

inFIRE Committee Meeting, Oct. 7, 2001

present: Mike Culhane, Chris Dahms, Gwen Schagrin, Susan Walker, Janet Green, Martha Gunnarson

I. Review of Advisory Committee minutes from spring meeting, Apr. 30, 2001

The minutes were approved

II. Conference Update

A. Review of 2001 Conference

1. Overall comments: some weaknesses, but generally ok
2. Conference evaluations: Most responses were positive. Some negative comments: too many library tours, not visiting more Chicago locations related to fire, more walking than anticipated.
  - a. We do need to let people know how much walking will be involved
3. Business meeting: minutes were approved

B. 2002 Conference (2<sup>nd</sup> International Fire Information Conference)

1. Status reports from Mike and Chris

a. Payment issues

1. checks -- UK wants checks (cheques) in Pounds sterling
2. can Lian act as non-UK conference treasurer? [can **not** provide a FEIN number]
3. US contact will coordinate with UK and will arrange for wire transfer in Pounds sterling
4. Joint registration form -- who collects UK money?
5. Any extra money collected -- split 50-50 with FIG (if FIG agrees)

b. Dates

1. May 27<sup>th</sup>-31<sup>st</sup>, 2002

c. Tentative schedule [as of Oct. 7, 2001]

Sunday: Committee meeting (if needed)  
Monday: Round Table, Paper or 2, Lunch, Tours, Conference Dinner [changed to Wednesday]  
Tuesday: Papers [changed to Thursday]  
Wednesday: Trip to Moreton-in-Marsh [changed to Monday]  
Thursday: Trip to Sizewell B [changed to Tuesday]  
Friday: Business meeting

2. Proceedings

- a. U.K. member to edit/organize: Margaret (FSC), Judy (BRE, formerly LPC), or Tricia (BRE)

3. Gifts for speakers

- c. Something with the inFIRE logo -- maybe a polo/t-shirt shirt with the inFIRE logo, FIG logo, flags

C. 2003 Conference

1. Oklahoma City -- possibly in the fall

III. Reports from Volunteers

A. Treasurer's Report -- Lian Ruan

1. Read and approved. (Balance as of 09/19/2001: \$2,977.82)

B. Membership Coordinator -- Elizabeth Hides

1. Two new members, Swedish FPA no longer a member
2. Meeting of Australian Fire, Police and EMS librarians -- 15-17 April 2002

C. Accessions Lists Monitor -- Chris Dahms

D. Communications Coordinator -- Susan Walker

E. Union List Coordinator -- Lian Ruan

1. Mike will talk to Lian about getting a printable version for the web
2. Membership to be polled about permanent retention of titles

3. Susan will send a copy of last printed list to Gwen
    - a. Gwen will do cross-checking of online version
  4. How will the updating of holdings be handled?
    - a. Can Lian provide a printout of each library's holdings?
- F. Brochure -- Gwen Schagrin
1. 2000 copies mailed out (over half)
  2. Mailed to new members, requests for conferences, etc.
- G. Electronic Mailing List -- Gillian Bullock
1. Has been updated
- H. Web site -- Martha Gunnarson
1. New additions: password-protected area: e-mail list, handbook
  2. To be added: Profiles
- I. Archives -- Janet Green
1. Janet will send to next chair

#### IV. Other Activities

- A. Succession Planning
1. Committee term expiration dates were revised
- B. Additional non-North American Committee member (continued from 10/200 meeting)
1. Nina McPherson has provisionally accepted an appointment as 'member-at-large' for a three year term.
- C. Incorporation
1. Currently under investigation

#### V. New Business

- A. Round Table Form for conference: Susan Walker will create a draft