BETA PHI MU EXECUTIVE BOARD

FINAL MINUTES
2014 Midwinter Meeting
Saturday, January 25th, 2014 from 1:30pm to 3:30pm
Marriott Philadelphia Downtown Hotel Room 406

Present: Amanda Ros (President), Alison Lewis (Executive Director), Erin Gabriele (Program Director), Eileen Abels (Vice President/President Elect) and Board Members Lynn Connaway, Marie Radford, Shannon Tennant, Sue Searing, Sue Alman. Also present: Keith Russell (Associate Editor of Monograph Series) and John Budd.
Present via Skype: Board Members Elaine Yontz and Carrie Hurst
Present via phone: Board Member Elizabeth Figa
Regrets: Board Member Beth Paskoff
The meeting was called to order and introductions were made.

Approval of Minutes from Beta Phi Mu Executive Board Meeting in Chicago, IL (6/29/2013)
The draft minutes of the 2013 Annual Meeting were accepted as the final minutes, with no corrections.

Review of Agenda
Lynn Connaway stated that BPM/LRRT Research Paper Award committee was headed by Beth Paskoff, Past President, not herself and Marie Radford as currently stated in the agenda. The agenda was then approved with the change Connaway requested.

President's Report *(Amanda Ros)*

Ros provided a report, which was emailed to the board prior to the meeting and highlighted that the major development this past year had been finalizing the contract for Rowman & Littlefield. The second major change was the by-laws revision which opened memberships up to international and AASL approved programs. Ros stated that in the future we may need to reviewour by-laws requirements for petitioning to start a new chapter, given that manymembers are geographically dispersed and may complete their programs entirely online. Ros recommended that additional research take placein order to create realistic requirements for institutions to start upnew chapters. Ros also stated that regular conference calls have been occurring between the President, Executive Director, and Program Director of BPM.

Executive Director's Report *(Alison M. Lewis)*
Lewis provided a report, which was emailed to the board prior to the meeting. She highlighted the following items:

1. Headquarters have continued to update financial procedures. A transition from Quicken to QuickBooks will occur in February 2014 and will cover all finances for 2014.
2. Our volunteer Treasurer has had to resign and the current way that Beta Phi Mu deals with the Treasurer position is based on the unique situation of the previous Headquarters and is not in line with standard non-profit practices. This is on the agenda for later in the meeting.

3. Lewis discussed the handling of scholarships and the upgrades to procedures, which were instituted this past year. The Garfield contract was located and steps have been taken to move our procedures in line with this agreement. Changes include funneling the money through the institution rather than directly to the recipient, and breaking the award into two payments. Additionally, award letters and agreements were created to build a case history, which meets both donor expectations andIRS standards for a paper trail. Similar procedures were also put in place for the Beta Phi Mu scholarships as well.

4. The number of active BPM chapters has continued to decline, due to inactivity and/or the tax situation. Lewis discussed the challenge we face as an organization with a structure that is chapter based. Lewis recommends thinking about ways to address the geographic challenges of members not being close to their existing chapters, and finding ways such as interest groups or some other structure to engage more individual members.

2013 Actual and 2014 Proposed Budget (*Alison M. Lewis and Erin Gabriele)*

The proposed 2014 budget was presented for review. Lewis confirmed the calendar year is the fiscal year. Lewis highlighted a few areas of the budget including the fact that the 2014 midwinter expenses are much "lighter" this year due to the Midwinter location in Philadelphia. Lewis stated she attended ACHS in 2013 but will not attend in 2014.$45,000 been moved from the money market account to a CD account to gain higher interest. Abels raised the question regarding the actual figures for the 2013 scholarships. Gabriele clarified these numbers reflect the correct disbursement of Garfield funds now taking place in two installments.

Radford moved to approved the budget and Tennant seconded the motion. The 2014 budget was approved.

Committee Reports

<u>Scholarship and Grant Committee</u>*(Carrie Hurst)* – Hurst reported that the scholarship season commenced on November 5, 2013 and the deadline for applications is March 15, 2014. In late March she willcontact the committee members;she is currently seeking names and contact information of those willing to serve on the committee. Radford is aware of one interested volunteer and will send information to Gabriele to pass along.

Lewis stated that the Garfield agreement requires three judges to serve on the review committee for the doctoral fellowship applications; this includes one member of ALISE, one member of ASIS&T, and one member of BPM who serves as chair.Searing asked if a Ph.D. is required to serve; Ros stated this should not be a deal breaker. Abels and Connaway stated this would not be a problem for ALISE and ASIS&T. Abels recommended contacting the presidents of the organizations regarding appointment of their representatives to this committee.

Lewis discussed an issue that occurred last year during the review of the doctoral fellowships applications. For the first time someone from a foreign institution applied for the fellowship. Lewis stated this raised a question regarding people from foreign institutions receiving the awards and the difficulties involved with judging program quality of foreign institutions. The

Garfield agreement does not address who is eligible beyond being in an LIS doctoral program; however,Lewis spoke with the accountant who confirmed that it is legally permissible for U.S. based non-profits to provide educational awards to students at foreign institutions. She further checked with Garfield about his wishes and he suggested opening the fellowshipawards to students in programs that we are recognizing for BPM memberships – this currently includes CILIP and LA-Ireland. Lewis stated this is now in writing on the BPM website. Budd suggested opening the fellowships to international iSchools. Lewis shared that Gabriele put together a flyer marketing the Garfield fellowship and emails were sent to the Deans or Directors ofeligible institutions. Lewis stated that more outreach has taken place this year and hopes it will lead to an increased number of applicants. ASIS&T and ALISE can also help market the Garfield fellowships, and the information could be postedon the JESSE listserv. Radford and Connaway offered to take the lead to post on the JESSE listserv. Radford stated she believes the most important thing is to get the word directly to the students. Abels stated she will send the information to the ASIS&T listserv and also to the ALISEdoctoral student listserv.Budd stated he would like a flyer created and distributed at the iConference during the first week of March. The board agreed this was a great idea.

<u>BPM/LRRT Research Award</u>*(Beth Paskoff)*– Paskoff was not present to speak. Connaway stated that last year there were no applicants and that changes have been made to require an abstract rather than a full paper. The deadline for submitting the2,000 word abstractswas to have been December 15, 2013. Paskoffhad volunteered to chair; however, the call for submissions does not appear to have been sent out. Budd stated that the award was approved 3 years ago by ALA and the documentation stated that the chairperson would alternate between LRRT and BPM; it is currently BPM's turn.Budd earlier confirmed that he is still committed to funding the award at $500 plus the $50 ALA fee for the first three years it is given. Radford stated the action item is to get the call for submissions out in various outlets with someone's name (usually the chair) to accept submissions, and a committee needs to be formed consisting of twomembers from BPM, two members from LRRT, and the BPM chair. Ros, Abels, and Alman agreed to serve on the committee. Ros will chair the committee and will be the contact person. Connaway stated she was the past LRRT chair and would send the rating/evaluation forms to Abels.

<u>Nominating Committee</u>*(Beth Paskoff)*
Lewis stated that this item was on the agenda to serve as a reminder that the nominating committee needs to be set up. Our bylaws state the past president chairs the nominating committee, which this year is Paskoff. Paskoff was unable to be at the Board meeting but sent an e-mail regarding nominating committee matters. Radford asked for clarification regarding the time frame for elections and the process. Lewis stated that elections follow Mid-winter and results are announced at Annual. She further stated that she believes that current Board terms are accurate but we may have more directors than called for by the by-laws. She will double-check the terms and numbers of directors and report to the Nominating Committee.Lewis stated that the nominating committee should consist of three persons, the chair and two others. Radford statedthat in her experience it is important for existing board members with prior experience to fill the vice president/president elect role to ensure a healthy continuation of leadership. There was some discussion regarding whether a fixed slate or multiple nominations requiring an actual election is to be preferred. Paskoff, Radford, and Tennant will serve as thenominating committee. Abels and Ros stated they both have recommendations for board members.

Old Business

Chapter Relations*(Alison M. Lewis)–*
Invitations to new chapters:Lewis statedinvitations were sent to newly approved accredited groups and we will continue to follow up with them. Eligible programshave been notified regarding setting up chapters and electing members at large. Some interest has been expressed by at least two AASL programs.

Problem chapters update: Lewis reviewed the chart summary that was sent to the board prior to the meeting. Lewis stated we now have record of all chapters'EINsand that St. John's is officially inactive and no longer listed on the website. Official letters were sent to all problem chaptersrequesting information about current activities and tax status, if applicable. They were told that the status of their chapters would be reviewed at the executive board meeting at midwinter and that they had three months to respond. Only two programs responded. Lewis recommended making most of the unresponsive programs inactive; Pratt and Puerto Rico are two exceptional cases. Interest was expressed by the board to try one last communication attempt with problem chapters prior to making them inactive. Radford, Abels, and Connaway offered to help with this. Ros proposed holding off on making chapters inactive until the Annual meeting in 2014 and this motion was approved. Lewis will provide background information and copies of the letters sent out to the "problem" chapters to Abels, Radford, and Connaway.

Chapter meeting event: Lewis stated that due to a Sigma member expressing interest in a BPM event at midwinter, an email was then sent to Chapter leadership inviting them toan informal gathering to be held from 4pm-5pm today at the Field House sports bar and restaurant. This is an experiment in testing potential membership interest in a midwinter BPM event.

Monograph Series (*Marie Radford)–* Radford stated she met with Rowman &Littlefield editor Charles Harmon earlier, and two things need to be done. The first is to approve the contract between Beta Phi Mu and Rowman & Littlefield, creating the new monograph series. Radford stated she believes the proposed contract is an extremely fair agreement and moved that it be formally accepted. This was seconded by Ros and the Board approved. Lewis confirmed that contracts have historically been signed in the past by the Executive Director.She will sign and forward copies of the contract to Harmon. Ros thanked all for their hard work and effort.

Radford stated Russell and Haricombe were previously appointed to a five-yearterm as series editors, and their term ends in Fall 2014. She encouraged the board to start thinking of the recruiting process for the next editor(s) of the series. There will be an editorial board in place, and the Executive Board will also play a role. The intention is to approve two prospective manuscripts per year. Russell stated that he and Haricombe intend to fulfill this requirement for the remainder of their term. A new call for book proposals will be developed, and a press release announcing the new series and partnership with R&L will be created and widely distributed.

New Business:

Treasurer Situation: (*Alison M. Lewis)*Lewis stated that BPM's on-site volunteer treasurer left Drexel for another job and had to resign this position. Our accountant has stated that most non-profits have a voting board member typically fulfilling this role. Lewis recommends appointing someone on the board to act as Treasurer temporarily. She further proposed that the by-laws be changed to allow the Treasurer to be a Board Member appointed by the Executive Board,to serve in a capacity of financial oversight and as a liaison between the headquarters and the Board on financial matters. There was some discussion about the relative merits of appointing an existing Board member to this position vs. making the Treasurer an elected Board member. Lewis said that she could also provide language for by-laws changes for creating an elected Treasurer position, for the Board to consider and possibly add to the next election ballot. Lewis stated that currently the main duties of the Treasurer are reviewing the monthly bank statements and budgets; Gabriele added that these tasks should take a very minimal amount of time. Abels suggested that Lisl Zach, who is a Drexel faculty member, a BPM member, and who has an MBA, might be willing to serve as BPM Treasurer. Abels texted a request to Zach and the Board approved appointing her as Treasurer if she agrees to accept.

By-Laws Review:*(Alison M. Lewis)*
Lewis stated that, in addition to the Treasurer situation, there are a number of areas in the by-laws that need to be looked at and updated. One is the position of Archivist, which has never been filled. Another area of concern is how the General Assembly operates. According to the by-laws it is intended to be a governing body consisting of representatives of all active chapters. In reality it has become more of a social/networking event with uneven representation from chapters and very little business conducted. Lewis recommends revising the by-laws to better reflect the current situation of the organization and to address what we should be doing in terms of chapter reporting and involvement in governance. It was observed that the G-ALA initiation ceremony is a meaningful event, especially for distance learners unable to attend their home chapter initiations, and that the G-ALA might appropriately be a networking/social event, with matters of governance handled otherwise.

Lewis stated that Abels and two volunteer members have been serving as an Ad Hoc Committee to review the BPM by-laws.Some progress has been made, but one issue is that volunteers without the experience of how BPM operates do not always know what works and what doesn't. Yontz offered to assist with the by-laws review. Lewis stated she would provide guidance on accessing the by-laws review documents through Google Drive. It was acknowledged that reviewing the by-laws and keeping them up-to-date is an on-going process.

Board Meeting Times and Conflicts:*(Alison M. Lewis)*
Previously at least two Board members expressed a desire to change the time of the Executive Board meetings at ALA Annual and Midwinter due to conflicts with other commitments. Searing suggested conducting a poll to see what time and date works best for the next Executive Board Meeting. Lewis stated the need for a consistent time slot for our meetings, if possible, as ALA scheduling takes place months in advance and it is difficult and time-consuming to change once requests have been submitted. A Doodle poll will be sent out in the near future to determine what time slot will work best for our meeting at the Annual ALA Conference.

Conference Support*(Sue Searing)–*

Searing presented her request for Beta Phi Mu sponsorship of the Library Seminar Conference VI at the University of Illinois this coming fall. She stated that research conference support is core to BPM's mission and distributed flyers regarding this conference. Budd confirmed that this conference had previously been supported by BPM with a gift of $300. Radford stated this is the only conference that is a library research seminar and it is also sponsored by LRRT. Abels wanted to know what criteria would exist for support of other conferences. Discussion ensued about the value and benefit of supporting different conferences, including forming partnerships and making BPM more visible. Guidelines should be developed for helping to determine appropriate conferences to support in the future.It was moved by Connaway that BPM award up to $500 annually to support a conference as deemed appropriate by the Board, dependent upon its financial ability. This was seconded by Figa and passed. Searing then moved that the Library Seminar Conference VI be granted the $500 award this year; this was seconded by Connaway and also passed.

<u>Australian Library and Information Association Programs</u> (*Alison M. Lewis)* –
Lewis stated that interest had been expressed in the Garfielddoctoral dissertation awards by an Australian LIS doctoralcandidate, but that under current guidelines the student would not be eligible to apply. She has looked into the standards of the programs accredited by the Australian Library and Information Association (ALIA) and found them to be in line with other BPM-approved accrediting agencies. She proposed thatALIA accredited master's degree programs also be recognized for BPM membership (thus making their doctoral students also eligible to apply for dissertation awards). Radford so moved; Tennant seconded the motion and the Board approved.

Ros adjourned the meeting at 3:50pm.