

inFIRE Committee Meeting Minutes
May 5, 2003

- I. Review of Advisory Committee Minutes from Fall Meeting, October 27& 28, 2002 – the minutes were accepted as written.

- II. Conference Update
 - A. 2003 Conference - Status report from Susan Walker
Susan reported that everything was ready, due in large part to Katie Sloan's incredible organizational skills.

 - B. 2004 Conference – Report from Elizabeth Hides
Elizabeth Hides recently met with other Australasian inFIRE members at the ALIES meeting. They were able to discuss potential plans for the 2004 inFIRE Conference in Perth. Options discussed include presentations on urban/ bush land planning, GIS mapping, indigenous community planning, wildfire analysis, fire fighter literacy, ship fires, current research at CSIRO, flying doctor service, emergency management, document preservation and reports from other inFIRE members on their organization's activities as well as possible field trips to Kings Park and the firefighter memorial and aboriginal studio, the new volunteer marines' ship and raptor rescue. The conference will be moved to September or October because spring weather conditions are usually best. Preliminary plans include two days of generic/fire service related papers and two or three days of library oriented papers

 - C. 2005 Conference – Discussion of possible cites
Various options were discussed including meeting during an National Fire Protection Association conference (will be in Indianapolis, IN), Nuclear Electric Insurance (Wilmington, DE), or FM Global (Norwood, MA).
Membership will be polled by email for ideas and suggestions.

- III. Reports from Volunteers
 - A. Treasurer's Report – Lian Ruan
The Treasurer's Report was accepted as written. (A copy is at the end of these minutes).

 - B. Membership Coordinator – Elizabeth Hides
Our most recent new members are Roger Dyroy from DBE (Norway) and Wendy Wise from Utah State College. Other applications were received from India, Ireland and Chicago but they were from individuals, rather than organizational libraries or they did not meet our membership criteria.

 - C. Accessions Lists Monitor – Chris Dahms

Accessions lists may be submitted in electronic format or in hardcopy, and a web link is also appropriate provided it links to a presorted search that is limited to the organizations new accessions. Chris will be following up with members, by 6/15/2003, who have not submitted an accessions list in the last two years.

D. Communications Coordinator – Susan Walker

The current library profiles (which should include an organization's Interlibrary Loan rules) will be sent one more time in paper copy. Susan will send updates to Martha for the web site by 6/15. After the next hard copy is sent, Laura Logan will take over as the Communications Coordinator.

E. Union List Coordinator – Lian Ruan

After new members are accepted Lian sends them the requirements for submission of their union lists. Only a few new members have submitted their lists. This is a membership requirement that needs to be completed.

F. Brochure – Gwen Schagrín

The current two-sided brochure is sent to new members if they want copies, but no additional copies will be printed. The new one-sided brochure is available at the website. A new design was discussed and will be posted soon.

G. Electronic Mailing Lists – Mike Culhane

Mike Culhane arranged for his organization, Institute for Research in Construction at National Research Council of Canada, to host the email list earlier this year. The Committee thanks Mike for coordinating this and thanks Gillian Bullock at CSIRO for her many years as the previous e-mail list host and coordinator.

H. Web site – Martha Gunnarson

The domain name has been changed, and the new address is <http://www.infire.org>. The application and profile forms have been combined and new members now only need to submit the single form. The 2002 conference proceedings will be posted, and the listing of members has been redesigned. The single sided brochure will be moved from the members-only section to the public area of the site. References to SFPE will be removed.

I. Archives – Janet Green

The archives will be transferred to Susan Walker.

IV. New Business

A. Paypal

At the request of Susan Walker, Robert Gould explained how to set up a Paypal account and answered questions about his experiences with Paypal. Susan will establish an account to facilitate conference registration payments.

B. Arup libraries

Australian Arup libraries have inquired about inFIRE membership. It was decided that each library should apply individually.

C. OPAC software

To allow multiple site searching Diana Robinson requested that the membership consider Z39.50 compliant OPAC software, but Lian Ruan's IT department and Mike Culhane indicated that federated search technology has reached a point where Z39.50 is no longer a requirement

April 30, 2003

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
9/18/02			\$2,375.13
9/23/02	Donation to NYFD Mand Library	-\$100	\$2,275.13
10/17/02	Certification Frame. InFIRE Conference	-\$21	\$2,254.13
10/19/02-2/18/03	<i>No activity</i>		\$2,254.13
3/7/03	Conference Reg. (IFSI-Lian, NFPA-Teresa)	+\$450	\$2,704.13
3/27/03	Conference Reg.-RJA	+\$225	\$2,929.13
4/2/03	Conference Reg. for 4-Nuclear; IFSTA;OK Terrorism; Laura Safety	+\$900	\$3,829.13
4/24/03	Conference Reg. for 3 – Australia;WPI; FM Global	+\$657.00	\$4,714.13

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

Lian