

Meeting Notes, 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

1. Overall comments

It was generally felt that the 2000 Conference was very successful.

There were still time issues -- especially because of the taxi ride from hotel to IRC.

2. Conference Proceedings

Martha has not added these to the web site yet.

It was noted that the pages are not paginated. Mike will add pagination, resend to Martha.

3. Conference Evaluations

Generally favorable, with some good suggestions for future years

4. Business Meeting

B. 2001 Conference "Our New Horizons -- Challenges & Solutions"

The Committee made preliminary plans for the conference, including scheduling of speakers and activities.

The hotel has been chosen -- Homewood Suites, E. Grand St., 1 block west of Michigan Avenue. [The Navy Pier is on Grand Street] Hotel is expensive (ca. US\$ 220 (including tax)) but comparable to other downtown hotels. Plus it offers both breakfast and evening (hot and cold hors d'oeuvres) daily.

RJA will be the primary meeting site, with a day trip to Urbana-Champaign.

Some transportation plans have not been finalized. -- Lian is waiting for a quote from a bus company for Wednesday

Mike volunteered to be proceedings editor if submissions are in Word or Power Point. Papers to be published on the inFIRE web site.

**Note to ourselves: Announce next morning's gathering time at the end of each day. For the Round Table, have participants send information in advance so it can be handed out. Have the Business Meeting on the bus to Urbana-Champaign. (make sure that a microphone is available.) Get volunteers to do the daily meeting highlights e-mail messages. (Ask Ann to work her southern charm on attendees.) Have a show-and-tell session for online catalogs on Wednesday.**

Mon., Apr. 30	Tues., May 1	Wed., May 2 (Casual Dress)	Thurs., May 3	Fri., May 4
<b>9:00-</b> inFIRE Committee Meeting -- RJA	<b>8:30-9:00</b> Arrive, coffee <b>9:00-9:20</b> Welcome, Ralph Transue <b>9:20-10:45</b> Round Table	<b>8:00</b> Leave hotel for Illinois Fire Service Institute Business Meeting on bus <b>10:30</b> (approx.) arrive Champaign	<b>8:30-9:00</b> Arrive, coffee <b>9:00-10:00</b> Chief Stedman, Chicago F.D.	<b>TBA</b>
Break	<b>10:45-11:00</b> Break	<b>10:30-11:00</b> Break	<b>10:00-10:15</b> Break	
inFIRE Committee Meeting	<b>11:00-12:00</b> Speaker from RJA	<b>11:00-11:30</b> Richard Jaehne <b>11:30-12:30</b> Tour IFSI	<b>10:15-11:00</b> Scott Lachemon <b>11:00-12:15</b> Susan Walker	
Lunch	<b>12:00-1:00</b> Lunch	<b>12:30-1:30</b> Box Lunch	<b>12:15-1:15</b> Lunch	
inFIRE Committee Meeting	<b>1:00-2:00</b> Dan Williams	<b>1:30-2:15</b> Linda Smith	<b>1:15-2:00</b> Tour of Chicago F.D. Station	
Break	<b>2:00-2:30</b> Break, Group Photo	<b>2:15-2:30</b> Break	<b>2:00-2:15</b> Break	
<b>-4:00</b> inFIRE Committee Meeting	<b>2:30-3:15</b> Lian Ruan <b>3:15-4:00</b> Sarah Tompson	<b>2:30-2:40</b> Bus to Campus <b>2:45-5:00</b> Tour Libraries, Illinois Digital Cultural Heritage Community Project	<b>2:15-2:30</b> Travel <b>2:30-5:00</b> Tour _____ Library (Field Museum?)	
<b>5:00-7:00</b> Reception at Hotel	<b>6:30</b> Walk to nearby restaurant for Banquet	<b>5:00-5:30</b> Bus or walk to restaurant <b>5:30-7:30</b> Dinner <b>7:30-9:30</b> Return to Chicago	Dinner on your own or with a group ("Downtown Thursday Night")	

First quote for bus for Wednesday: \$885.00 for 14 hours, with a \$100.00 deposit (Andrea)

RJA will pay for breaks and lunches, Mon-Tues, Thurs., Fri.

Conference Registration Fee will include:

- Banquet -- \$50.00 or less
- Bus transportation to/from Urbana-Champaign
- Taxis
- Wine for reception (?)
- Box lunches on Wednesday
- Breaks on Wednesday, Thursday afternoon
- Gifts for speakers
- Dinner on Wednesday (?)

Lian will check into setting up a temporary checking account to handle registration fees and expenses

Suggestions of places to visit on Thursday afternoon:

- Museum of Science and Industry
- Field Museum
- Chicago Public Library
- Newberry Library
- Art Institute
- Chicago Fire Department

Speaker affiliations:

- Linda Smith -- Univ. of Ill. at Urbana-Champaign
- Sara Tompson -- Packer Engineering
- Chief Stedman -- Chicago F.D.
- Dan Williams -- State Fire Marshall's Office in Chicago
- Scott Lachemon -- Fire Research Project in Chicago
- Richard Jaehne -- Director, IFSA (Lian's boss)

Session chairs will be drafted to keep the meeting on schedule.

Conference checklist:

- Conference room has video, does not currently have an Internet connection
- Mike will send Conference evaluation form to Andrea
- Janet will contact Ann re: Marketing the Conference (publicity)

Cover letter, asking for intent to attend and/or present (this week) -- Andrea [notes later say Lian]

Call for papers (beginning of Nov.) -- Lian and Andrea,

Proposals to be sent to Lian, (paper or e-mail) and forwarded or faxed to Committee.

Send out Hotel, transportation information 3<sup>rd</sup> week of November, also Banquet info, possible social activities, web addresses of Chicago tourism sites -- -- Andrea

Abstracts of presentations are due Dec. 31, 2000 -- speakers

Registration forms to go out in January -- Andrea

Preliminary conference program -- Feb. 15<sup>th</sup>, 2001 -- Lian

Conference program (final??) -- Mar. 1, 2001 -- Lian

Registration deadline: Mar. 15, 2001 -- attendees

Ask for Round Table info to be sent ahead of time for handouts -- after Mar. 15, 2001 -- "Round Table Coordinator"

Attendee list -- after Mar. 15, 2001 -- Lian

Name tags -- after Mar. 15, 2001 -- Lian

Place cards -- after Mar. 15, 2001 -- Andrea

Hotel deadline is Apr. 8<sup>th</sup>, 2001 -- attendees

Papers to Lian -- Apr. 30<sup>th</sup>, 2001 -- speakers

Standardize font and add pagination to papers, combine into a single file, send to Mike -- June 2001

C. 2002 Conference

Tabled until later in the meeting.

### III. Financial report

Previous total: \$3,989.58

Spent: \$400.00 (lapel pins)

Current total: \$3,589.58

The financial report was accepted.

### IV. Reports from volunteers

#### A. Membership Coordinator -- Elizabeth Hides

New members: Judy Humphries (Ontario Fire College Resource Centre)

Safety Engineering Labs

Probable approvals: Gage-Babcock (application needs clarification as to number of staff)

Packer Engineering

Questionable: Fire Research Institute -- Jason Greenlee, Ph.D. -- Janet will follow up with Elizabeth

#### 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.

Although the list of members is soon outdated, it is seen as useful. There will be a pointer to the web site for the most current information. Members will be queried as to how they wish to receive/use the brochures

#### 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

Martha will investigate password-protected section for Union List (probably static html derived from Access)

#### G. Archives -- Janet Green

Added to archives: unedited meeting minutes, thank-you notes, meeting highlight e-mail messages (soon), 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 (Susan Walker, pending confirmation by SFPE) will be added in the spring of 2001, instead of the fall, as was our practice previously. Hopefully this staggering of succession will help to set up a balance of experienced and new members.

### VI. Review of inFIRE Reference documents

Mission statement -- no change

SFPE bylaws concerning Committees -- cut and paste relevant sections

SFPE web site's page on inFIRE -- change the current activity to planning the 2001 Conference

Several of the inFIRE web site's pages -- typos, additions, deletions, re-do forms, add 2000 proceedings, zip 1999

inFIRE Membership Responsibilities -- typos, some re-writing -- Janet will send out, Gwen will respond regarding #5 (sharing information on new periodical titles)

inFIRE Committee Guidelines -- major overhaul -- note added that Chair must have been member of the Committee, must be an inFIRE member before being a Committee member

inFIRE Committee Responsibilities -- change responsibility for #1 to "all"

Letter from SFPE -- no change

Brochure -- typos, some re-writing

Chronological list of annual meetings: Need to finalize dates of 2001 Conference before adding to list

Conference Checklist -- typos, additions

Conference Proceedings Guidelines for Editors -- re-written

Instructions for Authors -- re-written

inFIRE Accessions List Guidelines -- typo

inFIRE Union List Guidelines -- typos, additions, re-written

### VII. Other activities

#### A. Recognition/honorary membership for retired members/chairpersons

A form letter to thank retiring members will be drafted.

We wanted to do something special for Nora Jason, and thought that she would enjoy a lifetime membership in inFIRE.

Discussion resulted in a new Emeritus membership category, to be named in honor of Nora -- The "Nora Jason Emeritus Award" (or something similar). This will bestow all membership benefits except ILL privileges, and have no responsibilities. It is to be awarded at the disgression of the Committee, and is seen as a reward and not an automatic benefit. There should also be a reduced Conference registration fee.

The lifetime membership will be given to Nora when she retires in December. Further discussion of the award will take place at the business meeting in May. Other potential recipients: Jill Bennett, Pat Roddick, Ingrid Roberts.

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

C. Logo pins

200 inFIRE logo lapel pins have been received. There was no set-up fee. 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, possibly from Australia, considering number of members, and enthusiasm.

Importance of selecting a librarian was stressed -- previous experience: non-librarians may have hidden agendas.

Discussed alternate types of meetings -- online chat, special software, videoconferencing.

Most practical suggestion: hammer out preliminaries through e-mail, then use a pre-paid calling card / speakerphone set-up for decision-making/taking and voting. Future meetings thought to be getting simpler.

The discussion was tabled for the spring Committee meeting, when Susan will be present.

B. Recognition Awards for Outgoing Committee Members

Lian will receive an award at the spring 2001 meeting

## II C. 2002 Conference (continued)

Gwen reports that she might be able to be a back-up host site

Tentatively planned for Edinburgh

British Energy would provide a meeting room, A/V equipment, and a tour of one of their newest reactor facilities

Up to us: Hotel, transportation, Banquet, Lunches, Breaks, with no inFIRE member on site

They claim to have a library, so their librarian could become a member

They seemed to think we would be having a one day meeting

Have a joint conference with FIG? In 1992, FIG took over the planning.

Or an inFIRE meeting and invite FIG participation?

Who will be the host? Chris Dahms? British Energy?

Who sets up the meeting?

Will Chris's company help out with sponsoring part of the expenses?

Where exactly would we be meeting?

Could we meet somewhere else and visit a different power plant?

Who gets burned if we don't have the meeting there? Chris seems to be under pressure, and the Australians were quite eager to have the meeting in the UK in 2002.

UK in general seems like a good idea -- renew relationships with our UK members, possibly add more. Certainly easier for European members to attend

If we go ahead with this, appropriate members will be contacted for assistance in planning, and a Conference Committee will be formed, including UK, North American, and Australasian members. More difficult to arrange in UK than Australia owing to cultural differences. Must tread carefully.

Janet will "turn the ball over" to Chris.