LSAA Board Meeting Minutes

July 18, 1998

PRESENT: D. Harber, Pres. A. Henkel, A. Barnhart-Park, B. Lintner, S. Barrick, F. Mosborg, L. Estabrook, B. Pacey

EXCUSED: L. Elsesser, F. Roehm, K. Kern

GUEST: Caleb, L. Estabrook's grandson.

CALL TO ORDER: The Board meeting was called to order at 10:05 a.m. by President Harber.

ANNOUNCEMENTS -
Issue: Introduction of Board Members
Discussion: Each of the Board Members present, introduced him/herself including where s/he comes from, what s/he does, and what his/her position on the Board is.
Action: None.

Issue: Replacement of Staff Liaison Terry Weech by S. Barrick
Discussion: D. Harber announced that T. Weech resigned from the position as Staff Liaison to the Board due to increasing academic responsibilities. He also stated that an approval vote was required for both his resignation and replacement by S. Barrick.
MOTION to accept T. Weech's resignation and accept S. Barrick as his replacement was made by B. Lintner and seconded by F. Mosborg.
Discussion: D. Harber asked L. Estabrook to give a short history of the position.
Action: Motion carried with a unanimous vote.

Issue: Notes of Appreciation
Discussion: D. Harber thanked T. Weech for being the "guiding light to the board" and its "conscience, heart and soul" as well as for always going "by the book." He thanked S. Barrick for her "time, help and assistance." He thanked F. Mosborg for being the "best treasurer." He thanked B. Lintner for her "help and assistance" and for keeping him aware and attentive. He thanked G. Schriefer for being secretary for two years. He thanked L. Elsesser for being the 2nd Vice-President and for bringing "perspective and enthusiasm" to the Board. Finally, he thanked F. Roehm for bringing "new additions" to the Board.
Action: None.

Issue: Rules of Order
Discussion: D. Harber told those present that B. Lintner had really steered the Board toward the enforcement of the Rules of Order and that he would continue to do so. He mentioned especially the "motion" followed by a "second" with the importance of a "discussion" before a "vote."
Action: None.
Issue: Committee Structure
Discussion: D. Harber stressed the differing importance of the Board and its Committees. The Board is there to support the Committees and back their projects as well as to give approval on expenses. Committees are created to do the work and discuss mission and goals.
Action: None.

Issue: Time/Place/Length of 1998-1999 LSAA Board Meetings
Discussion: D. Harber stated that, traditionally, the Board met in the summer, winter, spring, and fall and also held an Annual Meeting. He plans to meet between 9 and 10 a.m. on Saturdays, but will accommodate travel time and personal appointments. He hopes to be done by noon although it is not a mandate. He also told committees to plan on the distribution of agenda items to accommodate two-hour meetings. He also mentioned that for the time being, the meetings would continue to be held in the GSLIS Building's Conference Room.
Action: None.

Issue: E-mail
Discussion: D. Harber stated that e-mail would be the primary means of communication to keep us together as a board and committees. He stressed the importance of solid communication regardless of how it was done. B. Pacey mentioned the importance of making "official stages" known.
Action: None.

Issue: Dave's Personal Goals
Discussion: D. Harber has five goals for the Board. First, he wants us to be responsible and stay within the budget. Second, he wants to develop a committee structure more fully. Next, he wants to clearly define the Mission and Goals for the LSAA as a whole, which is actually L. Elsesser's issue. He also wants to look at the demographics of LSAA membership. Finally, he wants to improve the quality and the amount of communication between Board Members.
Action: None.

APPROVAL OF Issue: Approval of Annual Board Meeting Minutes of June 29, MINUTES: 1998.
Discussion: Change meeting date from "1997" to "1998." Note that there were over 100 people in attendance, which was more than enough to make a quorum of 10.
MOTION to approve the minutes as amended was made by F. Mosborg and seconded by B. Pacey. No discussion ensued.
Action: Motion carried by a unanimous vote.

Issue: Approval of Board Meeting Minutes of February 28, 1998.
Discussion: B. Lintner stated that the minutes were posted before they were approved by the Board and therefore already edited. A. Barnhart-Park remarked that spaces were missing between some words. D. Harber replied that this was because he scanned the minutes onto the LSAA web site. He also wanted to point out that past minutes from 1997 were on the web site.
MOTION to approve the minutes was made by B. Lintner and seconded by F. Mosborg. No discussion ensued.
Action: Motion carried by a unanimous vote.

REPORTS: President, D. Harber

Issue: Resignation of D. Micko as Director and Board Member
Discussion: D. Harber read D. Micko's resignation letter (attached). He said that a vote was required to accept his resignation as a Board Member.
MOTION to accept, with regret, D. Micko's resignation was made by B. Pacey and seconded by B. Lintner.
Discussion: D. Harber thanked D. Micko for his contributions to the Board and requested that an article on D. Micko's participation on the Board via teleconferencing be added to the newsletter. He stated that he hoped to be able to name a new officer at the next meeting pending approval through e-mail.
Action: Motion carried with a unanimous vote.

Treasurer, F. Mosborg

Issue: Presentation of Annual Budget
Discussion: F. Mosborg passed out the "Preliminary Year End Report" (attached.) It shows that the budget should have a turnover of $3456.73. She stated that the LSAA had three accounts. The first is the cash account. The second is in the money market and could be considered the savings account. The third is about $30,000 in CDs. Finally, there is additional money sitting in stock in the "Baby Bells." F. Mosborg wished to thank John Littlewood for his hard work helping to create our accounts. She explained that the Alumni Association Policies and Bylaws do not allow constituent groups to have separate funds, but that LSAA was grandfathered in and allowed to retain their separate accounts because we had the money when we became a constituent group. She is currently the LSAA Constituent Liaison to the Alumni Association, and Susan Barrick is the LSAA Staff Liaison. B. Pacey stated that she would like to see reports on all of these accounts and not just the cash accounts. F. Mosborg replied that the reports don't coincide with our meetings, and there is rarely much of a change in the holdings, however, she will start reporting on all of them.

F. Mosborg passed out another sheet of paper, (attached,) showing "Expenditure Comparisons" between last years projected and actual budgets. She remarked that graduation and ALA reception bills are not always processed by the end of the fiscal year (June 30), and so some years show nothing and other years show two years worth of receptions.

She passed around a handout on the "Comparative Income and Expenditures" over the last six years. She noted that there was an increase in membership everywhere because of new telecommunications operations. She pointed out that our membership was up, our dividends and
interest (CDs) were down and the expenditures on the newsletter were down which was probably due to fewer pages and finer type.

FIVE MINUTE BREAK TAKEN

Dean, L. Estabrook

L. Estabrook thanked the board for all the work it had done. She apologized for not being at the reception due to her father's illness.

She remarked that she felt there would be stronger support from the LEEP students because they have more of a commitment invested into their education. She stated that there was a lot of budget support for the continuation of LEEP as well as a grant. This places GSLIS in a good position in the U of I as the leader in distance learning. She informed the Board of a documentary on distance education that was created for PBS, which would be available for preview in the fall. About 25% of the documentary covered the LEEP program.

She talked about plans to double the size of the GSLIS building. We have $1.8 million to raise and a guarantee of backup money from the University. The greatest need is to find a $500,000 donor and then the University would let us go forward. There is a variety of naming opportunities available. The building will cost $4.8 million. Two million will come from the U of I. The building will be shared with ILCSO who came to us as a partner. There will be a high tech auditorium with seating for 140. There will also be a new computer lab, conference room, and high tech classroom. The Center for Children's Books will move in. There will be a great amount of public access. Classroom 124 will be gone.

L. Estabrook announced four new faculty members - Les Gasser, Deborah Rhodes, Edward Lomax and Steve Downie. Faculty will have to double up in offices because of the lack of space.

Treasurer, F. Mosborg

Issue: Presentation of Annual Budget Continued
Discussion: F. Mosborg proposed a budget for FY98-99 (attached.)

MOTION to approve the budget was made by F. Mosborg and seconded by B. Lintner.

Discussion: S. Barrick stated that the forms to apply for special allocations from the AA were due in by September 15. The most we could receive is $600.00. The Board agreed that any money received should be used for Centennial. F. Mosborg replied that there is also a Foundation/Endowment account for special events, which could be used for the Centennial if we didn't receive the money. The $600.00 was added for Centennial. Another $500.00 was added for the newsletter which would include brochures. $100.00 was added to Prairienet. Finally, $50.00 was deducted from the Alumni Awards which covers some of the cost for expenses of award winners. (See attached.)

Action: Motion to accept as amended carried with a unanimous vote.
Staff Liaison, S. Barrick

Issue: University of Illinois Alumni Association
Discussion: S. Barrick said that AA was preparing a speaker guide for clubs. We also need an Annual Report to turn into AA. AA is sponsoring a Reunion Weekend September 25-27. GSLISs 50-year class will be our special guests. For our information, the College of Education is beginning two online masters programs. S. Barrick reported that there has been a change in the focus of the Elite Metro Program to the LEEP 3 Mentor Program. She extended a thank-you to Linda Smith for the SLA Reception. ASIS is meeting in the fall in Pittsburgh. Several of our alumni will be receiving awards. S. Barrick will be sending each of us AA stationary. Finally, AA has a new program where $5 will be donated to LSAA for every new annual member we register and $25 for every new life member, provided that the appropriate code, "LASUD31," is found on the registration form.
Action: Get that code on the forms!

AA Constituent Liaison, F. Mosborg

Issue: UIUC and UIC Constituent Association Committee Meeting
Discussion: See attached.
Action: None.

Student Representatives, A. Barnhart-Park

Issue: None.
Discussion: D. Harber will speak with the student representatives so that they will know what they need to do.
Action: None.

Internet Committee, D. Harber

Issue: Introduction of the Committee
Discussion: The committee takes care of the web site as well as the listserv. F. Roehm and D. Micko were both involved. D. Harber himself is still working on the web site so e-mail him with comments. S. Barrick extended a thank-you to both Shawn McCormick and Kent Yates, GSLIS staff, for initially making everyone aware of the listserv.
Action: None

Centennial Committee, B. Pacey

Issue: Introduction of the Committee
Discussion: So far L. Elsesser, B. Lintner and a student are on the committee. They have met
and discussed what kind of interaction is wanted between students and alumni. Do we want to involve job skills and/or mentoring? What do we want to do? What can we do? How can we make our presence known more? How can we increase communication? Should we have an Open House? Shall we conduct Mock Interviews? When? Spring? Fall?
Action: None.

OLD Issue: LSAA Membership Lists
BUSINESS: Discussion: D. Harber passed around two sheets, (attached.) One shows "U of I,AA Campus Constituent Groups" and their "facts counts." The other shows LSAA Membership according to state with some more detail on Illinois members. He stated that we have a potential for 5,000 members, but only have 1,000. He also obtained a membership list by zip code from S. Barrick. Such lists are highly confidential, but full of information. He wants to compare the membership lists against graduate lists and utilize the information. For instance, there are more LSAA members in the Chicago area than in the Champaign/Urbana area. Should we consider a meeting in Chicago? B. Pacey mentioned that it has been proven that there is a stronger affiliation with undergrads and their alumni associations than with graduate students. Finally, D. Harber reported that 80% of our alums don't belong to the LSAA.
Action: Study will be ongoing.

NEW Issue: Committees for the Year
BUSINESS: Discussion: D. Harber first noted the Recommended LSAA Form (attached) which he passed out. He wants each member of the board to find at least one person to recommend using this form. He will e-mail the form to everyone as well. Next D. Harber went down the list of eight committees for the year. (See attached.)
Action: Everyone needs to recommend at least one LSAA Member or at least a potential member.

Issue: Committee Assignments for the Year
Discussion: D. Harber named members of the Board to chair each committee and started naming other members for service on each committee (attached.) He asked for suggestions for additional members not currently serving on the Board. He asked to strike D. Micko's name from the committees. The Mentoring Committee still needs a chair and every committee has openings.
Action: Everyone needs to help find members to fill these positions. Refer to last issue.

Issue: Calendar for the Year
Discussion: D. Harber referred to a sheet he had passed out for scheduling future meetings (attached.) The Annual ALA meeting will be held June 24-29, 1999 in New Orleans.
Action: The next meeting will be held on Saturday, November 14, 1998 beginning at 10 a.m. The winter meeting will be sometime in February.
Issue: Identifying Potential Board Members
Discussion: D. Harber asked members to again refer to the Recommended LSAA Member Form.
Action: Forward the completed forms to both D. Harber and the Nominating Committee.

Issue: Homecoming Plans
Discussion: S. Barrick reported that at last years Homecoming, coffee, cider and doughnuts were offered two hours before the Homecoming game. Three alumni wandered in and out and a few students made an appearance. The benefit of having a Homecoming Reception is that it gets a line in the Homecoming bulletin. This year the same will be done. A. Barnhart-Park requested that there be low-fat options available such as bagels. D. Harber suggested that the committees could meet that day to boost attendance. As many Board Members as possible should be there. S. Barrick mentioned that she might not be able to make the event, in which case someone else will need to be responsible in getting the food and beverages and setting up. She also announced that next year there would be a Board Luncheon on the President's lawn before the game if we were interested in attending as a Board. The Board agreed that any appearance we made would be good PR
Action: Someone needs to be in charge of preparing for Homecoming.

ADJOURNMENT: The Board meeting was adjourned at 1:05 p.m.