

Meeting Minutes

Name of Group: New Members Round Table Executive Board

Type of Meeting: eBoard

Date Submitted: June 6, 2010

Date and time: April 26-May 4, 2010

Place: nmrtbd-l

Name of Chairperson: Courtney Young, President

Name of Recorder: Amanda Ros, Secretary

Attendees: Courtney Young, President; Deana Groves, Vice President; Laurel Bliss Past President; Amanda Roberts, Fundraising Coordinator; Erin Ellis, Outreach Director; Emily Love, Member Services Director; Linda Crook, Networking Director; Amy Harmon, Leadership Director; Nancy Gibson, Treasurer; Amanda Ros, Secretary; Jenny Emanuel, Councilor; Holly Cole Okuhara, Governance Committee representative

Signature of Recorder/Secretary on Official Copy of Minutes: Amanda Ros

Body of report:

- I. Call to Order and Introductions
The meeting was called to order by Courtney Young on April 25, 12:27 AM ET. Each member present introduced herself to the Board as she joined the meeting
- II. Approval of Minutes—Midwinter Meeting 2010
Erin moved that the Midwinter Meeting minutes be approved. All approved.
- III. New Business
 - a. Proposal to rename the Scholarship, Writing, and Research committee. (Proposal attached)
Deana Proposed that the name of the Scholarship, Writing, and Research Committee be changed to the Endnotes Committee. The purpose being clarification: The NMRT web page names this committee the Scholarship, Research, and Writing Committee [as indicated on the proposal before you] while the NMRT handbook names it the Scholarship, Writing, and Research Committee. Nancy moved that the Scholarship, Writing, and Research Committee be changed to the Endnotes Committee. Amy moved to vote on the proposal. All approved.
 - b. Proposal to revise the Local Arrangements Committee charge. (Proposal attached)
Linda proposed to revise the charge and change the name of the Local Arrangements Committee, as per the attached document. Discussion: Several times in the past couple of years the name of the "Local Arrangements Committee," and the charge as written in the handbook, have proven confusing to Local Arrangements chairs as well

as chairs of other committees. A couple of times the chair of Local Arrangements has been asked to speak about the Midwinter meeting city, although the Committee's purview is only the Annual Conference city. The chair has also been asked to assist other committees, such as the 3M/NMRT Social Committee, with making local arrangements. Although that is included in the current charge, practice over the past few years has shifted, and committees (such as the Midwinter Social Committee) either make their own arrangements, or arrangements are made as part of the conference planning process (such as for the 3M/NMRT Social). To clarify the duties of the Local Arrangements Committee, I worked with current chair, Matthew Ciszek, to revise the charge of the Committee. As that work progressed, it became clear that, in order to be less confusing, the name of the committee should also change. I will say that I'm not sure the name that I have come up with is necessarily the right name, so it's possible it would make more sense to separate this proposal into two in order to continue working on a better name. Laurel seconded.

After some discussion Laurel moved to amend the proposal, to reflect a committee name change to "Annual Conference Local Information Committee." Linda presented an amended proposal (attached). The motion to approve the amendment to the proposal was approved.

- c. Amy moved to extend the NMRT Executive Board meeting [from the original ending date of April 30, 2010] until business items on the original agenda can be completed. Linda moved to amend Amy's motion by inserting the words "to return the previously withdrawn items to the agenda (Budget Task Force update - Laurel Bliss; and IFC Prisoners' Right to Read - Courtney Young) and "before the words "to extend." All approved.
- d. Proposal to revise the NMRT Brochure (NOTE: due to the size of the brochure document, it is NOT attached. The item is available and can be viewed by anyone here: <http://connect.ala.org/node/99959>) Erin stated, "The MPDR committee has reworked and redesigned the brochure. The idea was to give it a better, updated theme and feel. I'm happy to entertain questions, thoughts, edits." She moved to approve the updated NMRT brochure. Deana questioned the wording on page two: "NMRT brings together a diverse group of people from across library and information and science, and provides them ..." Should the wording be "library and information and science" or "library and information science"? Erin said that was a typo and should actually read "library and information science." Amy moved to vote on approval of the new NMRT brochure. All approved.
- e. Budget Task Force update—Withdrawn by Laurel in the interest of time.
- f. IFC Prisoners' Right to Read—Withdrawn by Courtney in the interest of time

IV. Adjournment

Erin moved to adjourn the meeting. Courtney adjourned the meeting May 04, 2010 2:00 PM ET.

The NMRT Board will meet during the Annual Conference on Saturday, June 26, 2010, 10:30-12:00pm, Grand Hyatt Washington - Independence G-I.

Respectfully submitted,
Amanda Ros
NMRT Secretary

PROPOSAL FORM FOR SCHOLARSHIP, RESEARCH, AND WRITING COMMITTEE NAME CHANGE

From: Deana Groves, NMRT Vice President

Date: Friday, April 16, 2010

A. Board Action Requested:

This proposal requests approval for changing the name of the Scholarship, Research, and Writing Committee to the Endnotes Committee.

B. Background:

Initially the Scholarship, Research, and Writing Committee (SRW) produced the May printed issue of the NMRT newsletter, Footnotes. This special printed issue consisted of peer-reviewed articles written by NMRT members. While the SRW Committee publication was produced as an extension of the Footnotes newsletter, it was never folded into this committee.

Beginning in 2010, this committee is now charged to produce an electronic scholarly peer-reviewed journal to stand alone and no longer be associated with the Footnotes newsletter. This new electronic journal is now called Endnotes, thus this proposal to rename the committee to the Endnotes Committee.

C. Rationale:

In alignment with the naming of the Footnotes Committee, it is requested the previous SRW Committee name be changed to the Endnotes Committee.

D. Impact on:

a. Organization: This proposed name change will assist in the proper identification of the committee work.

b. Committee: This proposed name change will assist in branding the identification of the committee work.

c. Other Committees: This proposed name change will help distinguish it from the Footnotes Committee.

d. Finances: none

E. Supplemental Information: None.

PROPOSAL TO REVISE THE CHARGE AND CHANGE THE NAME OF THE LOCAL ARRANGEMENTS COMMITTEE

From (Name and Office/Committee): Linda Crook, Networking Director, and Matthew Ciszek, Chair, Local Arrangements Committee

Date: April 17, 2010

A. Board Action Requested:

1. To revise the charge of the Local Arrangements Committee.
2. To rename the Local Arrangements Committee.
3. To recommend comprehensive revisions to the Local Arrangements Committee section of the NMRT Handbook and to update any other sections which refer to it.

B. Background:

The Local Arrangements Committee researches the host city for the Annual Conference, contributes to the Conference wiki, and writes an article for NMRT Footnotes highlighting local restaurants and/or attractions in the host city. The current charge states:

The Local Arrangements committee assists other NMRT committees with Annual Conference arrangements by making local contacts and providing information. It also prepares guides to the conference city. The committee provides local information of interest to NMRT members or any ALA conference attendees who are budget travelers, and solicits gifts from retailers, restaurants, etc. for door prizes at NMRT conference events at Annual. The committee coordinates conference events with other committees, provides on-site support as needed and identifies programs, services, information that will enhance NMRT's goal and mission for conference attendee.

Other committees (e.g. the 3M/NMRT Award Committee) are now responsible for making arrangements in the host city, and Local Arrangements no longer has a role as intermediary. Local Arrangements provides information about the host city, currently via the ALA Conference wiki and NMRT Footnotes. The current handbook description for how the Committee carries out their work has proven confusing, both for the Committee and for other committees which may ask for assistance. The Committee's charge is in need of revision to ensure that other committees understand their responsibilities and so the Local Arrangements committee can concentrate on supplying information in advance of the Annual Conference. The Committee's name also needs revision to reflect the new charge.

The proposed charge eliminates the outdated duties and concentrates on the sharing of information:

The Local Arrangements Committee prepares guides to the ALA Annual Conference host city, providing local information of interest to NMRT members and other conference attendees, especially budget travelers. The Committee identifies programs and services that will enhance NMRT's goal and mission for conference attendees.

The proposed name is "Annual Conference Host City Information Committee." This name is more accurately descriptive of the charge of the Committee.

C. Rationale:

The current Committee name and Handbook entry are confusing because they emphasize duties which are no longer the practice. The Committee's name and Handbook entry should focus on the sharing of information about the host city, and should clarify that the Committee's work covers the Annual Conference, but not the Midwinter Meeting.

The Handbook calls for a great deal of interaction with other chairs, but this has not been the practice. Other Committees make arrangements in the host city without the assistance of the Local Arrangements Committee.

D. Impact on:

1. **Organization:** Improves work-flow and communication by clarifying the role of the Local Arrangements Committee.
2. **Committee:** Clarifies duties of the Committee to reduce confusion and allows the Committee to concentrate on their primary charge.
3. **Other Committees:** Clarifies that the Committee is not a point of contact for making local arrangements.
4. **Finances (please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in "E: Supplemental Information" below):**

E. Supplemental Information (including complete text of the report or policy, and for any proposal that requires additional funding, provide a description and justification for each item): None.

Amended Proposal To Revise The Charge And Change The Name Of The Local Arrangements Committee:

PROPOSAL TO REVISE THE CHARGE AND CHANGE THE NAME OF THE LOCAL ARRANGEMENTS COMMITTEE

From (Name and Office/Committee): Linda Crook, Networking Director, and Matthew Ciszek, Chair, Local Arrangements Committee

Date: April 17, 2010

A. Board Action Requested:

1. To revise the charge of the Local Arrangements Committee.
2. To rename the Local Arrangements Committee.
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B. Background:

The Local Arrangements Committee researches the host city for the Annual Conference, contributes to the Conference wiki, and writes an article for NMRT Footnotes highlighting local restaurants and/or attractions in the host city. The current charge states:

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The proposed charge eliminates the outdated duties and concentrates on the sharing of information:

The Local Arrangements Committee prepares guides to the ALA Annual Conference host city, providing local information of interest to NMRT members and other conference

attendees, especially budget travelers. The Committee identifies programs and services that will enhance NMRT's goal and mission for conference attendees.

The proposed new name is “Annual Conference Local Information Committee.” This name is more accurately descriptive of the charge of the Committee.

C. Rationale:

The current Committee name and Handbook entry are confusing because they emphasize duties which are no longer the practice. The Committee's name and Handbook entry should focus on the sharing of information about the host city, and should clarify that the Committee's work covers the Annual Conference, but not the Midwinter Meeting.

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4. **Finances (please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in “E: Supplemental Information” below):**

E. Supplemental Information (including complete text of the report or policy, and for any proposal that requires additional funding, provide a description and justification for each item): None.