

ALL-SIS EB Meeting

April 9, 2018

1. Meeting called to order.
2. Motion to approve February minutes: approved.
3. Treasurer's update:
 - a. The Awards committee has chosen recipients for the Regular and Active member stimulus grants and the CONELL grant; Genevieve has been in touch with them and Paula Davidson to make the grant disbursements.
 - b. The Research & Scholarship committee also selected two recipients of research grants; funds have been distributed to them and the recipients will contact the committee and the treasurer if any funds need to be returned.
4. Committee chair questions: Anna has been reaching out to all the committee chairs. Many of them had questions and feedback. Some we can address now; some way may want to push to next year.
 - a. All committees should now have chairs and vice-chairs to help preserve institutional knowledge.
 - b. Continuing Education: The committee suggests adding an outreach charge to all committees to prompt them to contact each other, the PR committee, and the board. They'd also like an outreach charge specifically for the Continuing Education committee to ensure that other committee chairs send education opportunities their way. This seems reasonable.
 - c. Statistics: The committee suggests adding a charge to have monthly or quarterly discussions on issues related to metrics in academic law libraries. They might want to have "regular" meetings instead.
 - d. Web committee: Chair Ellen Augustiniak is unsure where the role of webmaster is going with the new AALLNET content management system. Should we fold into the PR committee? It might be ideal to have Ellen stay on one more year and work with the PR committee to help clean-up the website.
 - e. Legal Research Sourcebook: Ellen has been unable to get the committee to update any of their content on the website. This committee has struggled this year, but it may be a temporary set-back. It might be worth investing more time with them next year. There is also potential for future collaboration with RIPS-SIS.
 - f. Newsletter: I-Wei is considering stepping down as Editor in Chief, either immediately or at some point in the next two years to assist with transition. Ben Keele and Katie Haskhe are candidates to step into the EIC role, who have served on the committee for some time. Would want someone who can stay on for a minimum of four years. Anna will contact both candidates what they might want to change; about their vision of the what the newsletter should be; how that vision fits with the strategic plan; a plan for soliciting contributions to the newsletter. If I-Wei is flexible, we can leave it to the new editor to decide if they'd like her to stay on for some time.
 - i. I-Wei should also confirm if she's been in contact with AALL regarding model documents and the draft author agreement.
 - ii. Look and feel issues should fall to new editor.

- g. Research & Scholarship: The committee has struggled with loss of institutional knowledge through leadership transitions. They've asked to move to a three-year rotation. But all other committees have a standard two-year rotation, and the board is reticent to make single exception. We might want to allow folks who are currently on the committee stay on (effectively a four-year commitment) if they want to. We can also encourage them to create more internal documentation to preserve and share their processes.
 - h. Public Relations:
 - i. There has been some struggle with responsiveness of committee members.
 - ii. They'd like to begin posting 1-2 minute videos of ALL-SIS conference content in addition to photos. The committee should create or adopt a policy (perhaps based on whatever is used by AALL) to manage copyright and consent issues.
 - iii. The committee would benefit from a calendar of committee activities. There's a general calendar in our board handbook; it can be shared but should be understood as a guideline, and should be used only internally.
 - iv. The committee is preparing new posters for the annual meeting. Any new proposals should come to the board for approval, including the related costs. The treasurer can submit the required paperwork for reimbursement.
5. Election update.
- a. Election opened on March 26 and will stay open through April 25.
 - b. Genevieve will send out an update on MyCommunities to ask anyone who hasn't received a ballot to contact her for election credentials.
6. Annual Meeting
- a. We've requested AV for the All-Members and Directors' breakfasts.
 - b. No updates from the local arrangements committee on the reception menu or transportation.
 - c. Genevieve will contact Janet to confirm what transportation arrangements we have in place.
7. Adjourned