

PARS Exec Agenda

June 29, 2015

Present: Annie Peterson (chair-elect), Kara McClurken (chair), Becky Ryder (past-chair), Jeanne Drewes (member-at-large elect), Hillary Seo (member-at-large); Guest: Abigail Flannigan (2015 Jan Merrill Oldham Award winner)

8:30-10:30 am

- Minutes from last meeting were approved by the group. Jeanne is replacing Hillary as a member at large. Gina has 2 more years and Ian is cycling off next year.
- Jan Merrill-Oldham award qualifications

Update from Mary Page and Norm Madeiros:

- Notified them that we would like to have a meeting space with Internet access for next year.
- The ALCTS strategic plan was approved on Friday (6/26). It is a one page, living document that outlines our 3-year plan. Doesn't include everything, but specifically focuses on member retention, recruitment, revenue generation, and fundraising.
 - Suggested that the PARS report should include how it is moving the strategic plan forward.
 - An e-forum will be held in the fall for members to provide input.
- A Program Review Task Force has been formed to look at ALCTS programming. Programming has not been centralized so there have been problems with gaps and overlaps in content.
 - The Task Force formed a Program Coordinating Group, which will be populated by people responsible for programming. Maria Collins is the director at large on the board.
 - Jeanne suggested that this could also be an opportunity to work on collaborative programs.
- The 2016 ALCTS budget was approved, but the budget committee has warned that we have 3 years to get to a balanced budget. We are operating at a deficit and are dipping into reserves.
 - Everyone is looking for ways to tighten up and save money. The executive committee canceled their fall meeting in Chicago to save travel expenses.
 - Lenore England will chair a new advisory group, which will identify new non-traditional sources of funding.
 - Dues are number one source of revenue (we are losing about 100 members per month (?)) and continuing education is next. Publishing is making some money, but not a lot.
- Mary Price congratulated PARS on Preservation Week. It is the most successful outreach initiative by ALCTS and she appreciates the work that has gone into it.
- Midwinter Wrapup: Could have communicated better about not doing much programming.
 - Weird gaps within schedule – try to consolidate more next year. Maybe move PARS Forum to Saturday or Sunday afternoon?
 - Pros: gives members the opportunity to go to non-PARS events.
 - Cons: Midwinter is not sustainable for many people who can't go to multiple conferences per year. Possibly bring this up with the ALCTS board or ALA?
 - PARS executive committee must meet, but maybe other committees don't need to.
 - Still hold PAIG, possibly re-name as PIG (Preservation Interest Group).
 - Utilize Nancy McGovern for midwinter to do some basic digital preservation 101 training

- Promoting Preservation Interest Group: AV outreach (BVAC—AV Compass, Regional AV for AMIA, Media=Memories)
- Committees, Working Groups
 - Service Project Working Group update: Mary Miller, Jessica Bitely, Frances Harrell, Jeanne Drewes, Katie Risseeuw.
 - Survey went out to gauge interest. On whether they were interested: 66% said yes, 23% said maybe, 11% said no. On whether or not they would volunteer: 56% said yes, 13% said no.
 - Will probably go to a smaller organization.
 - Try to have discrete problems for volunteers to solve; no re-housing, try to give people tools for planning, etc.
 - Maybe bring one page handout on basic handling for different formats or how best to organize volunteers.
 - Kristen Hodges from University Products is the vendor contact.
 - Plan for Orlando is to keep it small – maybe it will grow in the future.
- Web Working Group: Their purpose/responsibilities not very clearly defined. Ideas:
 - Put up guidelines for minimum digitization
 - Figure out how to virtualize meetings
 - Help with preservation week online presence
 - Look at social media presence
- Decision to keep Web Working Group as currently structured for now. Ask them to determine our communication needs and identify what to do with it next year.
- Preservation Week: ALCTS Fundraiser groom higher level donors, oral history (basic, intermediate, advanced)
- New Member Group: New Members Interest Group Jessica Bitely
 - The trading cards were a success.
 - Possibly distribute to new members for free when they join PARS? Could be subsidized by long-time members.
- Programs, Planning, and Publication:
 - 3 programs went well, Audio Digitization (62); Pres Showdown (121), International outreach (75)
 - Next year: Pres showdown (Julie do the work), Pre-conference webinar/pre-conference: digital 101;
 - Publications: Cost Analysis is the only one who need (Karen will take this on)
 - Addendum to Preservation Directory –add conservation programs, every 3 years, be more streamlined (work with Web Working Group)
 - Julie will serve as liaison for ACLTS program coordinating group
- Preservation Standards And Practice:
 - Assisted statistic team with outreach.
 - Could review next version of the survey.

- They recommend minimizing big changes so that we can get better longitudinal data.
- We need better definitions for terms, especially digital preservation.
- To work towards developing a glossary, we could do small lightning rounds with members of LITA, RBMS, and GODORT to brainstorm definitions.
- People who might be interested: David Walls, Liz Bishoff

The following items were on the agenda, but there was not time to complete—we will need to continue via a future conference call or via email. Annie will need to steward these issues.

- PARS Five Year Review—Last one was done 6-8 years ago. Annie will need to appoint someone else to work on this, since Becky is not sure she will be able to do so (put out a call?)
- PARS documentation (especially official minutes): Connect vs. Institutional Repository at ALA (Question to be determined by email discussion)
- Pres Stats and support for next year—what does PARS Exec need to do
- ALCTS Strategic Plan—we need to pick a few items from Strat plan to focus on this year—it will be reported on in Chair's quarterly reports.

Notes submitted by Kara McClurken, subbing for David Lowe, with Assistance from Abigail Flannigan