

inFIRE Committee Minutes
October 27-28, 2002

Present: Janet B. Green (via speaker phone), Martha Gunnarson, Mike Culhane,
Gwen Schagrin, Chris Dahms, Susan F. Walker

- I. Review of Advisory Committee Minutes from Spring Meeting, May 28, 2002. -
A motion was made and seconded to accept the minutes of May 28. Approved
- II. Conference Update
 - A. Review of 2002 Conference - Everything went well. Tours of the London Fire Brigade library and the London Fire Museum were good. The London Fire Brigade's 911 center tour was very good. Round table discussions were especially good with the new members included. Chris Dahms did a great job planning the meeting with Sheila Pantry, especially since it was long distance. Thanks to Lian Ruan for her work dealing with the dollar exchange. It was good to meet FIG members with the result that some are now joining inFIRE
 - B. 2003 Conference - Susan presented plans for the 2003 conference to be held in Oklahoma City including hotel, reception, meeting room and tour information. Speaker gifts will be provided by FPP. Preliminary speakers have been contacted and a final list will be prepared after the Call for Papers response.

Preliminary plans were approved.
 - C. 2004 Conference - The 2004 Conference will be held in Perth, Australia. It will be hosted by Fire & Emergency Services Authority of Western Australia, Elizabeth Hides.
- III. Discussion Items postponed from May 2002 meeting.
 - A. Review of Membership re: accessions lists - Some members have not sent accessions lists in the last couple of years. It is an inFIRE membership requirement that at least one accessions list be sent each year. It was decided that Chris would contact these people by phone with follow-up emails and regular mail.
 - B. Updating Brochure - There was discussion on a possible format change including a single sheet format which could be printed from the website as needed, and a bookmark format. Content suggestions included a history of the organization and a list of conference locations with a reference to the webpage. This will be discussed at the annual business meeting at the next conference for input from membership

C. Union List - The list needs to be kept up to date by members. Various ideas were discussed.

D. Succession planning - Janet will be leaving the Committee after the next meeting. Susan Walker will be the next Committee Chair.

IV. Reports from Volunteers

A. Treasurer's Report – Lian Ruan submitted a treasurer's report as of October 11, 2002 which is at the end of these minutes.

B. Membership Coordinator – Elizabeth Hides submitted a report of three new members with one more pending. She has received inquiries from interested persons, including some who don't have a library collection.

C. Accessions Lists Monitor – Chris Dahms circulated a spreadsheet record of those who have submitted accessions lists. He will update the list of member organizations and check the spelling of names. See "Discussion from 2002 meeting" above.

D. Communications Coordinator – Susan Walker would like to mail one more paper copy of the Member Profiles. It was suggested that she send an email to the list requesting corrections and updates first. Martha will post the updated information in the Members Only section of the website. Susan would like to ask for a new Coordinator at the 2003 annual business meeting as she will be assuming the duties of Chair.

E. Union List Coordinator – Lian Ruan reports that the only new member to submit journal holdings is INERIS.

F. Brochure – Gwen Schagrin reports there are 170 brochures left. 2000 were printed in July 2001 and there were some large giveaways such as the event at WPI. She asked for input on reprinting the brochure. See "Discussion from 2002 Meeting" above.

G. Electronic Mailing Lists – Gillian Bullock reports that the list host, CSIRO has had some problems in the last few months with people receiving messages, and that they were mainly in Australia. Alternatives will be explored.

H. Web site –Martha Gunnarson suggests that we combine the application form and the profile form and that she would work on this. Agreed.

I. Archives – Janet Green will pass on to Susan Walker at the 2003 conference.

V. Other Activities

A. inFIRE and SFPE – There was a discussion on advantages, benefits, concerns of continuing association with SFPE or exploring other ways to interact. It was moved, seconded and approved that we would discontinue our current relationship as an SFPE committee

B. FEMA Heritage Hall - Most US members received a questionnaire from an archival consulting firm with questions about establishing a national “fire archives”. We would like Lian to monitor the project and report to the members.

VI. New Business

Gwen suggested that we change our name to Executive Committee which was moved, seconded, and approved. Martha offered to work on wording of our current guidelines and some simple bylaws.

It was moved, seconded, and approved to adjourn. Thank you to host, Chris Dahms and the Nuclear Service Organization. The next meeting will be May 5 in Oklahoma City.

Treasurer’s Report - October 11, 2002

Janet and inFIRE Committee:

Per Janet's request, here is my report. Please refer to the bank statements I sent to Janet every month.

Bank: First Federal Savings Bank of Champaign-Urbana

Date	Description	Withdrawal/Deposit	Balance
4/29/02	Deposit	+210 (Mats)	\$4,882.62
4/29	Deposit	+260 (Marie)	\$5,142.62
5/18	Deposit	+275 (Mike)	\$5,417.62
5/28	Withdraw	-350 (inFIRE tour, chris)	\$5,067.62 (Check #506)
6/14	Withdraw	-2220 (FIG)	\$2,847.62 (Check #507)
6/19-7/18	No activity		
7/29	Withdraw	-50 (Refund Martha’s tour)	\$2,797.62 (Check#643)
7/30	Withdraw	-400 (FIG)	\$2,397.62 (Check#642)
7/31	Withdraw	-22.49 (Teresa, poster)	\$2,375.13 (Check#641)
8/18-9/18	No activity		\$2,375.13

If you have any questions, please let me know. Thanks. Lian