

ACRL/NEC Retreat Minutes
Monday, June 6, 2005, 9:00 a.m.
Hampshire College

Present: Nancy George, Marilyn Steinberg, Janice Wilbur, Melissa Behney, Colleen Anderson, Christine Turner, Louise Buckley, Val Harper, Janet DiPaolo, Frances Schlesinger, Leslie Inglis, Gail Geisser, Paul Roske, Sandra Rothenberg, Barbara Kenney, Beatrice Pulliam, Kendra St. Aubin

1. Welcome & Introductions

2. Relationship between ACRL and ACRL/NEC – Colleen Anderson discussed how the activities of our chapter tie in with the mission of ACRL. She distributed and reviewed information on the roles and responsibilities of ACRL and its Chapters and the [ACRL Strategic Plan](#). The President of the chapter submits an annual report to ACRL that includes a statement of how the chapter's activities support the ACRL Strategic Plan goals for professional development and legislative issues and describes chapter activities for membership recruitment. The President prepares this report using the annual reports of the SIG chairs, the Legislative Network Representative, the Membership Chair, and other board members. ACRL allots the chapter \$1 for each national personal member of ACRL living in New England. These funds can be used for postage, printing, supplies, and conference calls and are lost if not used. SIGs should communicate their needs to the Treasurer who will file an annual request for reimbursement.

The chapter can receive additional funding of \$10 for each new national member in the region who joined in the previous year if membership recruitment activities are summarized in the annual report. Examples of membership recruitment include the January 2005 ALA Midwinter Social, announcements about membership and distribution of flyers at SIG meetings, and links on the website to membership information. The Membership Chair should request the set of labels for national members in New England provided annually by ACRL.

The Chapter has one vote on the Chapters Council through its two representatives (President and Vice President/President-Elect). The Chapters Council is the primary forum for communication among chapters and between chapters and ACRL and coordinates the publication of [Chapter Topics](#).

Nancy George and Val Harper will work on a guide/checklist for SIG chairs to be posted on the website. They will send the draft to the Board for comments prior to posting. It is important to document evidence of SIG program activities. There are two types of information that need to be provided for each SIG program. First is the announcement of the meeting distributed via e-mail and announced on the calendar on the website. Val will create a new link for past meeting announcements. After the meeting this information will be transferred to this area of the website. Second is the description of what happened at the event. SIGs should appoint attendees to write summaries and take digital pictures at their programs and send them to the Communications Chair for submission to [Chapter Topics](#) and/or inclusion in the Chapter Newsletter.

3. Brainstorming Session – Nancy led a discussion on how to draw chapter involvement from New Hampshire, Vermont and Maine and how to increase attendance at Board meetings; focusing on positives, negatives and solutions. Christine Turner will draw up a list of the solutions suggested and send it to the Board and Chapter lists.

The Chapter offers high quality programs and meetings at low cost and flexibility and diversity of programming models among SIGs. Chapter members are underserved by the programming because the geographic region is too large to reach all who want to participate and some programs are so popular that registration is closed. Among the solutions proposed were to split the fall meeting into northern and southern meetings with the same program content, survey members in low-attendance areas to learn why they aren't coming, cooperate with other chapters,

provide videoconferencing at one site at the same time as the live program at another site, tape the meetings and offer them for loan. The Continuing Education Committee should investigate costs, permission issues, and methods of producing and distributing CDs or DVDs of Chapter programs.

Board meetings are poorly attended and many SIG Chairs feel unwelcome, intimidated or unappreciated. Among the solutions proposed were to revise the meeting structure to make the meeting an active discussion/working meeting rather than a reporting meeting and provide opportunities to network, socialize and build leadership skills. A brief Board business meeting with all in attendance would focus on problems and issues rather than the reports that would be sent prior to the meeting by e-mail. This could be followed by lunch and SIG planning committee meetings during which SIGs could plan more cooperatively. Another suggestion included one half hour networking, then separate Board and SIG meetings followed by a joint reporting meeting followed by lunch. A SIGs Coordinator could be appointed to arrange meetings for chairs to share practical ideas. The Continuing Education Committee should investigate professional development programs for Board members that might also be included in Board meetings. Board meetings could also be open to the entire membership. It was suggested that SIG chairs should be voting members. They represent the interests of their constituents and could give useful input to the Board. In the past only the elected members of the Board have been voting members. Louise Buckley will investigate whether other groups include SIG chairs as voting members of their boards. This year the Board will have four academic year meetings in addition to the transition/retreat meeting.

Other suggestions to promote better attendance include Chapter reimbursement for travel to Board meetings for those whose institutions don't provide it, letters of recognition from the President to the SIG Chairs, and establishment of a leadership award for contributions to the ACRL/NEC Board including support for attendance at the ACRL national conference. Methods to inform SIG Chairs of their responsibility to attend Board meetings include direct telephone communication by the President and written contracts outlining the responsibilities of nominees and of those accepting the positions. SIGs should appoint alternates if they are unable to attend the meetings.

4. Web Page – Val has been reviewing other chapter web pages for new ideas and encourages the board to also review them and make suggestions for improvements. She wants to shift the focus of the page from what the Board needs to the needs of the membership, including more information on reasons to join the chapter and more photographs.

5. Archives – Paul Roske distributed a list outlining the contents of the archives and a proposed contract for classification, organization, and preservation, including a path finding web page. He requested input from the Board on level of detail and other materials that might be collected. He will continue to keep paper copies rather than relying on web archiving. He is available to answer research question and will publicize the archives in the Newsletter. The proposed contract will be discussed at the next Board meeting.

6. Responsibilities of Board Members and SIG Chairs – Colleen distributed a handout explaining how to post to the ACRL/NEC lists. Val has added all current Board members to the board list. Please let Val know if you want more than one e-mail address listed. If you send a message to ACRL-NEC-L and don't see it posted, please contact Janet Wilbur, the Member-at-Large who moderates the list.

Treasurer Marilyn Steinberg discussed financial procedures. The manual includes two identical reimbursement forms: II:58 ACRL/NEW ENGLAND CHAPTER VOUCHER and II:64 ACRL/NEW ENGLAND CHAPTER REQUEST FOR ADVANCE PAYMENT. The Chapter will no longer use form II:58. All requests should be made using II:64 with the new title ACRL/NEW ENGLAND CHAPTER REQUEST FOR PAYMENT. The form is sent first to the President who forwards it to the Treasurer. Each SIG except Continuing Education has a budget of \$400 per year to use for

food, honoraria, etc. Honoraria guidelines are included in the manual and speakers should be told exactly what will be reimbursed. All exceptions to the guidelines need to go to the Board for approval. If the SIG is charging for the program the budget must be submitted to the Board ahead of time for permission. Online notification through the board list is acceptable. All contracts should be reviewed by the President prior to signing.

Marilyn distributed the Treasurer's Report covering July 1, 2004 through June 6, 2005 with ending balances of \$14,558.19 in the checking account and \$6,349.68 in the certificate of deposit. This year's auditor of the accounts, Dawn Thistle, sent a letter suggesting that the Chapter needs to provide better control on receipts by formalizing a procedure to have two people count the checks prior to sending them to the Treasurer. Marilyn has drafted the form Report of Money Receipts to be posted on the website as a Word document. Anyone who takes in money needs to fill out this form and send it to the Treasurer with the checks. Checks can be sent via U.S. mail. Any suggestions for revisions should be sent to Marilyn and if there are no problems or needed changes after a year of use, it will then be added to the manual. The Chapter should keep a cushion of \$10,000 in the checking account and might consider using surplus funds to add \$2,000 a year to a new scholarship fund. This idea will be discussed at a future meeting.

7. Salary Survey – Herb Carson no longer wants to conduct the salary survey. With the next survey due in 2006, Nancy will contact him for suggestions of another person to conduct the survey. Results of the last survey will be posted on the Chapter website soon.

8. Relationships between SIGs and with Other Organizations – To avoid conflicts the SIGs need to share potential meeting dates with other groups as well as posting them on our listserv. Janice Wilbur will send the calendars from NELA with extensive listings to Val to post on our website. It was suggested that the Member-at-Large position currently held by Janet DiPaolo be reconfigured to include coordination/liaison with SIG chairs, the Continuing Education Chair and other professional organizations to explore cooperation, collaboration and improved negotiating power. Louise will investigate generalizing the Member-at-Large position description to incorporate this function. Val will investigate implementation of a chapter blog for posting potential meeting dates and tracking potential collaborations, with technical information from Beatrice Pulliam.

The need for an academic voice on local legislative issues was discussed. The current Legislative Network Representative, Suzanne Wones did not attend the meeting so a discussion of a possible new job description incorporating work with representatives on the state level will be covered at the next Board meeting. Christine also suggested that there might be five Members-at-Large, one for each state, to serve as contacts for local legislation and liaisons with state organizations.

9. Board Meeting Schedule – Nancy will set up Board meetings for the year alternating between Tuesday, Thursday, and Friday.

Meeting Adjourned at 2 p.m. followed by one on one outgoing/incoming Board member and SIG Chair meetings if needed

Respectfully submitted,
Kendra St. Aubin
Secretary