

Beta Phi Mu – Beta Delta Chapter
Minutes of the Board Meeting held Friday, August 29, 2014
7:00pm, 553 Baldy, University at Buffalo

Present: *Brenda Battleson, Christopher Conrad, Esther Jackson, Carolyn Klotzbach, Amy Miller, Kelly Sallander, and Jim Tammaro.*

The meeting was called to order by board president Jim Tammaro (JT) at 7:00pm.

- The board members introduced themselves
- JT asked Brenda Battleson (BB) to briefly explain the “re establishment” of the chapter
 - The chapter has never at any point lost its status as a chapter, however it had been dormant in terms of activity since 2010.
 - BB was asked by UB’s Department of Library and Information Studies (UB LIS) to serve as the faculty liaison to the chapter in 2011 and began the process of tracking down records and getting the group moving.
 - JT was appointed by BB as the acting president while BB would serve as acting secretary/treasurer until a new board could be elected.
 - BB contacted the national headquarters to get permission to induct members from 2010 2012 retroactively.
 - Using the procedures for selecting new members, as stated in the By laws, 42 graduates conferring in 2010 through 2013 were identified, voted in and accepted the invitations of the faculty to become members.
 - 42 new inductees were initiated at the Annual Meeting held April 7, 2014 at the Protocol restaurant in Williamsville, NY.
 - There are currently 58 active members, though the total number of individuals inducted into the Beta Delta Chapter number over 500.

PRESIDENT’S REPORT JT

- JT noted that he is glad to have everyone serving on the board; he sees this as a group of “doers” and is looking forward to what can be accomplished.
- Apr. 7 Annual Meeting/Induction:
 - Noted that there was a very good turnout with approximately 40 people participating; 16 initiates and their guests attended in person, including 2 former online students who traveled from downstate.
 - Besides the initiates, 6 active veterans of the chapter were present.
 - The guest speaker was Dr. Heidi Julien, at the time the new Chair of UB LIS.
- JT re iterated the processes that he and BB had gone through to “re invigorate” the chapter. Many of the decisions were executive in nature, but necessary until a new board could be elected and put in place.
- JT noted an observation by Amy Miller (AM) that there were no job descriptions for the board members list in the by laws nor in any other policy document.

ACTION: JT will draft board member job descriptions and send to each member of the board for review. Once reviewed individually, the job descriptions will be presented to the board for approval. **Due: Nov. 1, 2014** for initial job descriptions sent to individuals.

TREASURER'S REPORT – BB

- Please see BB for detailed account information.
 - BB noted that we are not an income generating organization; most money taken in through dues, event and initiation fees are paid out to offset the related costs;
 - Noted that in the past, the initiation dues for new initiates was \$100.00 per person. That money would be sent to National and \$15.00 would be rebated to the chapter for each new initiate.
 - As of January 2010, National elected to discontinue the chapter rebate policy and lower the one time lifetime National membership fee to \$85.00.
 - Given the anticipated rebate, Beta Delta chapter had always waived the chapter dues of new initiates. Even though this rebate is no longer provided, the board agreed that chapter dues for new initiates' first year should continue to be waived.
- With this in mind, BB suggested that chapter dues should be increased, since they have not been increased in quite some time.
 - Discussion among the group as to what a proper increase would be.
 - JT asked BB to investigate reasonable dues increases by examining those of other chapters.

ACTION: BB will investigate dues structures in other chapters and report a recommendation for dues increases to the Board for approval. **Due: Oct. 1, 2014.**

- Amy Miller (AM) and JT asked about current membership numbers and the numbers of inactive (non dues paying) members.
- BB reported over 500 former members to whom we could reach out to.
- Beta Delta was a very active group in the past and many of those who were active at one time may be willing to participate again.
- Kelly Sallander (KS) and Carolyn Klotzback (CK) suggested using software to maintain better records on membership and to also better account for any fundraising activities.
- JT asked KS and CK to make some recommendations to BB and to the board about such software.

ACTION: KS and CK will investigate and make recommendations to the board regarding free software appropriate for managing member information and the chapter's financial activities. **Due: Nov. 1, 2014.**

- BB reported that the chapter no longer has tax exempt status due to a missed filing deadline. However, there is so little money in the treasury, paying taxes is unlikely.
 - Discussion ensued regarding the process for regaining tax exempt status.
 - JT asked BB to continue to work on regaining 501(c)(3) status.

ACTION: BB will go through the process of re applying for 501(c)(3) status, however the fee is substantial. **Due: Ongoing.**

REVIEW OF BY LAWS

- JT led discussion of by laws by reviewing section by section.

ACTION: AM will prepare a draft of the suggestions and send to the board **by Sept. 15.**

ACTION: The board will review various sections and return feedback and suggestions; make changes; suggest edits; etc. By the due date, the board will have a clean draft of changes to present to the membership. **Due: Nov. 1, 2014**

- Discussion included making the fiscal year (May 1 – April 30) and membership year (Sept. 1 – Aug. 31) coincide.

MOTION: *KS Motioned and Esther Jackson (EJ) seconded that the membership year be adjusted to coincide with the May 1 – Apr. 30 fiscal year.*

- Discussion: KS asked what will be done to account for current members?
- Brenda noted that she will pro rate those who have already paid through Aug. 2015.

Ayes: 7, No: 0, Abstentions: 0.

The motion carried.

BRAINSTORMING / PLANNING

Service

- BB noted an opportunity to co sponsor one of the UB LIS research seminars held during the Fall 2014 semester. Of the speakers discussed, the board decided that the chapter should co sponsor the presentation by Ina Fourie from the University of Pretoria (South Africa).
- BB noted suggestions by members to engage in service related activities. Local members could work as groups and target an activity and members in other geographic locations could identify a project in which they could engage in their own locales. A day of service so to speak.
- Chris Conrad (CC) expressed concern that this may be perceived by supervisors as work that could be done by volunteers, thus creating difficulties in some organizational environments.
- EJ expressed concern about getting too far away from the scholarly focus of the group.

- BB agreed with concerns but noted that these would be limited outreach type events meant to assist in a single project rather than an ongoing volunteer program, which could be seen as threatening; Opportunity to address the “service” portion of the Beta Phi Mu motto and to develop positive relationships with practitioners, the LIS community and former Beta Delta members;
- CC suggested such events focus on advocacy as well as outreach;
- CC suggested the chapter sponsor and coordinate the development of some unique resource that could benefit the profession. One suggestion involves the invisible web, in which the resource could be contributed to by members as well as local practitioners.
- JT asked CC to begin investigating the development of such a resource.
- JT suggested the BB draft a call to members and local practitioners to suggest such service projects. Members should also be asked for suggestions for activities, educational events, and advocacy ideas.

ACTION: BB will draft a call to the membership and to local LIS organizations for ideas on possible service related projects, educational events activities, etc. **Due: October 1, 2014.**

Scholarship

- See suggestion by BB that the chapter co sponsor select research presentation with UB LIS.
- BB noted that if the chapter can find a way to generate more money, we may be able to sponsor a scholarship for a UB LIS student.

Marketing/Outreach

- The board considered different social media as mechanisms for outreach and promotion of the chapter
- After discussion of various options the board decided that the current listserv and LinkedIn site are effective ways to share information
- It was agreed that a separate chapter website is needed.
- JT suggested and EJ accepted the task of developing a chapter website using a free software hosting site like wix.com. BB noted that there is a small budget for website hosting fees if needed.
- CC asked if the UB LIS server could host a site for the chapter; BB and CK noted that while possible, there would be issues with control of content, since the UB LIS website is maintained by GSE IT. For now, an independent website is preferable.

ACTION: EJ will develop a chapter website prototype to present to the board. **Due: Nov. 1, 2014.**

NEW BUSINESS

- JT asked for an update on the next group of initiates; BB responded that as soon as Sept. 1, 2014 conferrals are announced, the faculty will be voting on new initiates for 2015.
- The board agreed upon a tentative date for the 2015 Annual Meeting/Induction: March 12, 2015.
- JT asked board members to send him recommendations for venues that could accommodate approximately 50-75 people.

ACTION: Board members will send JT possible venues for the Spring 2015 Annual Meeting / Induction. **Due: Oct. 1, 2014.**

- JT noted that as an addition means of outreach and communication, he wishes to send out a newsletter to the membership at least 2x per year. This would also be posted on the chapter's website.
- The next issue will coincide with the call to members for ideas to be send out by BB.

NEXT MEETING

January 13, 2015 at 6:00pm. Place: 553 Baldy Hall, University at Buffalo.

ADJOURNMENT

The meeting was adjourned at 9:07pm.

Respectfully submitted,
Brenda L. Battleson.