

InFIRE Executive Committee Meeting Minutes, Detroit, Michigan Sunday, May 4, 2008

The Executive Committee meeting began at 9:40 a.m. at the Omni Hotel, Detroit.

Attendees: Mats Bornström, Mike Culhane, Laura Logan, Sue Marsh, Diana Robinson, Brad Robison, Gwen Schagrin, Susan Walker

Absent: Elizabeth Hides

Chair Sue Marsh invited attendees to read over the minutes from the 2007 meeting and asked for a motion to approve. Diana made a motion to approve the minutes as written. The motion was seconded by Gwen. The motion carried.

Treasurer's Report:

Brad presented the Treasurer's report indicating a balance of \$3,231.17. A brief discussion was held regarding the need for a breakdown of expenses for the purpose of reporting taxes. Susan stated that there was no need for a breakdown of expenses due to inFIRE not paying taxes. It was agreed, however, that having a breakdown for our own records is highly recommended. The question was asked as to how an organization gains non-profit status. Diana reported that unless inFIRE was to look for grants there is really no need to request non-profit status.

The discussion shifted to conference expenditures. Susan suggested that the Executive Committee may wish to set up policies regarding conference budgeting and Sue carried this idea one step further and recommended setting up expectations for the conference host. The cost last year seemed high and questions arose related to dinners and extra activities. We may wish to provide options. Diana believes that the membership should know the cost of additional activities and related charges. Mike's opinion is that the annual conference should either break even or make money. Gwen suggested that we should be careful not to raise registration too high due to some organizations not being able to pay. Some organizations also need more than five to six weeks to be able to grant approval to send a participant. A challenge each year is for the host to know what costs will be due to the inability for speakers to make commitments. Sue's idea then is to have the agenda established six months ahead of the conference. Susan suggested further that the Executive Board may need to be more directly involved with conference planning. It is unfair to ask a solo library staff member to do all the planning. Susan volunteered Glenda for assisting in the future. Glenda has done a great job in the past planning such events and will be happy to assist.

Discussion continued with the idea that the committee assists in planning future conferences by brainstorming potential speakers. In the past the committee held fall planning meetings. Laura reported that some of the problems she had in making plans was not knowing how many would be attending and receiving commitments from speakers. The question was asked as to what registration pays for. Basically it covers reception, room rental for meetings, breaks, lunches, conference dinner, transportation for off-site visits and this year breakfasts were covered. If she had to do over Laura would seek assistance in having someone take care of all hotel arrangements. She also suggested that having speakers lined up earlier might help in incentives for other to participate in the conference.

Sue inquired if inFIRE had recognized Glenda for all of her help. Susan said that this trip was part of her recognition. One possible solution to the speaker issue would be to piggy back on other conferences. In other words plan to have inFIRE meetings in conjunction with other fire related conference and solicit speakers from that particular meeting.

A discussion took place at this point regarding the 2009 conference. It was decided that if New Zealand does not work out we will ask Mats to check with Lund in Sweden.

We still need some help with the remainder of the current conference. Gwen volunteered to take minutes for Monday while Mike will take care of the introductions. Diana will take minutes on Tuesday and Laura will take care of the introductions. Susan will take minutes and introduce on Thursday.

In going back to registration fees, Mike suggested a flat rate so people could budget ahead. Gwen made a motion that we set \$300.00 as a guideline for registration fees depending on circumstances. Sue seconded this motion and the motion carried.

In looking ahead for a 2010 venue several suggestions were made. Sue offered to check on the annual NFPA conference to be held in Las Vegas. Gwen offered to contact Kirby Kiefer regarding Maryland as a venue. As of now the following are listed as venues in the next several years: 2009 New Zealand with a backup in Sweden. 2010, Las Vegas, and backups in Ottawa, and Maryland.

Mike inquired about having to have a conference every year. The group responded by offering reasons why it is important to have them yearly, the main being that the organization might fold and business office people and budget planners are used to having it as part of the annual budget. Susan suggested we may wish to think about shortening the conference and having it over weekends. Sue said that might be good for domestic venues but not for international venues. Diana suggested we should probably want to hear from those members of the organization that don't participate. Gwen suggested doing a survey.

Membership Report

There were two applications for membership, one from the Brandon School of Fire Setters and the University of Phoenix. Sue agreed to communicate with the librarians of these two institutions to seek further information for the committee.

(Name change report happened here, but did not catch it all)

Accessions Report

We no longer have someone coordinating accessions. Is it necessary to have such a coordinator and the answer is yes. Since Chris has done this in the past perhaps we could wait until he becomes a member again and seek his help. It was also determined that the language should be left in the brochure stating that members provide an accessions list at least once a year, but that it would not be enforced.

Brochure

Gwen developed a new brochure and sent it out last week. Laura moved that we adopt the new format. Diana seconded and the motion carried.

Need for Two New Board Members

Sue suggested we announce two openings on the Executive Board. If we are unable to find two new members Susan is eligible to serve again. At the present time Susan and Mike will be leaving the Board. During the 2009 annual inFIRE Conference the Board will need to discuss options for the next Chairperson for the Board. Martha, Sara and Chris are possibilities for being added to the Board.

Sue offered her appreciation for all of the years of service that Susan and Mike have given to inFIRE.

Old Business

Nothing can be done at this time about the acquisition position until we know more about Chris.

Discussion about Gwen's proposal for an Emeritus award led to the suggestion by Mike that the word be changed to Honorary instead of Emeritus. It was also suggested that there be two awards one for an "Emeritus" category and one for "Honorary Member." Nina will be receiving this award. Sue inquired as to how these awards should be determined. A motion was made to accept the new Honorary Member Award by Laura and seconded by Mike. Motion carried. It was further decided that in selecting the award recipients it would require a majority of yes votes from the Board.

Next item discussed was related to assisting first time attendees by paying for registration to the annual conference. First suggestion was to give three such registration donations but to three different institutions. Susan suggested we offer a reduced registration based on the first application for the registration. It was also suggested that preference might be given to an organization that previously has not sent a representative. The opposing side of that recommendation is that it might not be good to tie the gift registration to an organization. Susan made a motion that inFIRE offer a fifty percent reduction in registration fees to one first time attendee from a member organization. The registration reduction will be offered on a first come first serve basis. Laura seconded this motion and the motion carried.

In the past there was discussion related to a projects coordinator. What can inFIRE do to make this happen? A consortium has been used in the past for getting better pricing for databases. Diana's profile suggested linking catalogs for federated searching. Wiki's might be another area we could explore. It was recommended we poll the membership or asking for a "call for papers," with members throwing out ideas for such projects.

New Business

The inFIRE archives policy was brought up by Sue who pointed out that inFIRE rules state that the archives go to the new chair. Janet Green is the Archives Coordinator so it was decided that all archival material related to inFIRE should be sent to her.

Laura has taken a look at the handbook regarding updates and compiled links so updates could be made. She inquired as to whether such changes need to be taken to the membership, using the new Honorary Member Award as an example.

The Fire Service College is reducing their staff to three people and will not be offering outside assistance.

Gwen sent an email related to Wikis and suggested that the committee use one. We could use it for anything we would want especially working on documents. A demonstration was provided. Gwen would be able to provide access to the Wiki for editing purposes.

Sue asked if she could announce that Nina is receiving the Nora Jason Emeritus Award. All agreed.

Brad suggested we look into the possibility of doing something special for the 2011 annual conference. 2011 will mark the 10th anniversary of the terrorist attacks on New York and Washington, D.C. The Board seemed interested in this idea and made suggestions like connecting with John Jay College, New York Police Department, New York Fire Department, New York Public Library and the Library School.

Brad made a motion to adjourn the meeting which was seconded by Laura. Motion carried. Meeting was adjourned at 3:30 p.m.