LSAA Board Meeting Minutes

July 24, 2004

Present: Susan Barrick; Mary Ellen Davis; Stephanie Davis-Kahl; Donna Dziedzic; Janet Hawkins Guydon; Brian Looker; Mary Ann Pohl; Susan Sutherland; Brent Swearingen; Sara Tompkin (via conference call); Mary Wilkes Towner; Roslyn Wylie

New members were introduced. Minutes from the previous meeting were approved.

Dean's Report:
Dean Unsworth joined us via phone to update us on the following:

Hiring:

- There have been two significant hires this past summer--Ken Spelke, Associate Dean for Information Technology and Research; and Chantelle Hougland, Associate Director of Development.
- Tenure-track faculty searches--one position to focus on children's literature and youth services, the other on information organization, cataloging and classification. Both are fairly difficult categories to hire in since we supply most of the professors in these areas and usually don't hire our own.

Gifts:

- $100,000 charitable contribution; $100,000 from Lionelle Elssesser; $50,000 from Linda Smith; Windsor funds will fund new lecture series beginning in October.

Grants:

- Linda Smith--joint grant with Syracuse on distance education and course sharing (IMLS); joint grant with Indiana on digital libraries (IMLS);
- GSLIS, the Illinois State Library and four other state libraries will receive $2.5 million over 3 years to investigate digital content, preservation, policies, architecture for digital library. (Library of Congress)
- Bee Space project received $5 million over 5 years
- Stephen Downie received funding from the NSF/Mellon Foundation to explore music information retrieval and the implications on research and teaching.

Projects:

- Continuing Education now has Maryanne Steadley at 80%, will be offering more courses and workshops
- Center for Community Informatics--funding will come from outside sources for this new research/teaching opportunity. Will provide intellectual focus for these activities

GSLIS Budget:
• Budget is down approximately 5% (cuts across campus distributed pretty evenly, between 4% - 6%)
• Increased LEEP enrollment has helped out some, but required increased use of adjuncts which may be an accreditation issue if this trend continues.

**Associate Dean's Report:**
Susan Barrick reported the following:

**Receptions:**

• Have been well-attended, especially at ALA (125!) and post Convocation reception. Local receptions in Chicago and Bloomington were also successful.

**Newsletter/Orange Postcard:**

• Currently budgeted $1500 for orange postcard which lists dates, times of receptions at different conferences.
• Will be included in newsletter in the future so LSAA doesn't have to pay for postage.
• Quarterly updates go out via email.

**UIAA/Membership:**

• New UIUC "Collegiate Membership Program" for both undergraduates and graduate students (thanks to GSLIS!).
• Program has several benefits for graduate students, including free membership during graduate program, access to Alumni Database, will receive Career Development newsletter.
• Difficult to create budget for LSAA since UIAA controls funding from new members, i.e. LSAA receives $7 for Annual Member and 18% of Lifetime Member payments.
• UIAA used to have special fund for projects (Dean Unsworth's reception last year was paid for with this fund), but not this year.

**Treasurer's Report**

• Yellow document handed out at meeting contains expenses/income through the end of May
• June activities will be on the next budget report
• We will receive a final report at the end of August; delay is caused by the implementation of new software
• We do not receive a special allocation from UIAA
• Our largest expense is the postcard ($1100 for postage; $485 for printing)
• Several invoices totaling $3400 will appear on next year's report
• Carryover from last year is $2400
• Funds include
  o Money Market accounts
    • Bank One
  o CDs
    • four at Central IL Bank; 2 come due soon, will be good investment opportunity
  o Stocks
    • result of donation; will wait to sell under value increases
Endowment
- Principle cannot be used, only the interest (last year used for student travel fund)
- Part of fund used for Distinguished Speaker program
- UIAA allows us to spend 4.75% of funds; in 2005, this totals $4350
- We can also carry funds over for large projects or contributions

Discussion/Comments:
- We have $94,000--room/opportunity to use funds flexibility, can contribute to projects/programs
- Stock was gift; grandfathered in--no other alumni groups have extra money
- Money Market funds from stock sales and gifts
- We are on a downward trend, membership is down
- Our activities fall under function/auspices of UIAA, so they keep our accounting and cut checks on our behalf
- LSAA gave $30,000 to new building fund
- Univ wants endowment funds spent since that was the intent of the donor
- Suggestion to focus on mentoring and travel funds for students
- Comment that our expenses are consistent and GSLIS does subsidize our activities (i.e. receptions)
- Interface between GSLIS and LSAA--Dean Unsworth has agreed to set up funds for Advancement and for Alumni Relations.
- Suggestion to include trend data in financial reports, also to use Excel to create fund reports
- UIAA does audit our accounts, but not on our schedule
- Historically LSAA has focused on receptions and newsletters, but that can change

Old Business:
- None to report or discuss

New Business:

Committees
- Everyone is responsible for chairing one committee
- Fellowships is the new committee
- Committees can conduct business via email, conference calls
- People not on the Board but with long history with GSLIS/UIUC are on some committees
- Mary Ann will send contact information for non-Board committee members after acceptance

Awards Committee
- Most mandated and formal
- Three awards: Distinguished Alumni, Leadership, Service to School/Board
- Process: nominations come from alumni, Board, GSLIS faculty, dean/designate (call for nominations comes from Assistant Dean's office), due by March
- Nominations go to chair of Awards Committee
- Information Researchers gather background information for us
• Our bylaws allow nominations to carry over into following year
• Voting in April, announcement in June, awards given out at ALA Annual at reception
• Nominations are difficult to get sometimes, always looking for people to honor

Bylaws Committee

• Bylaws are online at LSAA site
• Upcoming discussion of changes, specifically for revolving terms, adding a director, extending terms to three years

Communications Committee

• Marketing to new alumni key
• Current devices: website, postcard

Fellowship Committee

• New!
• $150,000 required to set up a fellowship at GSLIS
• Provost matches funds when fellowship is established
• Also means student support which LSAA does not currently fund

Meeting adjourned for Lunch at 12 noon, reconvened at 12:50 pm.

New Business, Continued

Finance Committee

• Draft budget is prepared
• Forms will get revamped, into Excel

Membership

• Only avenue for LSAA to raise funds
• Alums need to join UIAA in order to join LSAA, so we partner with UIAA
• Committee members may meet with UIAA to find out why we can't get list of non-renewals
• Political reasons for non-renewals (Chief)
• If alum got another degree from UIUC, LSAA splits money from UIAA membership with other affiliation
• Need to partner with student groups/chapters of ALA/SLA/ASIST/ACRL

Nominations

• Actively solicit nominations

Receptions

• Use of technology, i.e. chat rooms for reunions?
• speakers would be draw for people
• finding host site in Chicago suburbs--how many alum live in Chicago suburbs?
• *Conference call set up for Nov 8

Student Outreach

• Students' needs communicated
• Connects Board to present student population
• Board members/alum/Professional associations interested in visiting student groups/chapters
• Anything career/job-hunting related a huge draw for students
• publicize e-mentoring program

E-Mentoring

• Electronic job board, mentor connections
• Allows mentors to select discrete functions, i.e. interview practice, resume review, etc
• Will help students locate internships, practicums, speakers
• change name to coaching?
• Needs marketing
• Cost is $750 (approved by Board, see below)

Dean's Wish List:

E-mentoring

• Motion carried to fund E-Mentoring

Windsor Lectureship

• now fully funded, Dean Unsworth is asking for us to co-sponsor lectures (one in fall, one in spring)
• $1000 honorarium
• reception for 140 people
• travel expenses
• faculty selects speaker, but we can nominate

Fellowships Brochure

• earmark money for design of brochure
• would include stories from donors, students
• cost?

Student use

• Travel, conferences
• prior awards require students to be on program
• Dale Silver runs this program, but funds depleted
• LSAA gave money last year
• also a fund for adjunct faculty travel
• we need to find out what students biggest need is re money (travel, books, copies?)
• Suggestion not to require presentations, attendance just as important for students

Discussion/Comments

• Strong support for student use
• More information needed about lectureship before decision can be made
• Brochure outside of our scope?
• Assistant Dean will ask Dean about cost of these items

Meeting concluded with the presentation of Donna Dziedzic's KLSAA Distinguished Alumna Award by Mary Ann Pohl.

Respectfully submitted,
Stephanie Davis-Kahl
LSAA Board Secretary