

ALL-SIS EB Meeting

Feb. 16, 2017

1. Meeting called to order.
2. Motion to approve December minutes: approved.
3. Old business:
 - a. Strategic plan:
 - i. Kate spoke with chair Amanda Runyon before the holidays. Amanda indicated that the committee focused on ideas and not on wordsmithing—they will not be offended if we modify the language or ask them to do so. Specific feedback and guidance going forward will be welcome.
 - ii. The board agrees to get feedback to the committee by March 1. Each member will try to add their own feedback to the draft in the coming week (or so).
 - iii. Genevieve has made a new copy of document in Dropbox for edits. Please make comments/changes directly on this new version so we can deliver it to the committee.
 - b. Prano spoke with webmaster Ellen Augustiniak, who has agreed to be the Knowledge Center contact person. It is unclear how quickly AALL will move forward with this project.
4. New business:
 - a. Treasurers report:
 - i. We received details of our 2015-2016 revenues and expenditures from AALL last week. Genevieve has drafted and circulated a projected budget for 2016-2017. Our transfer of \$1,000 to TS-SIS is categorized under “Gifts.”
 - ii. Prano reports that we have secured sponsorships as requested for the middle managers’ breakfast and the general SIS breakfast, but are still waiting to hear on whether we’ll receive sponsorship for the reception (for which we requested \$8,000).
 - iii. It is unclear which vendor is sponsoring which event.
 - iv. We are hoping to hear more info about the reception shortly from AALL. It is unfortunate that we had to choose price point for tickets before we had this info.
 1. Should we cut an event at some point in the future? There are many options to consider in the future. The middle managers’ breakfast could become self-funding, or we could cut back on open bar at reception.
 2. Members are getting two free meals at the annual meeting—this may be excessive in relation to SIS member fee. It could also be a boon for folks attending the annual meeting. Future boards may want to spend money in other ways, for example, on travel grants.
 3. Is an honorarium appropriate for the general meeting breakfast speaker? If she is happy to speak as a service, that would be great. We can let Lei (Local Arrangements chair) know that we have budgeted for it as needed.

- 5. Committee matters:
 - a. Prano has distributed an edited screen scrape of what we had on the webpage for the committee charges. This document:
 - i. Recommends sunsetting the ABA/AALS liaison and CALI committee and recommends canceling the Task Force on Best Practices for the 21st Century Law Library.
 - ii. The charges marked “Done” reflect either final revisions from the committee or small changes from Prano (e.g., those for Local Arrangements)
 - iii. Prano would like to know if we all feel comfortable with distributing this list to the chairs for their final notification. She will finish reviewing in the next day and distribute to all committee heads as a reminder/confirmation. The goal is to have everything ready for the transition to the next iteration of the board.
 - b. Timelines: Prano has requested timelines but does not plan to press on this until a later time.
 - c. Local Arrangements: Transportation to reception
 - i. Only AALL’s Pam Reisinger can sign contracts for anything, including catering and transportation. This has been communicated to Lei.
 - ii. Lei wants to get two larger-type buses, to rotate between UT and the convention center. That would allow us to get approximately 100 people to the reception in the first trip. It’s about a half hour round trip. The committee is projecting providing transportation from 5:30 until 9:00 PM. They are expecting \$200 per bus per hour; some companies need a five hour rental period minimum. If we go with one bus for five hours, we’ll spend at least \$1000; two buses will be \$2000 or more.
 - iii. Last year there were about 100 attendees at the reception—possibly because we didn’t have transportation.
 - iv. How far in advance do we have to make arrangements? Pam will send us numbers of reception registrants from June through the close of registration. Would be ideal to wait until we have more info before making arrangements. Two buses would be preferable because they could be staggered. If not, we can encourage folks to go early.
 - v. Last year ALL-NEW did a pre-event connected to the reception; if we want to give them time as we’re going over to the event, it could work well for them. They may want to have a table set up or use the event for other kinds of outreach to newer SIS members.
 - vi. We might to have two busses for the first two hours or so and then drop down to one bus. That way we would avoid overcapacity at the end of the event, particularly if attendees leave from the reception to dinner or other destinations.
 - vii. Prano will follow up with Lei:
 - 1. When’s the latest we can actually schedule transportation?
 - 2. If possible, can we have more coverage at the beginning than the end?

6. Local Arrangements: Catering
 - a. Lei has suggested getting catering from Whole Foods (which is headquartered in Austin). UT offers its own catering.
 - b. Pam prefers to work through university catering because of liability considerations, insurance, etc.
 - c. Last time we were given options for venues, we also had per capita cost information available to make the decision. How much do we want to be involved in this decision-making?
 - i. University catering sounds simpler.
 - ii. Costs are a significant concern. If University catering is extremely expensive, we need to know. Considering that we don't have sponsorship secured at this time, the better-priced option is very important to know. Prano will ask Lei for per-capita costs to compare.
 - iii. We do want to ensure that there are adequate options for vegetarians etc.
 - iv. UT is served by Aramark.
7. Local Arrangements – Speaker.
 - a. Speaker is Dr. Julie Todaro, current ALA President.
 - b. What do we want her to speak about? Lei suggested something around the “state of librarianship.” Board members should brainstorm ideas over the next few days and circulate to the group by email.
 - c. Dr. Todaro has been issuing press releases about libraries’ role under the new administration. We could also ask about what ALA is doing w/r/t lobbying the government. What is ALA’s Washington update?
8. Committees—are we comfortable with eliminating the positions/committees as identified?
 - a. CALI committee has been inactive for some time. CALI used to work through ALL-SIS to reach more academics; that work has dropped off in recent years. It may be worth picking up on in the future. AALL’s focus is less on standing committees, more on specific projects. This move would be consistent with that change of focus.
 - i. Prano will give a heads up to the chairs/leaders of those groups, so they are not surprised.
 - b. Continuing Education chair Kate McLeod has been very busy. Genevieve will follow up to see if she wants to speak to the rest of the committee to start shifting her chair duties or identifying a future committee leader who can help avoid significant downtime in the next year.
9. Adjourned