RIPS-SIS Executive Board Meeting Agenda and Minutes

April 27, 2021

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

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

The meeting was called to order at 2:04 PM Eastern.

A. New Business
   a. Finalize date for RIPS Annual Business Meeting -- Tuesday, June 15; 11amPST/2pmEST
      i. Survey results (at time of agenda-making, it was 60% preference for combining business meeting with meet & greet)
      ii. Taryn will send out a “save the date” notice
         1. PR Committee can create this notice
      iii. Committee chairs will provide the committee reports ahead of time.
      iv. Mugs will be advertised, as they will be here on 4/30
         1. Only for those who attend, while supplies last
   b. Any comments/edits to timeline; otherwise, finalize
      i. No other comments – ready to finalize
   c. By May 1, need grant/award names for AALL; May 15 for annual meeting grant
      i. Taryn will fill out the form once she gets all the award winner information.
   d. Teaching the Teachers conference sponsorship
      i. 2022 conference will be in Portland, OR
         1. Moving to a yearly format with a different focus each time
      ii. Seeking sponsorship from RIPS-SIS
      iii. The Board has approved the sponsorship.
      iv. Clanitra will liaise with the incoming Secretary/Treasurer about processing the payments for this and confer with Katie Hanschke, the former treasurer, who processed these payments the last time.
   e. Sending out call for committees soon -- please advertise
      i. Please advertise this far and wide!
      ii. There are 26 volunteers thus far. Last year, there were 66 volunteers.
   f. Planning for annual conference
      i. Asked chairs (LR Comp; Patron Services; RI; Scholarship) about roundtable planning -- any updates to below?
         1. Patron Services wants to do one; did one last year and lot of interest
         2. RI: ALL-SIS LR & Sourcebook, joint roundtable option -- will pursue
         3. Online training
            a. Not doing a roundtable but will support any roundtables that need technical assistance
         4. LR Comp & S: want to do roundtable
5. Will let Board know about roundtables
6. RIPS members with programs-- figure out when released
7. The roundtables can be scheduled for any time, aside from the week of AALL.
   a. Would be better to do them well before the AALL Annual meeting
   b. CONELL will be on Wednesday, July 14, 2021.
   c. Deadline to notify Taryn about the roundtables: June 1

ii. Created document to track -- please input any info about RIPS programs/roundtables as you come across them (will also do a review once schedule is released)
   1. Will be created soon
   2. Email information to Taryn as we get it or add directly to the document

iii. Standing committee meeting time?
   1. Not as helpful virtually
   2. Can pick up on this at the next in-person meeting

iv. Vice-chair/chair meeting time?
   1. Envisioned in early-to-mid August 2021
   2. For asking questions and discussing general committee leadership
      a. Roles, goal setting, motivating members, etc.
   3. Discussion tabled for now

g. Adopt penguin -- should we continue with a Cleveland penguin this year?
   i. Becky will get this done by the Business Meeting.

h. Mugs ordered!
   i. Number to distribute at business meeting; at CONELL; anywhere else?
      1. Should require no more than 15 or so

  i. Open floor
     i. Important note: The Board formally signed on to the Asian American Law Librarians Caucus Statement on Anti-Asian Incidents.

B. Committee Updates
   a. Grants Committee (Becky)
      i. Giving out annual grants
      ii. Determined winner for the Service Award

   b. Legal Research Competencies (Clanitra)
      i. The Committee is hosting a AALL virtual coffee chat entitled “Updates to Legal Research Technology Competencies” on April 20, 2021 at 11:00 AM Central.

   c. Legal Research Teach-In (Taryn)
      i. Committee is working on adding subject headings to the ones received this year.
      ii. Scheduled to finish adding subject headings on Friday, April 30
      iii. Will sit down with Chris Siwa to see what information is needed to transfer.
d. Membership Task Force (Genevieve)
   i. No report.

e. Nominations (Zanada)
   i. Question: Malikah Hall was elected as Member-at-Large, so there needs to be a blog editor transition.
      1. Would be helpful if she wanted to establish a guideline for the next editor
   ii. There are five names recommended, but does the Board want to approve the Call for Bloggers timeline?
      1. Caren Luckie, Emma Wood, Kristen Rowlett, Mark Williams, and Ashley Arrington
         a. Do not want to do an open call for editors, so they should be contacted directly
      2. No need for the Board to approve this.

f. Online Training (Nicole)
   i. No report – will be forthcoming

g. Patron Services (Zanada)
   i. Reviewing and compiling drafts on different sections on the white paper
   ii. Will be doing a roundtable

h. Program Committee (Becky)
   i. Schedule is out
      1. The RIPS-SIS program (A1: Helping Students Focus in a World on Fire: Using the Science of Keeping Attention to Improve Our Teaching in a Distracting Year and Beyond) is scheduled for Tuesday, July 20 at noon.
      2. No poster sessions will be held this time per Zanada’s info from AALL

i. Public Relations & Recruitment (Genevieve)
   i. Committee is thrilled with the penguin design for the mug
   ii. Looking forward to CONELL

j. Research Instruction (Nicole)
   i. Everything is going well.

k. Scholarship (Clanitra)
   i. The Committee is starting work on their scholarship database proposal and anticipate submitting it to the Board in a month or two.

With no further business to discuss, the meeting was adjourned at 2:48 PM.