reserve Bank

San Francisco, CA

**In Attendance:** Anne Barker (Past President), Cindy Hill (President), Jaye Lapachet (President-Elect), Donna Purvis (Secretary), Kim Ewart (Director of Programs)

The meeting was called to order at 6:30 pm.

**Action Items from Previous Meeting:**

• Anne provided an update to the Western Chapters Annual Conference Procedures and Guidelines document. She is incorporating the final changes that the partner chapter officers provided and will post it to our website and send it to the officers.

• SV-SF Joint Meeting – Jill Strand, SLA President-Elect, was the guest speaker at the joint meeting, held Wednesday, May 14 in Silicon Valley. Jill visited San Francisco, meeting with Deb Hunt, SLA Past-President and toured the Mechanics Institute. She also visited the Federal Reserve Bank of San Francisco’s library and met with the staff and Cindy Hill. Jill joined a group of SLA SF officers for a lunch chat and then spent the rest of the day at Stanford University.

**Minutes of Board Meeting were approved as amended.**

**Old Business**

SF-SV MOU Discussion: The discussion is on hold until after the SLA annual conference. Cindy will re-connect with SV president in July.

**Membership Report - Jaye**

• May membership totals are at 280 which is an additional 6 over April.

**Conference Scholarship Update - Anne**

• The Conference Scholarship Committee (four members) received 4 applicants and selected two recipients. Rory Dougan and Henry Mensch are the recipients.

• Heather is drafting the press release. We will let recipients know ahead of sending out the release.

**Treasurer's Report and Budget Discussion - Lori** (presented by Cindy)

• Cindy reminded us that sponsors distribute funds early in their year.

**Programs Report - Kim**

• Confirmed Eric Biesche from Pandora will be our speaker at the September 23 program. They are looking for a location in Oakland. One suggestion is to look into Preservation Park.

**SLA Competencies Draft Document – Cindy**

• Competencies was created a few years ago and was redone a few years after. They are now looking at it again. Consider how it would be used and the format that you would prefer.

**Partner Funding/ProQuest Proposal Update**

• As our chapter was not selected to receive any funding from ProQuest, Cindy will ask the Chapter Cabinet officers for additional information about the process and what the next steps are for future funding at the SLA Annual conference. She will report to the Council at the next board meeting.

**Committees Updates**

**Public Relations – Anne for Heather Gamberg**

• Heather is working on a PR piece re the conference stipend recipients. Anne will also follow up with her regarding press release regarding Tony Landolt as SLA Fellow.

**Government Relations – Anne for Michael Sholinbeck**

• Michael reported that they are getting out Intersect Alerts by working through their rotation of 3 people. Some are more energetic than others.

**Networking – Anne for Lauren Reid**

• Facebook members - 61

• Twitter members - 249

• LinkedIN 187 members - 187

• Lauren reported to Anne that the book club meet up happened, but was very small. They discussed articles and going forward. It was recommended that she ask for RSVPs next time. A book, rather than an article, may be done in the Fall.

**Strategic Planning – Jaye for Mimi Calter**

• Mimi has a committee of 3. They are putting together a survey. The board discussed some questions to include; Jaye will send them to Mimi and ask for them to be included in the survey.

**Archive – Donna for Jonathan Leff and Cathy Solomon**

• Cathy reported that Internet Archives digitized all the bound Bayline books. They are checking to make sure all looks okay and they are almost done with this task.

• Donna will remind Jonathan and Cathy to send the password for box.com to Cindy, Jaye and Anne

**Academic Relations – Jaye for Shelli Owens**

• Shelli is looking for a date for the student reception. It was suggested she pick a date before the Labor Day holiday.

**Tours – Cindy for Heather Heen**

• There is a tour planned in July at the Performing Arts Library in SF.

**Professional Development – Cindy reported for Chris Orr**

• 250 people reviewed the slides from Cindy's presentation.

**Nominations – Cindy reported for David Grossman**

• David is putting together the nominations committee, but hasn't had a meeting yet.

**Procedures Document – Anne**

• Anne hasn't posted this yet since she is trying to determine the best format - one unifying document or by sections. She also mentioned that a section on governing document in the procedures would have to be voted on.

• Anne is working on the Advisory Council positions - doing a few committees at a time. Networking, government relations, archives and academic relations are currently under review.

Meeting adjourned at 7:39 pm

Respectively submitted,

Donna Purvis

SF-SLA Secretary

 SAN FRANCISCO BAY REGION CHAPTER

EST.1924

Executive Board Meeting

Thursday, March 6, 2014

Coblentz, Patch, Duffy & Bass LLP

San Francisco, CA

**In Attendance:** Anne Barker (Past President), Cindy Hill (President), Jaye Lapachet (President-Elect), Donna Purvis (Secretary), Lori Guidry (Treasurer), Rory Dougan (Jobline)

The meeting was called to order at: 5:13 pm

**Action Items from Previous Meeting:**

• Check in with Western Chapters, Anne

Anne sent them the procedures document and posed the 3 questions. Heard a very positive response from the Arizona Chapter. Follow up letters went to others. Anne will send one more request for comments and then put it to a vote.

Anne will do another follow up.

• Discuss Joint BayNet/SLA SF meeting costs with BayNet, Anne

Mark was very pleased with our offer to cover the extra costs. Still waiting for BayNet's portion.

Anne will check in with Mark regarding receiving the portion of their payment.

• Discussion with SV Chapter regarding Joint Meeting policy on filming and discount to SIIA, Cindy

SV is voting today on filming the event and having SIIA members receive our discount. Cindy shared their two proposals. Basically, the recording option was not our proposal and they were not favourable to a discount for SIAA. Cindy will report back on their vote.

**Minutes of Board Meeting were approved as amended.**

**Old Business**

Executive Council Procedures manual review – Anne

Anne is going to post it online by end of April.

**Membership Report - Jaye**

As of February 2014 we have 274 members, an 8% decrease from previous month.

Jaye is going to do a year over year review so we can better track our membership statistics.

Jaye is rewriting message on why to become a member and this will be sent out quarterly. She will focus on a reason for joining. Jaye will send out the first message to the Board.

**Conference Scholarship Update - Anne**

We will receive $750 from Annual Reviews. This allows us to do 2 scholarships. We have received 4 applications so far.

**Treasurer's Report and Budget Discussion - Lori**

Lori presented the Year-To-Date Treasurer’s Report. It was noted that the new student conference stipend award, digitization project and additional funding of the joint program with BayNet funding will affect the budget this year.

Lori also presented the 2014 Proposed Budget. It was noted that sponsorships may be underestimated.

**Programs Report - Kim**

Cindy’s webinar “The Accidental Learner” will have no fee.

We discussed putting this webinar on our website, but needed to get more information on our storage requirements.

Cindy reported that the SF/SV Joint program will be on May 14. Jill Strand will be arriving May 13 and Cindy will be her host. She'll have a tour of Jaye's office and the Federal Reserve Bank and then Cindy and Jaye will take her to lunch. Cindy will also take her down to Silicon Valley for the program and then to the airport on Thursday. Waiting on SV to name the venue.

Let Cindy know if you would like to join Jill, Jaye and Cindy for lunch.

Cindy will remind Sarah to send out the Neighborhood Dinner announcements and coordinates.

Jaye gave Kim Ewart contact information for renting the Port Room at Coblentz.

Meeting adjourned at 6:00 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary

 SAN FRANCISCO BAY REGION CHAPTER

EST.1924

Advisory Council Meeting

Thursday, March 6, 2014

Coblentz, Patch, Duffy & Bass LLP

San Francisco, CA

Meeting called to order: 6:10 pm

In attendance: Anne Barker (Past-President), Cindy Hill (President), Jaye Lapachet (President-Elect) Donna Purvis (Secretary), Lori Guidry (Treasurer), Chris Orr (Professional Development), Linda Yamamoto (Listserv/Reflector/Discussion List), Michael Scholenbeck (Government Relations), Lauren Reid (Networking), Jonathan Leff, (Archives), Rory Dougan (Jobline), Chrystelle Browman (Vendor Relations), Tricia Soto (Bayline), Jan Keiser (Web), Heather Heen (Tours – via conference call).

Actions Still Pending:

1. Options for purchasing or renting AV equipment - Kim Ewart

2. Recommendation for organization to receive donated equipment - Kim Ewart

3. Create small group for 95th chapter anniversary highlights - Cindy Hill

4. Investigate how Internet Archives will bill the chapter - Jonathan Leff

5. Write Press Release about Tony Landolt becoming SLA Fellow - Heather Gamberg

The minutes of the January Advisory Council meeting **were approved as amended.**

**Review discussion topics from Executive Board Session - Cindy**

Cindy mentioned one-time expenses will affect the 2014 Budget, but were expected.

SF/SV Joint Program will be May 14. Jill Strand, President-Elect SLA, will be our guest. Cindy encourages everyone to let her know if she would like to meet her and join them for a lunch that day.

**Membership Report - Jaye**

Jaye is going to do a year over year review so we can better track our membership statistics.

Jaye reviewed membership numbers:

December 2013 277

January 2014 282

February 2014 274

**Treasurer's Report - Lori**

Lori reviewed Year-To-Date and the Proposed Budget. We are $7,000 in red on Proposed Budget but it is due to one-time expenses for the digitization project approved in 2013 and additional funding of the joint program with BayNet. It was noted we will get $750 from Annual Reviews for scholarship which will be added to our to sponsorship category.

Lori and Cindy thanked everyone for getting in their reasonable budgets and on time.

**Motion made and approved by Board to accept the proposed budget.**

**Programs Report - Kim**

Neighbourhood dinner’s announcement will be coming out soon.

Will remind program committee chairs.

An idea was presented to create a spreadsheet to show all the venues we have been to and with comments and detail. – Cindy to coordinate

**Committee Reports:**

**Sponsorships - Chrystelle Browman**

Chrystelle shared a document she has put together on who we are and what we do to help sponsors better know us. ProQuest has requested this type of information and asked for a specific request for an event we want them to fund. Holiday Party is one thought, the fall Professional Development program another. Chrystelle also thought she could add in metrics about number of registrations for specific events.

**Strategic Planning – Mimi Calter**

Jaye reported for Mimi. Mimi has drafted a plan for approaching the Strategic Plan and shared it with Cindy.

Mimi is now waiting for Cindy to share some names of volunteers for the committee.

**Academic Relations – Shelli Owens**

Jaye reported for Shelli. Shelli says the New Member and Student’s Reception will be in August as usual. She mentioned it was in October last year due to her scheduling hiccups.

**Listserv/Reflector/Discussion List - Linda Yamamoto**

‘sla-csfo’ List stats

Normal members: 365 (on 03/02/24 - 9 from 9/18/13, 4 are bad addresses)

2013

Sep 37 (23 since the last report, 9/18/13)

Oct 22

Nov 13

Dec 24

2014

Jan 19

Feb 14

Mar 3 (so far)

Average = 21.5/ month (over Sep 2013 – Feb 2014)

Median = 20.5/ month (over Sep 2013 – Feb 2014)

A few months ago, it was discovered that Stanford University mail servers were rejecting discussion list messages without notifying the intended recipients. These subscribers were notified of the problem and were advised to subscribe with a non-Stanford email address. Along with SLA-SV (Kathe Gust, Stanford) and SLA-PAM (Stella Ota, Stanford), we worked with SLA HQ to resolve the problem. List emails to Stanford appear to be getting through (for now), but we continue to monitor the situation.

Reflector Stats

Members with working email addresses: 275 (actually 277, but 2 unsubscribed) out of 291 members, but 290 actually in Reflector anticipating future renewals (- 52 working emails/ - 49 members since 09/18/13).

2013

Sep 14 (6 since the last report, 09/18/23

Oct 9

Nov 3

Dec 1

2014

Jan 2

Feb 5

Mar 0 (so far)

Average = 5.7/month (over Sep 2013 – Feb 2014)

Median = 4/month (over Sep 2013 – Feb 2014)

Using MailChimp (www.mailchimp.com), an online email-newsletter service, to deliver Reflector messages to chapter members as of 01/28/14. This service allows sending of emails addressed to individuals instead of sending them to Linda and bcc’ing the entire list. It does allow members to unsubscribe from the Reflector; this is required by the service in compliance with the CAN-SPAM Act of 2003. Previously, members needed to contact Linda directly to request removal from the Reflector. Entrepreneur (basic) service is free.

**Professional Development - Chris Orr**

Cindy is presenting our first webinar this year, “The Accidental Learner”. Close to 150 people signed up. SLA gives us Go to Webinar for free and we can handle up to 500 participants.

The in-person session in the fall will be on project management. DeDe Bruno from UC Berkeley will be the speaker. Date and location still to be decided.

Jaye recommended we invite vendors to join the webinar and Chrystelle agreed to do this.

**Jobline** - **Rory Dougan**

Rory reported that he has posted 3 positions so far.

**Government Relations - Michael Sholinbeck**

There will not be a Sunshine Program this year, but he has a speaker in mind on the "Free Law Project" for 2015.

New crew for the Intersect Alert and it is working well with regular, scheduled alerts.

**Web - Jan Keiser**

Jan mentioned that she has encountered all the problems as a new person to the website and she is tackling a big learning curve. She has updated all the 2014 lists. Becky will help her with PayPal learning.

**Awards – Anne Barker**

Anne has 2 stipends to award. She has a committee of 4 to help determine the recipients for these scholarships.

**Bayline - Tricia Soto**

Cindy reported for Tricia saying that Tricia is looking for information to publish.

**Archives – Jonathan Leff**

Digitization has begun. They took some boxes to Internet Archives and it went really well.

Moved storage for digital archives to box.com. Cathy and Jonathan have the passwords. Jonathan will also provide to Cindy, Anne and Jaye.

Jesse from Internet Archives will e-mail us in 2 weeks to give us an update.

Anne asked Jonathan to let Cindy and Heather Gamberg know when BayLine digitization is complete so that Heather can write a press release.

**Tours - Heather Heen**

She has e-mails out to different locations trying to pin some down.

**Networking - Lauren Reid**

The book club is starting up. E-mail has gone out asking for preference of articles and preferred location.

If we need her to push anything, we can let her know.

Lauren will need some help with Social Networking in June and July. Cindy to find a volunteer to step in for that time.

**Nominating -David Grossman**

Cindy reported for David. David is putting together his commitee this month. Let him know if you are interested in joining. Also, this year we will be putting out a call for nominations which will allow for self-nominations. Also, voting will be earlier this year.

Meeting was adjourned at 7:10 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary

 SAN FRANCISCO BAY REGION CHAPTER EST.1924

Executive Board Meeting

Thursday, January 30, 2014

Kilpatrick Townsend

San Francisco, CA

**In attendance:** Mimi Calter (Outgoing Past-President); Anne Barker (Past-President); Cindy Hill (President); Jaye Lapachet (President-Elect); Deb Jan (Outgoing Treasurer), Lori Guidry (Treasurer); Donna Purvis (Secretary).

The meeting was called to order at 5:00 p.m.

**Action Items from Previous Meeting:**

Procedure and Guidelines document for Western States Chapters. It was agreed that the document under review is fine, although recommendation was made to charge registration to nonmembers of Chapters.

Anne will float the recommendation by other Western States Chapters.

Amend current nominations procedures. Decision to post to our members to invite nominations before the first nominations meeting.

LinkedIn recommendation for Liaises.

All Executive Board members are encouraged to write recommendations for liaises.

Discussion with SV Chapter regarding Joint Meeting policy on filming. This is an ongoing discussion. Phil will bring this issue up at his first Board meeting which is in February.

**Minutes of previous Board Meeting were approved.**

**Old Business**

Leadership Summit Overview. Cindy reported that meeting was low key this year; no motions were brought forward. Announcement was made that the Headquarters building would be sold. Reasoning for this decision is that with less staff, they no longer need the space. Some members are concerned about losing the asset. Cindy also shared that the Association balanced the budget in 2013 and they presented a balanced budget for 2014.

Executive Council procedures manual review and recommended edits:

• Under “Funds, Contracts and Property” reference to executive director should be changed to CEO.

• Under “Chapter Income” need to add member donations.

• Under “President – Responsibilities” need to add must attend all chapter programs.

• Under “Program Committee” add Memo of Understanding (MOU)

• Under “Program Committee – BB – add SIAA.

**Motion was made and approved to accept changes made to the Chapter Executive Council Procedures Manual.**

**Membership Report-Cindy**

Nothing to report since numbers have not been received yet.

**Conference Scholarship**

Anne reported that she has received one application so far. She also announced that Annual Reviews has offered to sponsor the scholarship somewhere between $500 and $1000. She added that this would be a great opportunity to send out another announcement of our Conference Scholarship indicating that there are now two scholarships available.

**Motion was made and approved to accept the Annual Reviews offer of a student travel stipend.**

Recommendation was made and agreed to add Annual Review as a sponsor on our website. This will be put on our Partner page and Scholarship page. Suggestion was made to categorize types of sponsors.

**Motion was made and approved to amend the definition of vendor partner to read that a vendor partner is an organization that contributes at least $250 in sponsorships for chapter activities in a calendar year.**

**Treasurer’s Report**

Deb Jan reported that we were $1900 in the positive. Our pooled funds also made more than expected.

Lori Guidry said she would send a budget call by e-mail the next day.

**Balances as of 1/29/14**

Checking: $ 5,136.31

Pooled Fund: $37,282.56

PayPal: $266.73

Total Assets: $42,685.60

**Chapter’s 90th Anniversary**

Cindy asked the Board if we wanted to acknowledge this in some form. It was mentioned that we had an 85th Anniversary celebration. Board discussed and decided that instead of a single celebration, we would give recognition to the anniversary throughout the year.

Cindy will ask for volunteers to help with this year-long acknowledgement. Ideas include blog posts, 90 second announcements about the Chapter at programs, sharing interesting material from archives.

**BayNet Joint Program MOU**

Anne brought up for discussion our MOU with BayNet to split 50/50 on joint programs. She suggested since BayNet lost more money than budgeted on our recent joint program, we should consider making adjustments to help subsidize BayNet in the joint program.

**Motion was made and approved that for 2014 only, we increase our percentage of expenses so BayNet doesn’t lose more than $300 from our joint event.**

Anne will contact BayNet to let them know our decision regarding 2014 joint program expenses.

**Review 2014 Advisory Council Positions**

Reviewed list and confirmed positions and contact information.

Meeting adjourned at 6:14 pm

Respectively submitted,

Donna Purvis

SF-SLA Secretary

 SAN FRANCISCO BAY REGION CHAPTER EST.1924

Advisory Council Meeting

Thursday, January 30, 2014

Kilpatrick Townsend

San Francisco, CA

**In attendance:** Mimi Calter (Outgoing Past-President) Anne Barker (Past President), Cindy Hill (President), Jaye Lapachet (President-Elect), Kim Ewart (Director, Programs), Deb Jan (Outgoing Treasurer), Lori Guidry (Treasurer), Donna Purvis (Secretary), Jonathan Leff, (Archives) Sandy Malloy (Outgoing Sponsorships), Chrystelle Browman (Sponsorships)

The meeting was called to order at 6:30 p.m.

The minutes of the September Advisory Council meeting **were approved.**

**Membership Report - Cindy**

Cindy reported that new numbers are not yet in, so the November count of 286 is the latest membership count.

**Treasurer Report - Deb**

Deb Jan reported that we were $1900 in the positive. Our pooled funds also made more than expected. Deb also mentioned that the new check request form will be posted on the website.

**Balances as of 1/29/14**

Checking: $ 5,136.31

Pooled Fund: $37,282.56

PayPal: $266.73

Total Assets: $42,685.60

**Budget Requests & Budget Form Due Date – Lori**

Lori announced she would be sending out the budget requests the next day. She also reminded everyone that they should do a realistic budget and not to overestimate. If you find you need more funds for underestimated expenses or a special project, you can request additional funds.

Lori Guidry will send a budget call by e-mail the next day.

**Programs Report – Kim**

Kim reported that the joint BayNet program last week went well. Next event will be the neighborhood dinners.

Kim asked us to consider new AV equipment since our current guitar amplifier does not work well. She would like a PA and set of speakers.

Cindy asked Kim and her group to prepare a report with options for purchasing or renting.

**Motion was made and approved to donate the guitar amplifier to an appropriate charity.**

**Review and approve event registration rates and sponsorship tiers.**

Deb reported that in 2013 there were 3 sponsorships at $500, 3 at $300 and 2 at $150.

**Motion was made and approved to keep sponsorship levels the same for 2014.**

Current event registrations are $30 for regular members, $25 for students, unemployed and retired and $50 for nonmembers.

**Motion was made and approved to keep the event registrations the same for 2014.**

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

Western States Chapters Reception Procedure & Guidelines document. Anne will pass this on to other chapters for review. Anne thanked Mimi and Hilary for their work on this.

Scholarships. Annual Reviews has offered to sponsor a student travel scholarship which will now enable us to offer 2 scholarships. We will use this opportunity to market student scholarships. We will also offer a free ad on our website to Annual Reviews.

BayNet joint program had an economic loss so we agreed to fund BayNet anything that exceeds a $300 loss.

90th Anniversary. We decided not to do a single event, but spread acknowledgement over the year. Fun facts, pictures from archives, blog posts and 90 seconds highlights at programs.

Next Advisory Council/Executive Board Joint Meeting will be March 6, 2014.

**Committee Reports:**

**Archives – Jonathan Leff and Cathy Solomon**

Jonathan gave an update on the digitization project. Internet Archive has 1929 – 2000 of BayLine. They are replacing hard copies of the originals that were lost in the fire. Committee has volunteers for transport and quality control. Cindy asked him to look for interesting items to share for the 90th anniversary. Cathy has been working on metadata. Jonathan asked where Internet Archives should send invoices and Deb asked him to find out how we will be billed and if they can send invoices by e-mail to Treasurer’s e-mail.

Jonathan will find out how Internet Archives will be billing us and if they can send invoices by e-mail to Treasurer.

Jonathan also mentioned that he and Cathy were finding Sky Drive difficult to use. Jonathan recommends box.com as an alternative.

Jonathan and Cathy will look into temporary storage alternatives such as box.com as well as more permanent solutions and report back.

**Motion made and approved that they move from Sky Drive to box.com.**

**BayLine – Tricia Soto**

Anne reported for Tricia. Tricia will be posting three articles soon (two chapter meeting summaries and one article about the Internet Librarian Conference).

**Public Relations – Heather Hamberg**

Cindy mentioned that she asked Heather to write a piece on Tony Landolt as new SLA Fellow.

**Government Relations – Michael Sholinbeck**

Anne reported that he will be doing a Sunshine Week program this year.

**Networking – Lauren Reid**

Anne reported for Lauren. Currently we have approximately 50 Facebook friends*,* LinkedIn connections and 234 Twitter participants.

Lauren’s idea from last year was that we have an article club (like a book club). We would read writings from authors such as keynote speakers. Format would be to offer 3 articles and select the most favored for discussion. Discussion followed on the best venues for doing this; it was undecided that Lauren could host this similar to a Neighborhood Dinner in April.

**Academic Relations – Shelli Owens**

Shelli will promote Student Scholarships.

**Jobline – Lori Guidry**

Lori reported that we finished the year with 18 job listings. As of January, we have already received 2 job listings.

**Professional Development (Chris Orr)**

Cindy reported for Chris that she is thinking of professional development programs in marketing, professional speaking and management. She plans to do one webinar and one in-person event. She will have the first program in Spring 2014. She is looking to the Board for ideas. Some ideas mentioned were cloud sharing, 60 sites in 60 minutes, freebie, low-cost webinars available around the world, a twitter chat on a topic. Idea for speaker: Dede Bruno on Project Management.

**Nominations – David Grossman**

Cindy reported for David that he will get committee together in March/April. SLA Headquarters has moved their dates up for elections.

**Sponsorships – Chrystelle Browman**

Chrystelle has been contacting sponsors. A discussion ensued about possibly fitting in additional tours since they are low-cost events and how to do this without overwhelming the schedule. Chrystelle suggested adding a tour prior to the fall student reception.

**Additional mention from President:**

Cindy put in request for SLA President or President-Elect to come in the Fall.

Meeting was adjourned at 7:45 pm.

Respectively submitted,

Donna Purvis

SF-SLA Secretary