

LIS Alumni Group Executive Board Meeting
January 4, 2003, Saturday

Present: Stewart Chun, Eileen Herring, Janet Hesson, Gwen Sinclair and Gerry White.

1. Meeting called to order at 2:17 pm.

2. Approval of Minutes

Minutes for the October 13th meeting was approved and accepted.

ACTION: Gerry to e-mail the Board members the contact list submitted to the UH Alumni Association.

3. Treasurer's Report

Current cash on hand is \$1,311.15. Pending donations to the Foundation is \$390.00. The total balance on hand is \$1,701.15.

4. Possible ICS Alumni Group

Gwen reports that ICS is exploring the possibility of starting their alumni group. The implications for LIS are unknown. We could help them set up the group. The resources of the ICS group could help to supplement our budget to fund for activities required by our By-laws. Membership in the ICS Alumni Group may include LIS grads. However, concern was expressed that older grads may not see any reason to be active in the new group.

5. Alumni Database

List is currently housed in Gail's office. Gail needs access to update the list. Alumni Group needs access to generate a mailing list and to update. This can only be done during LIS Office hours. Database could be cleaned up, because it is just a flat file, and be available for posting on the Internet for remote access. However, the file needs to be secured and use the same input format to reduce the learning curve for Gail. Donna Bair-Mundy has offered to have someone transfer the database to Excel or Access as a class project.

ACTION: Gwen will contact Prof. Nahl to explore the possibility of having the database on remote access and moving the file to alumni control.

6. Budget Priority

According to the By-laws, the association is supposed to fund scholarships and publish a newsletter. Due to fiscal concerns, we were unable to fund both last year. We need to poll the alumni group to determine which has higher funding priority: funding scholarships or producing a newsletter. The poll will be conducted in the next newsletter and include the details for creating a scholarship endowment and the budget for producing the newsletter. The results of the poll will be incorporated into a By-law or

Constitutional amendment to help guide the Board in deciding which priority will get funded. It was decided by consensus that future funding request from the alumni will allow the donor to specify the purpose of the donation: scholarship, newsletter or where need exists.

ACTION: Eileen will contact UH Foundation to explore the requirements for creating an endowment to fund scholarships.

7. Alumni Awards

ACTION: Janet will contact Jodie for award deadlines, to be included in the next newsletter.

8. HLA Conference Session

The Board will consider presenting a greater presence at the annual conference. We could ask for a table to distribute materials that explain our organization and present information usually given in the LIS graduation dinner packet.

We could also sponsor a session. Stewart is co-chair of the HLA Administration Section. If funding permits, he is willing to use some of the speaker budget to jointly sponsor a session with LIS.

ACTION: Gwen to look for a speaker for dealing with difficult patrons.

9. Alumni Homepage on ICS Web Site

When inquiries were made before, the LIS alumni homepage was denied permission to set up on the ICS server. The general consensus feels that the restriction may be lifted.

ACTION: Gerry to explore the possibility of setting up the homepage on the ICS server.

10. Next Meeting

The next meeting is tentatively scheduled for March 16, 2002 on Sunday at 12:30 pm. Eileen will make arrangements for a meeting room with a speaker phone.

11. Adjournment

The meeting was adjourned at 3:10 pm.

LIS Alumni Group Treasurer's Report
4 January 2003

Cash on Hand last Treasurer's Report (31 August 02 Project History Report)	\$713.12
Donations and Memberships (Sept-Nov 02 Project History Reports)	1,260.00
Expenses, Awards and Scholarships (Sept-Nov 02 Project History Reports)	<661.97>
	<hr/>
Cash on Hand (20 Nov 02 Project History Report)	\$1,311.15
Donations Pending UH Foundation Processing	390.00
Expenses Pending UH Foundation Processing	<hr/> 0
BALANCE	\$1,701.15

Respectfully submitted,



Eileen Herring