BETA PHI MU EXECUTIVE BOARD

FINAL MINUTES
2014 Annual Meeting
Saturday, June 28, 2014 from 1:00 pm to 2:30 pm
Las Vegas Hotel Conference Room 03

Present: Amanda Ros (President), Alison M. Lewis (Executive Director), Isabel Gray (Program Director), Eileen Abels (Vice President/President Elect) and Board Members Beth Paskoff, Carrie Hurst, Sue Searing, Shannon Tennant, Marie Radford, Lynn Silipigni Connaway. Also present: Lorraine Haricombe (Editor of Scholars' Series).
Regrets: Sue Alman
Note: Several unsuccessful attempts were made to connect via Skype with Elaine Yontz.
The meeting was called to order and introductions made.

Approval of Minutes from Beta Phi Mu Executive Board Meeting in Philadelphia, PA (01/25/2014)
The draft minutes of the 2014 Midwinter Meeting were accepted as the final minutes with no corrections.*

Review of Agenda
Annual meeting agenda was approved with no corrections.

President's Report *(Amanda Ros)*

Ros provided an oral report to the board.
A "welcome" was extended to the new Program Director, Isabel Gray.
Ros announced that the LRRT/BPM award was given this year because of the modification made to the guidelines for the award. The winner was a unanimous decision. A thank you was extended to John Budd.
Ros announced that 13 schools responded to the solicitation for G-ALA sponsorships and that this was the second time for this solicitation.

Executive Director's Report *(Alison M. Lewis)*

Lewis provided an oral report to the board.
She explained that headquarters had been in "turmoil" for a little while because of the change in program directors. Lewis explained that she had to keep the office running while advertising and interviewing for the new director. During the transition period, the headquarters office was physically "re-organized"; an unplanned event. She expressed relief at having the new Program Director on board and acknowledged that Gray started the position at a very challenging time. As a result of the various changes, the newsletter did not get published. Lewis stated the intention is to get a newsletter published after the annual meeting. Eileen Abels thanked Lewis for keeping the office together during the transition period.

2014 Updated Budget *(Alison M. Lewis & Isabel Gray)*

Lewis explained that the budget as printed did not accurately reflect the totals for all of the accounts. The Citizens Bank Certificate of Deposit total through May 31, 2014 was not listed. Lewis provided this total of $45,089.33. This amount added to the other totals already provided in the budget report gives BPM a grand total of $114,307.41 in funds available as of May 31, 2014. Lewis also pointed out that the difference between the *Total Support and Revenue* and *Total Operating Expenses* numbers for 2013 did not balance out because the Conference Support amount of $500 had been approved at Mid-winter, but a corresponding amount of income had not been added to the revenue side of the budget. Lewis proposed upping the Membership dues category of income by $500 to balance the income/expense. She reminded the board that a budget is a continuous work-in-progress that is meant to be adjusted as circumstances require.

Radford moved to approve the budget as amended and Tennant seconded the motion. The amended 2014 updated budget was passed.

Committee Reports:

Written reports on the BPM/LRRT Research Award and Scholarships & Grants Committee were provided in the interest of saving time. Ros did take the time however, to thank Carrie Hurst on all of her hard work as Chair of the Scholarship Committee.
Highlights from the discussion of these reports include:

1. Because the Garfield money has not been received yet, the winners will not be announced. It was thought that the one of the original winners was not eligible to receive a Garfield award but that mistake has been corrected and the original winner will be re-instated and the final person on the current winner's list will be dropped. Lewis will follow up with Hurst concerning this.
2. Searing asked for clarification of the selection process for the Garfield award and suggested that committee members be apprised of the selection process in the beginning. Hurst explained how the selection ranking worked, there were many levels of review involved for each submission. Hurst remarked that the system can always be improved upon. Discussion followed about possible changes such as providing written guidelines to reviewers ahead of time for each scholarship.

Nominating Committee Report

Beth Paskoff apologized for the lack of a committee report and said it was due to her impending retirement. The Board then discussed how many director positions were really need to be filled at this time. Lewis provided the following information: in spite of four people rotating off of the Executive Board, only one Director, one Director At Large and a Vice President/President elect are needed at this time. The By-Laws were consulted to ascertain how many nominees were needed for each position (2). After much discussion it was moved that one Director would be voted on at the G-ALA following the Executive Board Meeting and that a Special Election would be held for the other two open positions. Ros proposed a timeline for the special election which was included in the motion. Abels moved to approve the special election and timeline, Paskoff seconded and the motion was approved.

Timeline:

Ros will accept possible nominee names through **July 18th** and will give those names to the Board no later than **August 1st** for approval. The Board will provide a slate of candidates no later than **August 15th** and voting will be completed by **August 31, 2014**.

Old Business:

BPM Scholars' Series (*Lorraine Haricombe*)
It was pointed out that the name needs changing from *Monograph Series Editorial Board* to *Scholars' Series Editorial Board* in the By-Laws (Article 8, section 1, item 3).
A thank you was extended to Marie Radford and John Budd for drafting the *Series*' vision statement.
Haricombe also announced that the press release concerning the *Series* was launched and that Charles Harmon (Executive Editor at Rowman & Littlefield) is aggressive about results.

Haricombe and Russell hope to have two people for the *Series* by the end of their term (December 2014) and that they will continue to identify possible authors for the *Series* when their terms expire. They are going on the Editorial Board when their terms expire.
Haricombe asked the Executive Board if a soon-to-be published book by Emily Knox, if approved by Knox and the Editorial Board, could be a *Scholars' Series* publication. The question was brought to the Board because it is slightly outside of the contract with Rowman & Littlefield: instead of some of the proceeds from book sales going to BPM there would only be the 20% discount offered to members. The Board's only concern was that Knox does not lose any proceeds through the proposed agreement.
* Haricombe pointed out that there was an error in the 2013 Midwinter minutes, namely, her term is up as Editor of the Scholars' Series in the Fall of 2014 not 2015 as stated in the minutes. This will be corrected in the final version of the Midwinter minutes.
The By-Laws were consulted as to the nature of Haricombe's position – it is an appointed office. Discussion followed about how to go about finding replacements for Haricombe including forming a search committee and advertising through the newsletter and listservs. Radford volunteered to approach John Budd to help with writing an email for the purpose of advertising the open office.

The Board thanked Haricombe for all of her hard work as Editor.

<u>"Problem" Chapters Update</u> (Alison M. Lewis)
A printed report was provided for this but Lewis acknowledged that there will always be problem chapters. A couple of chapters have complied but some will soon become in-active.
The Board noted that the problem list is smaller – kudos to Lewis for this effort.

It was approved to shelve discussion of <u>Conference Support Guidelines</u>. Lewis stated that guidelines should be in place before giving out monies in support of any conferences and that requests may come up again by Midwinter. It was suggested that an ad-hoc committee be formed to draft some guidelines. Sue Searing and Amanda Ros volunteered to be the ad-hoc committee.

New Business:

<u>Miscellaneous</u>
It was pointed out that two reviewers would be needed for the BPM/LRRT Research Award even though it is LRRT's turn to award. Radford volunteered, along with Searing (if re-elected).

Lewis suggested that the name change affecting By-law VIII.1.3 be tacked onto the special election ballot. This became a motion and was passed.

<u>By-laws surrounding new chapter formation/revision</u>
Lewis reported that the language in this by-law needs tweaking to reflect reality. Under Article XI.4, requiring 25 regular members within 50 miles of the school sign a petition for a chapter charter is one indication that the chapter model is not working in the same way (distance learning is the "culprit"). It was also suggested that the requirement for a faculty advisor could be is amended to just advisor, in light of strong staff support at some chapters, particularly from staff who have LIS degrees and are BPM members. It was also noted that putting too much chapter responsibility in the hands of uninterested staff has been the source of significant problems in the past for some chapters.
Lewis suggested that chipping away at the by-laws is the best way to re-vamp the by-laws. Abels volunteered, as part of an ad-hoc committee for Articles XI and X, to work on wording. She will ask Yontz to serve with her. The deadline for proposed revisions is the 2015 Midwinter Meeting.

Announcements:

Lynn Silipigni Connaway offered congratulations to Beth Paskoff on Beth's retirement and continuing to serve on the Board and also for receiving the award from BPM.
Carrie Hurst opened a new library this year.
Amanda Ros thanked the Board for her get well gift basket. Ros also announced that the BPM Facebook page has exceeded 1000 "likes."

Meeting Adjourned: 2:32 pm June 28, 2014.
Respectfully submitted,
Isabel Gray