

**ASIS&T Indiana Chapter
Annual Business Meeting
January 20, 2005, 3:30-5:00**

[Meeting chair = Merri Beth Lavagnino]

[Minute taker = Pascal Calarco]

I. Introductions and Instructions for Videoconference Participation

- IUPUI location (IT209, Host = Merri Beth Lavagnino, mbl@iu.edu)
- Notre Dame location (115C DeBartolo Hall, Host = Pascal Calarco, pcalarco@nd.edu)
- IUB location (Radio/TV 175, Host = Andrew Stevens, arsteven@indiana.edu)
- Indiana State location (Ericsson Hall Room 106, Host = Steve Hardin, libhard@isugw.indstate.edu)
- Fort Wayne location (Kettler G22, No Host)

II. Review of Positions and Duties

Executive Committee consists of:

- Current Chair = Merri Beth Lavagnino
 - i. Chapter award application due by August 15
 - ii. Officer elections at least six weeks before ASIS&T Annual Meeting
 - iii. Officer's roster due immediately after elections are complete
 - iv. Annual activities report due October 30
- Past Chair & Chapter Assembly Representative = Andrew Stevens
- Chair-Elect = Pascal Calarco
- Web Manager = Allison Brueckner
- E-mail Discussion List Administrator = Jim Morgan
- Member Liaison = Steve Hardin
 - i. Welcomes new members/contacts non-renewing members
- Secretary/Treasurer = Vacant
 - i. Quarterly reports due Jan 31, Apr 30, Jul 30, Oct 30
 - ii. Annual financial report due Oct 30
 - iii. Retain financial records
 - iv. Fill out annual Bank Confirmation Form (September)

Need to identify:

- Secretary/Treasurer
- "Chapter Member Record Holder" (Receives monthly membership transaction reports)
- "Alternate Assembly Representative"
- Nominating Committee
 - i. Bylaws indicate "shall consist of the Chair and two members of the Chapter, designated by the Executive Committee"
 - 1. Will identify nominees for next year's officers

III. Communications Updates

- Email discussion list (Jim Morgan)
- Web site (Allison Brueckner)
- Notes to new members and non-renewing members (Steve Hardin)
- Should we do outreach to Listserv members who are not ASIS&T members?
- Other appropriate Indiana organizations we could reach out to, at least to advertise our programs

IV. Archiving of Old Chapter Records

- Currently held at IUB SLIS

V. Chapter Financial Report (Thomas Fowler)

VI. Goals for the year

- Spring program?
- Summer joint program with Michigan chapter, location at Notre Dame so it is in-between (already discussed with Michigan and they are willing)
- Fall program?
- Any other activity?
 - i. Scholarship for travel or registration to ASIS&T Annual?
 - ii. Dinner social somewhere fun like the Rathskeller in Indianapolis?
 - iii. Tours of facilities?

VII. Program Planning Discussion (Jamie Long)

- Content
- Format
- Days/Possible Dates
- Locations

**ASIS&T PROGRAM PLANNING
RESPONSE FORM SUMMARY
January 2005**

6 Responses

(from Steve Hardin, Dolores Hoyt, Kathryn Clodfelter, Allison Brueckner, Merri Beth Lavagnino, Ralf Shaw)

Program Content Options:

Responses:

- A,C,E,J
- N, I, H, A, D, C -- but would go to most of the topics listed
- D, C, I - but all sound interesting. Would add how can universities better partner with non-profits and government/pseudo-govt entities? For example, many grants are requesting such collaborations. Are any happening? If so, can we hear about them?
- A, B, D, F, G, H, J, K, L
- E, F, I, L
- A, F, I, K

Summary by vote:

A = 4

The Millennials Are Coming – traits of students coming to our universities or new employees coming to our corporations, and how we can use the skills of their world in education and the workplace.

Research on what skills they have that are different from traditional? Get some students to explain their world?

I = 4

Space – role of library as physical space – Eli Lilly worked to go online and get rid of printed journals, but scientists wanted a place to go to (Ralf Shaw has speaker contacts) – How are Information Commons implementations affecting space – Science libraries told to vacate space for higher priority needs (Ralf Shaw has speaker contacts) – Indianapolis downtown main library construction – How requiring laptop computers affects space – Howard Besser has given a great talk on space (Allison Brueckner has more details) – Medical library learning centers/collaboratories (Nancy John has speaker contacts)

C = 3

Academic Libraries of Indiana (ALI) digitization project – INCOLSA, IUB, etc. - what is the strategy for statewide digitization efforts?

D = 3

Local E-Government initiatives in Indiana – speaker (CTO or CIO?) from indy.gov – Access Indiana (Allison Brueckner has speaker contacts)

F = 3

Privacy/Security – including school libraries, government employees, etc.

E = 2

H = 2

J = 2

K = 2

L = 2

B = 1

G = 1

N = 1

Program Format Options:

Responses:

- The farther I need to travel, the longer the program should be. For example, I wouldn't drive all the way to Fort Wayne from Terre Haute just for dinner and a speaker. But I might make the trip the evening before for an all-day program.
- B, D (if in Indy), C, A
- D, C, then B
- C, D
- C, B, D
- B, C, D

Summary by vote:

- C = 5 (two first choices) - **Late Afternoon with snacks and drinks - one or two speakers (4-7)**
- D = 5 (one first choice; three last choices) - **Evening with dinner - one speaker (6-9)**
- B = 4 (two first choices; one last choice) - **Half Day - several speakers (9-12 or 1-4, could add optional lunch from 12-1)**
- A = 1 (their last choice) - **All Day with lunch - many speakers (9-4)**

Day Options:

Responses:

- No preference.
- A, C, E
- A, B, C
- B, C, E (or F, if a half or full-day program were offered)
- Not F or G
- Any day but Sunday

Summary by vote:

- C = 3 (none first choice) - **Wednesday**
- A = 2 (two first choices) - **Monday**
- B = 2 (one first choice) - **Tuesday**
- E = 2 (none first choice) - **Friday**

Location Options:

Responses:

- A,B (While I think most of our meetings should be in Indianapolis or Bloomington, I think we also need to meet occasionally - say once a year - elsewhere, to encourage new people to attend. West Lafayette, South Bend, Fort Wayne and Evansville are all good possibilities. And of course we could have another program with SOASIS in Cincinnati or maybe Louisville.)
- A
- B
- A, C, E
- A, B
- A, B (and occasionally other places)

Summary by vote:

- A = 5 (all first choices; one only choice) - **Indianapolis area**
- B = 4 (one only choice) - **Bloomington area**
- C = 1 - **South Bend area**
- E = 1 - **Fort Wayne area**

Indiana ASIST Annual Business Meeting
January 20, 2005
3:30-5:00pm

Meeting started 3:28pm

Videoconference sites that were connected:

1. IUPUI (Indianapolis)
2. Indiana University (Bloomington)
3. Indiana State University (Terre Haute)
4. University of Notre Dame (Notre Dame)
5. Indiana University-Purdue University (Fort Wayne)

1. Introductions, positions and locations:

- Merri Beth Lavagnino, Chair (IUPUI - Indianapolis)
- Pascal Calarco, Chair-elect (Notre Dame)
- Andrew Stevens, Past Chair (IU Bloomington)
- Jamie Long, Activities Chair (IU Bloomington)
- Tom Fowler (IU Bloomington)
- Steve Hardin, Member Liaison (Indiana State)
- Ralf Shaw (IU Bloomington)

2. Review positions and duties:

- Merri Beth reviewed positions and duties as per agenda
- Need to identify officers for the following:
 - Secretary/Treasurer
 - Membership records holder
 - Alternate assembly rep.
- Opened discussion
- Steve: suggested Brian Clark, who is still a member but in Western Illinois; he was interested in helping out if it did not require much work
- The Chapter bank account is in Bloomington; Secretary/Treasurer is usually someone who would come to some of the meetings; needs to do quarterly reports
- Andrew: knows some Ph.D. students in Bloomington; might be worth investigating some of these; mentioned Peter Hook as a good candidate for any of the open positions
- Andrew: some of the people who don't want the time commitment might be willing to serve on a nominating committee, for example
- Andrew will ask Peter Hook if he is interested
- Merri Beth: proposed that Steve be official membership record holder
- Ralf seconded;
- Steve agreed;
- Merri Beth offered to be alternate chapter assembly representative
- Ralf: Xuan Ma suggestion for Secretary/Treasurer; now a librarian at ITT;
- Merri Beth will follow up, indicating Ralf recommended her
- Ralf: also Christina Courtright (IU Bloomington SLIS)

- Jamie: Ralph Napier; very organized, detail-oriented; already has several things going on, but worth asking

3. Email discussion list:

- Jim not able to attend, but did send the current listserv before the mtg.
- At this point, two new attendees introduced themselves to the group:
 - Shannon Oltmann: doctoral student, IU Bloomington
 - Kathryn Clodfelter: doctoral student, IU Bloomington
- Two discussion issues: listserv does include members who are not members; should we leave this the way it is?
- Steve: leave it the way it is
- Should we change the list to be purely an announcement list? To date we haven't had any spam;
- Andrew: this may change as the organization change
- Steve: a lot of people say that blogs are a lot more conducive for discussion ; should we set up a blog?
- Could also use a message board
- Merri Beth: for section VI Goals, we can include investigate blogs and/or message boards
- Allison Brueckner could not attend today's meeting, but sent the following update from the ASIST Board: ASIST HQ is finalizing the details for the ASIST Digital Library with Wiley
- For I-ASIST pages: Andrew will send in last two years annual reports for mounting on the website
- Merri Beth: doesn't have minutes from last year's annual business meeting
- Jamie: checked his e-mail archives; no specific meeting minutes were sent out, but lots of discussion about event topics; when we get to section 7 will add these in
- Andrew last year did post summaries of the discussions
- Steve: Notes to new members: we should continue to do this; as we have had good success with this in the past; 50% success rate
- Should we do outreach to non-ASIST members?
- Merri Beth: Hoosier Society of Technical Communicators – message from Shelly Arwin
- Other associations to partner/collaborate with? INCOLSA, Am. Soc. Indexers; SLA, ACM, ILF,

4. Archiving of Old Records

- Do we want to officially archive records in Michigan as we did last year?
- Ralf has weeded through I-ASIST archives; approximately 1.5 boxes of perhaps full archives of the chapter
- Steve seconded idea of sending these to Michigan
- Will send them to Michigan, but first give opportunity for people to view them and maybe have a social event around this

5. Financial Report (Tom)

- \$327 total income for the year
- Spent \$120; \$92 mtg., some bank charges
- Ending balance \$4158; we should get rebates again this year, probably \$300

6. Goals for the year

- Spring program
- Joint summer program at Notre Dame
- Fall program
- Other: perhaps doing a scholarship program to ASIST Annual for student; dinner social; Rathskeller restaurant (Indianapolis) suggested
- Jamie: there is usually a window of opportunity of about a month per semester
- What we try to do is offer some headlight event, hot topic, guest speaker
- Summary of programming plans:
 - A spring program is better than a fall program;
 - summer joint program with Michigan Chapter (Notre Dame): “The Death of the Library?”
 - Fall: social event leading up to annual
 - Jamie: perhaps using fall event as a recruiting drive
 - Scholarship activity

7. Program Planning discussion (Jamie)

- The group reviewed the survey with respect to program suggestions, locations, and length of program (see attached)
- “Death of the Library?": Bernie Sloan (Illinois) suggested as a speaker
- Also Amazon search inside the book
- Pascal: if we do the joint “Death of the Library?” at Notre Dame, we could get someone from Univ. Michigan to speak on the background of the Google digitization project, and strategically where that advances the library
- Doctoral students advocated monthly meetings; getting to know your colleagues
- IU Bloomington Student chapter is distinct from I-ASIST
- As we were running out of time, Merri Beth quickly summarized our decisions for program planning for the year as well as other action items (vacant officer positions, chapter archives)

The meeting was adjourned promptly at 5:00 pm

Minutes: Pascal Calarco