

ALL-SIS EB Meeting

October 19, 2017

1. Meeting called to order.
2. Motion to approve September minutes: approved.
3. Treasurers update:
 - a. Lei Zhang forwarded receipts and invoices from 2017 reception, which apparently came in well under-budget (less than \$5,700).
 - b. Genevieve has been in contact with the current Local Arrangements chair, Janet Sinder, with available figures to assist in planning.
 - c. We can expect preliminary year-end figures from AALL in November or December.
4. When will the “matrix” for scheduling be released? Prano will check.
5. Funding for TS/OBS-SIS representatives to ALA meetings.
 - a. Should ALL-SIS vote to allocate \$750 to TS/OBS-SIS?
 - b. The Council of SIS chairs put our motion to the AALL Executive Board agenda, so there will be a hearing on the issue this fall. But it is unlikely that, if they decide to reinstate the funding, they will be able to allot money for this year. Regardless of the Executive Board’s decision, ALL-SIS must decide if it will contribute for a second time this year. TS and OBS-SIS have asked for money from the other SISs on a sliding scale, with the largest SISs (*i.e.*, us) asked to contribute \$750. A majority of the other SIS have already voted to contribute this year.
 - c. We had decided we don’t want to commit funds in perpetuity without express backing of membership. But deciding for a single additional year wouldn’t be an abuse of membership’s trust.
 - d. Motion: ALL-SIS will support TS/OBS-SIS for this year for \$750. If AALL does not reinstate funding, any future funding would need to be approved by the membership.
Unanimously approved.
 - e. We can share history/information, and put a resolution out to the membership, if necessary, after we know the outcome of the AALL Executive Board vote.
6. Awards committee – Chair Handbook
 - a. Chair Anna Blaine had previously asked us if the Board might update the Awards Committee Chair Handbook, last updated in 2007. Genevieve learned that this document is a PDF that lives in the Archives/Storage section of the ALL-SIS website, which is accessible by link but not by navigation from the main page. There are materials stored in this section of the site for each committee (and some defunct committees), including other committee handbooks.
 - b. What to do with file storage? AALL is about to revamp its entire website. Let’s wait to decide how to handle/store archived materials until we know more about the transition.
 - c. If we have committee handbooks, they should be up to date.
 - d. Committee chairs should ensure that their handbooks or other operating documents reflect current practices. The board can sign off on any changes they wish to make, but the details can be left up to them. These resources are typically created by chairs for chairs. We could call on last year’s chairs to explain what they’re doing and what they’re not.

- e. Genevieve will respond to Anna to communicate that the board fully endorses updating the handbook, and recommend that she reach out to the previous chair with procedural questions, and then come back to us.
 - f. We should also ensure that Anna Lawless-Collins (not in today's meeting) and webmaster Ellen Augustiniak are aware of the existence of archival material.
7. Awards Committee – Limits on Eligibility:
- a. Last month we discussed whether members of the Awards committee and the ALL-SIS board should be barred from eligibility for ALL-SIS awards and grants. While the current board and the Awards committee chair support such a limitation, members of the Awards committee do not and favor other measures to prevent bias or conflicts of interest, such as anonymizing the nomination process, restricting eligibility to just writing awards and grants, or conscripting each year's award winners to serve on the next year's committee.
 - b. Discussion centered on general consensus that, normatively, those who serve on the committee you shouldn't expect to be able to get an award or a grant. However, it may be a little different for a publication award, given that many authors don't have control over the precise timing of their publication process.
 - c. The Hicks and Outstanding Service awards are akin to "lifetime achievement" awards that would not be unavailable to former committee/board members in future years.
 - d. The board unanimously decided that it would be appropriate to restrict current committee and board members from eligibility for grants (including those for the Leadership Academy/Management Institute) and the Hicks/Outstanding Service awards, but retain eligibility for publication awards. Genevieve will pass this decision on to the chair.
8. Local Arrangements:
- a. The committee recommends having both a (hot) breakfast and an evening reception.
 - b. The committee would like to enable members to attend events even if they have not registered in advance, in part because they fear barring those who have missed the registration deadline depresses overall attendance.
 - c. Letting people come at the last minute works in our favor to promote attendance, but may be difficult to implement.
 - d. Last year we informed those who asked about late registration that they could attend and send checks to the Treasurer to cover their costs. Genevieve processed one such payment after the annual meeting.
 - i. But this makes it difficult to estimate the correct amount of food/drink to purchase.
 - e. We may want to do more advanced messaging, both around the reception and the breakfast. Marketing may assist folks both to get excited about coming and to let everyone know that these will be ticketed events.
 - i. Caroline will follow up with Janet.
 - f. The reception location may be either the University of Baltimore (which has a new building, but will require hired transportation) or the University of Maryland, which is "walking distance." (Google Maps shows it as five blocks from the Convention Center).

- i. Even if the reception is walking distance, we may still need to arrange transportation for members who need mobility assistance.
 - g. We will ask the committee to get catering estimates from both institutions.
- 9. Next board meeting: Caroline will send out a scheduling poll for next month—likely sometime between Nov. 9 and Nov. 23.
- 10. Adjourned