



Indiana Chapter
American Society for Information Science
<http://www.asis.org/Chapters/IASIS/>

Annual Report
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I-ASIS Chapter Chair



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Welcome to the Indiana Chapter of the American Society for Information Science' (I-ASIS) Annual Report. As the Chapter Chair, I am pleased to present to you the work that the chapter has done for the 1999-2000 administrative year. In this binder you will find all the documentation and information that was produced by the chapter during that time. I-ASIS is working hard to continue the stamina that its groundbreakers established many years ago. This is representative of our efforts.

The following documents have been compiled for not only ASIS Headquarters, but for future I-ASIS leaders, who may have the opportunity to use this as a template in preparing next year's annual report. Standardizing the process of Chapter activities, such as this one, improves the efficiency and stability of the Chapter. It is my hope that helps I-ASIS achieve that.

Due to the deadline of this report and the schedules of the other I-ASIS Executive Committee members, it proved impossible to share the report before it was "published" and submitted to headquarters. Therefore, I take full responsibility for all information represented in the way that it is. If you have any questions, feel free to contact me at: akopczynski@erim.org.



Summary of 1999-2000 ASIS Administrative Year for the Indiana Chapter

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This ASIS Administrative Year began November 4, 1999, after the Annual Meeting concluded. At that time, our immediate past Chair had announced her resignation from I-ASIS office which meant that we would have to do without a past chair and Chapter Assembly Representative for the incoming administrative year (1999-2000). However, Steve Hardin kindly stepped in to serve as alternate in terms of Chapter Assembly Representative.

We had two tasks that we had to accomplish immediately: first, we needed to hold a business meeting to establish our annual goals, programs, and other general business matters (membership, finances, etc.); and, second, we need to hold elections for the office of Program Chair/Chair-elect. At this time it was also determined that it might be easier for someone to agree to be either one or the other: Program Chair or Chair-elect, rather than both. The Executive Committee agreed to propose changes to the Chapter members that would change the bylaws to separate the two offices. This was a success, approved by ASIS Headquarters, and was put in to place in March, 2000.

Because of the time of year, people having just returned from ASIS' Annual Meeting, and school semesters in full swing, I decided to conduct a virtual meeting on November 19, 2000 with the I-ASIS Executive Committee. In this way, more people could participate, by not leaving their desktop. The meeting was conducted and moderated entirely through e-mail. We agreed to meeting agendas, processes, and protocols in advance. As facilitator of the meeting, I took the responsibility to monitor the responses to topics, as I proposed them in the same way as I would in a traditional (real-life) meeting. If a topic was being over discussed, out of the productivity realm, I would steer the conversations to an agreement (or an agreement to disagree) and to proceed with the next agenda item. The meeting was a grand success! We accomplished to cover a number of items, within only a couple of hours online. (See article in the [Bulletin of the American Society for Information Science](http://www.asis.org/Bulletin/Mar-00/inside.html), Vol. 26, No. 3, February/March 2000; <http://www.asis.org/Bulletin/Mar-00/inside.html>).

Another side activity that took place in the beginning of this administrative year was my visit, as Chapter Chair, to the Indiana Student Chapter's ASIS Annual Meeting Report Back Session, which was held in Bloomington on December 8, 2000. Here the student members sponsored an open panel where various attendees of the 1999 ASIS Annual Meeting reported back their experiences and observations. (See I-ASIS Newsletter article by Allison Kopczynski, Winter 1999, <http://www.asis.org/Chapters/IASIS/news/winter99news.html#Annual>.)

Simultaneously, we held a winter meeting and dinner social on December 15, 1999. The night was an icy cold evening in Indianapolis, where a handful of us met at the warm and cozy Milano



Summary of 1999-2000 ASIS

Administrative Year for the Indiana Chapter (cont'd)

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Inn. We held an informal business meeting, primarily discussing changes to the bylaws, the election, and how to proceed. Those who attended shared what they did, professionally, and discovered many interesting backgrounds and histories about one another. Another success at networking!

That following January, a unanimous vote elected Matt Theobald as our new Program Chair and Chair-elect. Matt Theobald is an Information Specialist working in information architecture and knowledge management at the Indiana Higher Education Telecommunication System. Interests have been marked by roles in public/private consortia Internet strategy, design, and application:

- Application Developer - Indiana Digital County Network (indico.net) Indiana Interactive (I@I) | National Information Consortium (EGOV) | Access Indiana Initiative (AII)
- Webmaster - Access Indiana Information Network (I@I | EGOV | AII)
- Site Architect/Webmaster - IOWAccess Project 1 Iowa Citizens Information Network, presented the State of Iowa Governor's Award for Outstanding Dedication and Service in Spring 1999. (IOWAccess received the Armand Hammer National Information Technology Award from Vice President Gore in Fall 1999)

Matt holds a Masters in Science in Library & Information Science ('96) from Indiana University and a B.A. in History ('94) from Hanover College.

Our Society's President, Gene Garfield, discussed the Society's future and possible name change at an Indiana Chapter meeting, jointly hosted with the Southern Ohio chapter, on March 8 in Indianapolis. Garfield's talk, "ASIS and Beyond," was the fifth in a series he's giving around the Society to outline his thoughts. (See I-ASIS Newsletter article by Steve Hardin, Spring 2000, <http://www.asis.org/Chapters/IASIS/news/spring2000.html#Spring>.)

Since then, I-ASIS conducted a general business meeting in Bloomington on March 8th, appointed a by-laws committee (Taemin Park from Indiana University Librarians), is currently conducting our annual elections (to be complete by September, 2000) and will hold our final business meeting, our annual meeting, on August 25, 2000.

Quite a number of Indiana Chapter Members will attend this year's Annual Meeting. The location is ideal (conveniently located to Indianapolis, in Chicago) and the topics, technical sessions, are appealing to many. I think I can speak for the other registered attendants, when I say we look forward to attending this meeting and sharing with our colleagues the success that I-ASIS has made this year and sharing how we accomplished such a feat.



Chapter Assembly Representative and Past Chair:

Vacant

Chair:

Allison Kopczynski,
akopczynski@erim.org

Chair-elect and Program Chair:

Matthew S. Theobald,
theobald@ihets.org

Secretary/Treasurer:

Charles Sweet,
sweet@indiana.edu

Chapter Member Records Holder and
Newsletter Editor:

Allan Barclay,
abarclay@iupui.edu



The officers of the Chapter shall include a presiding officer to be known as the Chapter Chair, a Chair-elect, Program Chair, a Secretary-Treasurer, the Immediate Past Chair, and such other officers as the Chapter may determine. Chapter officers shall serve for one ASIS administrative year.

Section 2.

The Chapter Chair shall preside at all meetings of the Executive Committee and the business meetings of the Chapter and shall exercise general supervision over the affairs and activities of the Chapter. He/she shall appoint the Chairs and members of all committees, subject to the provisions of these By-Laws. He/she shall serve as the Alternate Chapter Representative to the Chapter Assembly.

Section 3.

The Chair-Elect will serve a one-year term. The Chair-Elect shall actively assist the Chair. He/she shall preside at Executive Committee or Chapter business meetings in the absence of the Chair. He/she shall automatically succeed to the Office of Chair upon completion of his/her term as Chair-Elect, or when the office of Chair becomes vacant.

Section 4.

The Program Chair shall serve a one-year term, with an option to return for a second year. He/she shall coordinate and plan all technical programs and meeting events.

Section 5.

The Secretary-Treasurer shall serve a two-year term. He/she shall keep minutes of all meetings of the Executive Committee. The minutes shall be an accurate and official record of all business transacted. He/she shall be the custodian of all Chapter records unless a special officer shall be appointed for that purpose. The Secretary/Treasurer shall receive all funds of the Chapter, keep them in a bank, and disburse them in payment of expenses incurred and/or approved by the Executive Committee. He/she shall make periodic reports to the Executive Committee as required, and shall prepare the annual financial report for the Chapter Chair to be filed with the ASIS Executive Director within 30 days of the close of the ASIS Fiscal Year.

Section 6.

The Immediate Past Chair shall serve as the Chapter Representative to the Chapter Assembly.

Section 7.

The officers of the Chapter must be Chapter members in good standing. They shall be elected by a majority vote of the members voting by mail ballot. The report and recommendations of the Nominating Committee shall be distributed to all voting members of the Chapter.



Section 8.

In the event of a vacancy of a Chapter office other than the Chair, the Executive Committee shall appoint a member to serve until the next annual Chapter business meeting, except that an appointee filling the vacancy in the position of Chair-Elect shall not accede to the office of Chair as provided in Section 3, but a new Chair shall be elected at the next regular election.

Article VI. Meetings

Section 1.

The Executive Committee shall consist of the officers of the Chapter. Replacements for vacancies occurring among the elected officers shall be named by the Executive Committee. Any such replacements shall serve only for the remainder of the term.

Section 2.

The Executive Committee shall provide for an annual business meeting which shall be the last Chapter meeting of each ASIS administrative year. Written notice of the annual business meeting shall be mailed to all members of the Chapter, at least fifteen days before the date of the meeting. Special business meeting of the Chapter may be held at such times and places as the Executive Committee may determine, with at least fifteen days prior written notice to the members if possible.

Section 3.

Twenty percent of the membership shall constitute a quorum.

Section 4.

Robert's Rules of Order shall be the parliamentary authority for the conduct of meetings.

Article VII. Dues and Finances

Section 1.

All Chapter dues and assessments shall be set by the affirmative vote of two-thirds of the members present and voting at an annual business meeting or two-thirds of the votes returned from a mail ballot. Chapter dues or assessments may be levied against any ASIS member who is an Individual Member of the Chapter, but non-payment of such dues shall not deny such member the privileges of Chapter membership, except that the Chapter may limit the privilege of voting or holding office in the Chapter for non-payment of such Chapter assessment. Chapter assessments shall not be levied against Institutional Members or their Representatives.



Section 2.

The Chapter may collect monies from persons and institutions who are not members of the Society to place them on a mailing list for meeting notices and other mailings, but such persons and institutions shall have no vote in Society or Chapter meetings or in mail balloting.

Article VIII. Committees

Section 1.

The Executive Committee of the Chapter shall consist of the Chapter officers. The Executive Committee shall conduct and manage the affairs of the Chapter, subject to these By-Laws, and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend Chapter funds.

Section 2.

The standing committees of the Chapter shall include a Chapter Nominating Committee and such additional standing committees as the Executive Committee or the membership may determine.

Section 3.

The Nominating Committee shall consist of the Chair and two members of the Chapter, designated by the Executive Committee no later than March 1 of each year. This committee shall present a list of nominees to the members of the Chapter, as provided by Article V, Section 5. The Nominating Committee, at its discretion, may present more than one candidate for any one office.

Article IX. Dissolution

The Chapter retains its charter at the discretion of the ASIS Board. In the event of dissolution of the Chapter, the assets of the Chapter shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIS.

Article X. Amendment

Section 1.

These by-laws may be amended by an affirmative vote of two-thirds of the members of the Chapter voting on a proposed amendment. The vote can be taken at any Chapter meeting provided the proposed amendment has been sent to each voting member at least 15 days prior to the meeting at which it is to be considered.



Section 2.

Amendments to these by-laws may be proposed by the Executive Committee, a By-Laws Committee, or ten members of the Chapter. Proposals originating in the Executive Committee or By-Laws Committee shall be approved by a majority of the Executive Committee before submission to the membership. Proposals originating by petition shall be submitted in writing to the Executive Committee, and shall be presented with the recommendation of the Executive Committee to the voting members within 90 days of the Executive Committee meeting.

Section 3.

No amendment to these by-laws shall take effect unless and until it has been certified by the ASIS Board of Directors as being in harmony with the Charter, Constitution, and By-Laws of ASIS. If so certified, the amendment shall be effective as of the date of the next regularly scheduled meeting of the Chapter.

Revised 1979

Revised November 1990

Adopted July 1991

Revised June 1992

Revised April 2000



- I-ASIS/SOASIS Joint Program: “ASIS and Beyond: A Look into the Future of Information Professionals and Their Organization,” special guest: Eugene Garfield, ASIS President
March 8, 2000; Indianapolis, Indiana.

<http://www.asis.org/Chapters/IASIS/programs/03082000.html>

NOTE: See following announcements and related documentation.

(ITEMS WERE NOT DIGITIZED FOR THIS REPRESENTATION OF THE ANNUAL REPORT)



- November 19, 1999 <virtual meeting>
- December 15, 1999 (business meeting and winter dinner/social), Milano Inn, Indianapolis, Indiana
- March 27, 2000, Davis-Shaw Residence, Bloomington, Indiana
(<http://www.asis.org/Chapters/IASIS/programs/03272000.html>)
- August 25, 2000, IUPUI University Library, Indianapolis, Indiana

*NOTE: See the following information for specific agenda items and related documentation.
(ITEMS WERE NOT DIGITIZED FOR THIS REPRESENTATION OF THE ANNUAL REPORT)*



The following is the membership report provided by our Membership Records Holder, Allan Barclay, Spring 2000:

As of February (the latest month we have updated membership records for) there are 78 members of the Indiana Chapter of ASIS. This appears to be a fairly stable number, fluctuating little over the last two years (but perhaps 2000 will be the year when we start to see the numbers increase).

As you can see, the optimism exists in Allan's parenthetical statement. As Chapter Chair, I receive copies of the ASIS MEMALERT! I know that, through that medium, we have acquired at least a half a dozen new members since February.



The following document is our last financial report given at our March 27, 2000, business meeting by Charles Sweet, our Secretary/Treasurer.

<http://lit-prospero.lib.indiana.edu/asis/asis1999q1.html>



- Winter 1999, <http://www.asis.org/Chapters/IASIS/news/winter99news.html>
- Spring 2000, <http://www.asis.org/Chapters/IASIS/news/spring2000.html>
- Summer 2000 (currently in production, estimated publication date: end of August)



Upcoming Year: Anticipated Changes and Projections

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The upcoming ASIS Administrative year for the Indiana Chapter will bring new faces to the Executive Committee for the following appointed and elected positions:

Chair-elect
Program Chair
Secretary/Treasurer
Web Master
Newsletter Editor
Members Record Holder

Since I have recently relocated to Michigan and will pursue activities there, as my new home, I am still willing to participate and remain a chapter member with Indiana. This will forever be my "home" Chapter. I plan to propose myself for appointment as Web Master and Newsletter Editor. These are positions that I have currently been working with during my office and that would not overload my future work with the Michigan Chapter or my Chapter Position with SIG-DL. I contribute this service as part of my dedication to I-ASIS.

Once we have an individual who is responsible and willing to take over as Members Record Holder, we will appoint that person appropriately. For the other three positions, elected positions, the Nominations Committee is currently seeking candidates and plans to mail out ballots, compile results, and announce the winners sometime in September. This will leave plenty of time for those newly elected persons to acclimate themselves to Chapter operations prior to their service starting immediately after the Annual Meeting in November.

Separately, we currently have a proposed by-law amendment on hold. Our By-laws Committee recommended several wonderful emendations to our current by-laws. We are waiting to see what will happen with the official name change (logo change) for ASIS before submitting these administrative changes. Our thinking is that we will make all changes at the same time.

In conclusion, it is a time of change for I-ASIS, we need fresh blood and new perspectives to keep the energy and activity level high. We seem to be acquiring more student and corporate members, expanding our already populated academic membership. This will provide the chapter with balance in terms of approach, perspectives, and theories for information science. I look forward to seeing what the future holds for Indiana's Chapter.



- Copies of by-law ballots
- Copy of election ballot
- Copy of ASIS Annual Meeting Report-Back

*NOTE: See the following information for documentation.
(ITEMS WERE NOT DIGITIZED FOR THIS REPRESENTATION OF THE ANNUAL REPORT)*