RI PS-SIS Executive Board Meeting Minutes

October 27, 2020

Zoom link: https://stanford.zoom.us/j/93029399262?pwd=RGF3cmVHczREd2RqZkZHMIbueE1VZz09

Attendees: Taryn Marks (SIS Chair), Nicole Downing, Zanada Joyner, Becky Mattson, Clanitra Stewart Nejdl, Genevieve Tung

The meeting was called to order via Zoom at 4:00 PM Eastern.

A. New Business

a. Committee chair survey results
   i. 26 complete responses (1 incomplete)
   ii. Overall: want more knowledge about how the board works and best practices for IK project; few concerns with committee charges; general interest in having a training/get together earlier in the year
   iii. Excel of results available; as is a PDF of results in the Google Drive folder
      1. General discussion of the survey results.
      2. Possibility of changing structure for committees.
         a. Put institutional knowledge info on the website
         b. Should tenures be longer?
            i. Would members be willing to commit for 2- or 3-year terms?
            ii. Could revamp the survey to ask members how long they would like to serve
         c. Need generally more transparency and clarity
            i. Including about how people can become Chairs and Vice-Chairs of RIPS-SIS committees
         d. Action Item: Review the folders for which we are liaison and see how robust that information is for that folder.
            i. Is the folder a good example for others to follow in terms of the level of information on a scale of “Not Useful” to “Very Useful?”
b. Bylaw proposal update
   i. Genevieve: other SISes and AALL Bylaws
      1. AALL has a similar setup where Board members cannot be on the Nominations Committee.
         a. ALL-SIS, PLLP-SIS, and GLL-SIS all have the same provisions.
      2. We can ask to increase membership on the Committee, but we will likely not be able to get
   
   ii. Taryn: AALL Bylaws committee
       1. Nothing to report.
   
   iii. Next steps
       1. **Action Item: Determine if there is anything else in the bylaws that may need revisiting.**

   c. Adding board liaisons to committee folders?
      i. Taryn will add each liaison to the Committee folder for her committees

   d. Open floor
      i. PR Committee
         1. Would RIPS-SIS purchase a paid account for Canva?
            a. The Committee needs to submit a formal proposal requesting this.

   ii. November Board member is currently scheduled for the Tuesday of Thanksgiving Week.
      1. Discussion of moving meeting date.
            a. Meeting will be moved to December 1, 2020.

   iii. Merger of ALL-SIS Sourcebook of RIPS-SIS Teach-In Kit
      1. ALL-SIS Legal Research and Sourcebook Committee Chair (Clanitra) will be doing some investigation into the usage statistics for the ALL-SIS Sourcebook.

B. Committee Updates
   a. Grants Committee (Becky)
      i. Sarah has completed a draft of the Committee report from last year.
         1. She has multiple questions:
a. The leftover money from the AALL Annual Meeting grants that was not used could be used for other things.

b. Cas Laskowski was the Leadership Academy grant winner this year.

c. There is an evaluation matrix in the prior year’s folder that was not used last year. Is there a reason it was not used last year, and can they use it this year?
   i. It can be used this year.

d. The AALL Management Institute is this year. The Committee’s goal is to convert that application form.

b. Legal Research Competencies (Clanitra)
   i. Mari Cheney stepped down from her role as Chair.
   ii. Theresa Tarves has agreed to serve as Chair.
   iii. Susan Azyndar has agreed to serve as Vice-Chair.

c. Legal Research Teach-In (Taryn)
   i. There is advertising for the mini Teach-In Kits currently.
   ii. There is a subcommittee meeting scheduled for Thursday, 10/29/20 to talk through the timeline and other issues.

d. Membership Task Force (Genevieve)
   i. Nothing to report.

e. Nominations (Zanada)
   i. Nothing to report.

f. Online Training (Nicole)
   i. Nothing to report.

g. Patron Services (Zanada)
   i. Nothing to report.

h. Program Committee (Becky)
   i. A reminder will be sent out for submissions.
   ii. Only 1 submission so far.
i. Public Relations & Recruitment (Genevieve)
   i. Interested in any upcoming events or education updates that
      anyone else has to share.

j. Research Instruction (Nicole)
   i. Still working on article summaries for early December 2020.

k. Scholarship (Clanitra)
   i. There are now three sub-committees
      1. Encourage Scholarship
      2. Resources
      3. Writing Groups

   ii. The Encouraging Scholarship subcommittee is deciding whether to
       go on with the self-reporting form or trying a different initiative to
       promote member scholarship.

   iii. The Resources subcommittee is working on updating and
        promoting the scholarship resources spreadsheet and handout.

   iv. The Writing Groups subcommittee is deciding whether to promote
        joint groups with ALL-SIS and PEGA-SIS or to start a RIPS-SIS
        member writing group or mentorship program.

   v. Jessica Almeida (Chair) and Sarah Starnes (Vice-Chair) are also
      meeting to discuss writing a program proposal for AALL 2021
      center on a scholarship topic.

With no further business to discuss, the meeting was adjourned at 3:49 PM Eastern.