

Minutes of the inFIRE Advisory Committee Meeting, Oct. 22-23, 2000

Attending: Mike Culhane, Janet Green (chair), Martha Gunnarson, Lian Ruan, Gwen Schagrin.

Sunday morning only: Andrea Kiene (RJA) -- co-host of 2001 conference

I. Review of Advisory Committee minutes from spring meeting, May 8, 2000.

The minutes were accepted.

II. Conference Update

A. Review of 2000 Conference

The Committee went over the various documents and evaluation forms, taking the information into advisement.

It was generally felt that the 2000 Conference was very successful

B. 2001 Conference

The Conference will be co-hosted by RJA Group and the Illinois Fire Service Institute. The Committee made preliminary plans for the conference, including scheduling of speakers and activities. The hotel has been chosen. RJA will be the primary meeting site, with a day trip to the University of Illinois at Urbana-Champaign.

C. 2002 Conference

Tabled until later in the meeting.

III. Financial report

The financial report was accepted.

IV. Reports from volunteers

A. Membership Coordinator -- Elizabeth Hides

4 applications have been received. 2 require further investigation.

B. Accessions Lists Monitor -- Chris Dahms

Several libraries have been delinquent. Chris and/or Janet will contact the guilty parties.

C. Communications Coordinator/Union List Coordinator -- Susan Walker

There are still problems getting the list printed. Not all of the fields in the database are in the report. Martha will attempt to rectify this.

D. Brochure -- Gwen Schagrin

Gwen is re-doing the brochure, and will have it printed. It will be in two colors.

E. Electronic Mailing Lists -- Gillian Bullock

Everything is running smoothly. Janet will add names and organization to the list.

F. Web site -- Martha Gunnarson

Some minor changes have been made

G. Archives -- Janet Green

Added to archives: unedited meeting minutes, thank-you notes, meeting highlight e-mail messages, agendas of Committee meetings

V. inFIRE Committee succession planning

Janet, Lian and Martha were scheduled to leave the Committee following the spring meeting in 2001, leaving only Gwen and Mike as experienced Committee members. After much discussion, it was decided that Janet and Martha will each remain on the committee for another year, to help reduce turnover. A new member will be added in the spring, instead of the fall, as was our practice previously. Hopefully this staggering of succession will be helpful.

VI. Review of inFIRE Reference documents

Changes (largely cosmetic -- correcting typos, etc.) will be made to:

SFPE bylaws concerning Committees

SFPE web site's page on inFIRE

Several of the inFIRE web site's pages

inFIRE Membership Responsibilities

inFIRE Committee Guidelines

inFIRE Committee Responsibilities

Conference Checklist

Conference Proceedings Guidelines for Editors

Instructions for Authors

inFIRE Accessions List Guidelines

inFIRE Union List Guidelines

VII. Other activities

A. Recognition/honorary membership for retired members/chairpersons

The committee voted to establish the Nora H. Jason Emeritus inFIRE Membership Award in honor of Nora's key participation in the founding of inFIRE, her pioneering efforts as Chair of the inFIRE Advisory Committee from 1990 to 1996, and all of her contributions to the growth and success of inFIRE over the past 15 years. (Nora was the first recipient of the award. Ann Kelly presented the award at Nora's retirement luncheon on December 13.) The award will be presented to members of inFIRE who have made significant contributions to the organization and who are retiring from their professional positions.

Further discussion of the topic will take place at the spring business meeting

B. 2002 International Safety Science 7th International Symposium, WPI
inFIRE brochures will be made available

C. Logo pins

200 inFIRE logo lapel pins have been received. Janet will distribute to current members in the next several weeks. Disposition of the remainder will be discussed at the spring business meeting.

D. Brochure

Use of the inFIRE Brochure will be discussed at the spring business meeting.

VIII. New business

A. Additional Advisory Committee Member

The Committee is looking at options to add an additional member, particularly someone from outside of North America. The discussion was tabled for the spring Committee meeting

B. Recognition Awards for Outgoing Committee Members

Lian will receive an award at the spring 2001 meeting

II. (continued)

C. 2002 Conference

Tentatively planned for the UK. Appropriate members will be contacted for assistance in planning, and a Conference Committee will be formed, including UK, North American, and Australasian members.

respectfully submitted
Martha Gunnarson
10/24/2000