

Special Libraries Association – Illinois Chapter
Executive Board Meeting
May 22, 2006
3:00-5:00
Held at Arc Worldwide

Attendees:

Susan Chenoweth
Karen Krupka
Karen Trimberger
Ken DesJardins

Call-in:

Bobbie Goering

Guests:

Bonnie Seby

1. Meeting called to order at 3:10pm
2. Approval of the agenda by Karen Krupka, seconded by Karen K. Trimberger.
3. President's comments / announcements / welcome / appreciation
 - a. Welcome, the Business lunch went nicely, the Awards were handed out.
4. Approval of the minutes of April 24, 2006
 - a. Motion by Bobbie Goering
 - b. Seconded by Karen Krupka
5. Review next steps from minutes of April 24, 2006
 - a. Karen Krupka—follow-up with SLQ HQ about use of debit card—Karen has talked to several other chapters and going forward with getting debit card through checking account.
 - b. **Action Item:** Susan Chenoweth—follow-up with Eugene Giudice about May post-meeting survey.
 - c. Karen Krupka—talk with vendor relations group to discuss relationship with Union League Club—we will continue to hold meetings at ULC for 2006-07.
 - d. **Action Item:** Susan Chenoweth—follow-up with Eugene Giudice about more casual menu items at Union League Club.
 - e. **Action Item:** Karen MacKenzie and Susan Chenoweth—send email to SLA HQ Executive Committee discussion list on lack of response from HQ in regards to membership report.
 - f. **Action Item:** Ken DesJardins—ask new committee chair to make marketing plan (opportunities at Library Schools, Business Schools, local business publications etc.)
 - g. **Action Item:** All Board-ask committees to develop budget for 18 month calendar by April meeting
 - i. Book club—no budget needed

- ii. International—money only needed for twinning program (one membership)
 - h. **Action Item:** Ken DesJardins & Susan Chenoweth—ask for additional volunteers for the PR committee.
 - i. **Action Item:** Susuan Chenoweth—Strategic Planning outline will be submitted to Board by next meeting
 - j. Susan Chenoweth—follow-up with Knovel about cost and sponsorship (Baltimore Open House)—Knovel is moving forward with covering cost. Currently 160 people have RSVPed.
 - k. **Action Item:** Karen Krupka—ask Joyce to network with CALL sponsorship committee to seek advice.
 - l. **Action Item:** Karen Krupka—survey current sponsors about what benefits the sponsors would be interested in.
 - i. Brainstorm on new vendors.
 - m. Karen Krupka—send out email to Treasure List about accepting payment for meetings and process.
 - i. Most chapters use Survey Monkey and PayPal.
 - n. **Action Item:** Susan Chenoweth—send out email to President’s List about process for meeting registration (electronic registration).
 - o. **Action Item:** Program Committee—Susan Chenoweth and Eugene Giudice—look at registration process current and look at future recommendations (ie--survey monkey, evite, RSVP.com and paypal)
 - p. **Action Item:** Susan Chenoweth—discussion of C.Berger about meeting arrangements letter.
 - i. Draft has been submitted to Board.
 - ii. Motion by Karen Krupka to submit letter to C.Berger thanking them for their registration services.
 - iii. Seconded by Bobbie Goering
 - iv. All Approved.
 - q. All Board—look at new version of Recommended Practices document which needs to be edited.
 - i. Motion by Bobbie Goering motion to approve Recommended Practices
 - ii. Seconded by Karen Krupka
 - iii. All Approved
 - iv. **Action Item:** Susan Chenoweth and Bobbie Goering---finalize Recommended Practices for publishing.
 - v. Many thanks to Bobbie for her hard work and dedication to getting the document finalized and completed.
6. Committee reports
- a. Programs — Programs, Dinner Arrangements, Book Club, SLA Cares, Professional Development
 - i. **Action Item:** explore marketing campaign for Chapter to encourage attendance

