

ALL-SIS Executive Board Conference Call
Friday January 29, 2010

Present: Beth Adelman, Margaret Schilt, Filippa Anzalone, & Sara Sampson

1. We will table approving minutes from the last meeting to give everyone time to review them.

2. Newsletter Committee's Indexing project (Margaret)

Margaret presented the proposal submitted by Leah (attached). One concern is making sure that the index continues after the master index is created. We discussed whether we have money in the budget. We feel that we do and this is a worthy project because of the vast amount content in the newsletters and how valuable it is to the membership. The Board approved the request.

3. Annual Meeting Update / Discussion about budget for reception

We have secured space in the conference hotel for the reception. We've informed the ALL-NEW committee so that they can get space near the conference center. We need to set a budget and choose what we want to offer. Beth is going to investigate pricing to determine whether we're able to provide both food and some non-alcoholic drinks, which is our preference. She will report back to the board at the next meeting so that we can decide.

4. Committee Updates

- The faculty services committee has been busy- their report was sent around via the listserv.
- CALI is on schedule to complete 100 Legal Research lessons by AALL 2010.
- We discussed the requirement that each committee has for writing an article for the Newsletter. We will each contact our committee chairs to remind them of this requirement.

5. Old & New Business

None.

Meeting adjourned at about 2:40.

Grant Proposal for Indexing the AALL-SIS newsletter

Summary:

Currently, there are issues of the ALL-SIS newsletter going back to 1981 available on the ALL-SIS website. All of the issues are available in pdf format and some are available in pdf format. While having the newsletter available on the website is useful, access to the information found within those issues is limited due to the lack of an index.

The project:

The goal of this project is to create an index to all available issues of the ALL-SIS newsletter. The index will be cumulative and will be updated on a regular basis to include newsletters as they are published. The index should be converted into both pdf and html format so that it can be posted on the ALL-SIS newsletter website to accompany the newsletter.

Objectives:

- **Purchase indexing software.**

Indexing software will allow the newsletter committee to create, update and maintain an index and convert the index file into several different formats. The recommended software is Cindex - Standard Edition.

- **Locate and hire an indexer.**

A professional indexer can index the archive of ALL-SIS newsletter back issues and deliver both a Cindex file and a publication ready pdf file of the cumulative index. The committee can then put the index on the website to accompany the existing newsletters. Professional indexers can be located through the American Society for Indexers (website located here: <http://www.asindexing.org/site/index.html>)

- **Create a plan for updating and maintaining the index.**

Once the committee has a cumulative index, it can plan for the updating of the index and the maintenance of the working Cindex file.

The committee will plan to have at least two storage locations for the working Cindex file. The committee will decide whether to appoint volunteers to keep the file updated or contract with a professional indexer to provide to periodic indexing services.

Budget:

The following are the estimated expenses for this project:

Cindex Indexing Software (Standard Edition): \$500.00

Additional License for Cindex: \$ 250.00

Hiring an Indexer to Index existing issues: \$2,700 (based on 900 at \$ 3.00 per page)

Total: \$ 3,450.00