

InFIRE Board meeting minutes, Karlstad, 6/18/06 (DRAFT)

The Board meeting began at 9am, with Susan Walker, Mats Bornström, Gwen Schagrin, Laura Logan and Diana Robinson attending.

First item of business was the conference preparation.

Mats indicated that everything was well in hand. No last-minute photocopying, handout assembly or other assistance was needed. Although there had been some minor changes to the program schedule, no presentations had been cancelled. We asked for the opportunity to visit his library at SRSA, and Mats will try to schedule a short visit following the visit to the Karlstad Fire Brigade.

Assignments for note-takers and moderators where drawn up.

Moderators are Susan (Monday), Diana (Tuesday), and Laura (Thursday). Note-takers are Gwen (Monday), Laura (Tuesday) and Brad (Thursday).

Board terms and candidates.

It is not unprecedented that inFIRE has had problems coming up with good candidates for Board positions. There are not that many members whose organizations can be counted on sending them to every meeting. While we can generally get by at meetings with some Board members being absent, the Chair really should be someone who can be counted on to attend. Susan Walker's term (3 years) runs out this year, but we don't have a replacement. (Chair candidates are drawn from the Board, not the general membership.) It was suggested and approved that we extend Susan's term for another year. Sue Marsh will be asked to join the Board. (If the bylaws limit the number of Board members, Diana will step down to make room.) It is hoped that Sue Marsh will be able to take over the Chair from Susan Walker next year.

It was also suggested and approved that Dr. Brad Robison be offered the position of Treasurer, currently held by Lian. One of the Board members will also contact Regina Burgess and ask whether an appointment to the Board would make it more likely that NIST would allow her to attend.

New member recruitment.

During the conference, members will be reminded that we should all be thinking of other libraries that would fit in well with inFIRE. Members can make an informal suggestion directly to the libraries they deal with, or pass suggestions on to the Board.

It was noted that we no longer have much contact with the NETC LRC. Gwen will speak to Kirby Kiefer about building a stronger relationship with the LRC.

The INERIS proposal also sounds promising, and we are looking forward to Isabelle's presentation.

Diana will speak to Dan Maye about whether he's heard anything on whether he'll be able to host inFIRE 2007. We agreed that we could offer assistance planning arrangements and doing the paperwork/correspondence involved with hosting. If FDNY cannot accommodate, the Justice

Institute of British Columbia (Vancouver) has offered to host. Regardless of whether it is held in NYC or Vancouver, we'll need to provide help with paperwork.

PayPal

In 2005, 3 people paid in by PayPal. The money was left in the account at the time, as it was not needed for any other projects. In 2006, 6 people paid by PayPal. The entire amount from both 2005 and 2006 has been transferred into the inFIRE account with the Illinois bank. Susan will give Mats a check for the amount from the 2006 conference registrants who paid by PayPal.

Even though the PayPal account is in Susan's name, she has only used it twice for FPP purchases. She has a current print out of all transactions and can provide updated information at any time.

Mats has approximate figures for what the 2006 conference will cost. If collections fall a bit short, Mats indicated his organization may be willing to make up the difference. We hope not to have to impose on SRSA, and Susan indicated inFIRE should have sufficient funds to cover expenses not covered by the registration receipts.

2005 notes.

Still missing notes for Wednesday sessions! Please look again and send to Laura, even if not the "official" notes. We esp. need notes for the presentations by Woycheese, Appy, the Victoria Police DVD and Elisabeth.

Handbook.

The handbook needs to be updated, esp. as it pertains to grant of non-exclusive rights by presenters. Are any of the presentations copyrighted? This time will just ask presenters if they'll allow us to post presentations on the Website. (Some may already have on the Web – in which case, could we just post a link?) If no permission, will just have to post "notes" only.

Gwen will work on "Emeritus" status section and presentation policy section.

Business meeting agenda:

Reports from committee members

 Treasurer's report (Sue will give)

 Membership coordinator (Laura)

 Accessions list (no report as Chris was unable to attend)

 Brochure - member list being updated, members to verify info & send updates

 Listserv (no report/no changes as Mike was unable to attend)

Next meeting location

PayPal reminder (instructions on Website)

Emeritus status for Nina McPherson already approved, working on policy

Look out for new members!

New business?