1. Revised ANSS Standing Committee Charges
   a. Review and incorporate into manual where appropriate
   • The Instruction and Information Literacy committee submitted change to their charge; adjusted charge from 3-5 years to match with ACRL.
   • Program planning committee changes to charge were made and accepted.
   • Katie will follow up with Jen on any changes to the Liaison Committee Charge.

2. ANSS Manual Revisions/Additions:
   a. Finalize draft (live edit)

Discussions and actions on the manual revisions:

• Reworded nominating committee charge to clarify the terms and work.
• Discussion on importance of communication, making sure manual clarifies what committees should expect from executive.
• Manual should be clear in describing committee chairs and responsibilities.
• Erin: Publications committee proposing ex-officio member for editor or webmaster for continuity. This would affect the charge so exec will need to vote on this in the future.
• Discussion on website regarding the toolkits and bibliographies. Which committee is responsible for what content? The goal is to have content maintained by committees and not by individuals.
• It was suggested that Resource Review and Bibliography Committee may be able and willing to maintain tool kits, they will need to be asked.
• Instruction and Information Literacy Committee may be able and willing to manage subject guides, the will need to be asked.
• Virtual Meetings: Erin asked if we should encourage committees to meet virtually for mid-winter in lieu of physical meetings. It was agreed that we should encourage everyone to meet virtually, must be clear on how to do it; announcement to be posted, methods used etc. Does the manual need updating for this?
• Discussion about ACRL Liaison Budgeting. The Liaison Committee will address Executive with a request for $150 per liaison commitment, up to three liaisons.
• Discussion regarding our membership and smaller sections. Do we want to think about an option of a larger umbrella social sciences section with the smaller sections. How to maintain identity? Discussion for the future.

   a. Potential areas to focus on for upcoming year to bring to Exec 2.
   b. Review Exec. 1 comments for 2014 report.

This discussion will be continued in executive and beyond after feedback has been solicited.

Meeting adjourned: 11:30