

## Board Minutes

Name of Group: New Members Round Table Executive Board

Type of Meeting: Electronic Meeting

Date Submitted: April 6, 2006

Date and time: March 14-31, 2006

Place: Held through the NMRTBD list ([nmrtd@ala.org](mailto:nmrtd@ala.org))

Name of Chairperson: Nadine Flores, President

Name of Recorder: Jeannette Ho, Secretary

Officers in Attendance: Nadine Flores, President; Amanda Roberts, Vice President/President-Elect; Sally Gibson, Past President; Catherine Collins, Treasurer; Nanette Wargo Donohue, Outreach Director; Laura Kortz, Leadership Director; Courtney L. Young, Councilor; Laurel Bliss, Member Services Director; Michelle Millet, Networking Director; Jeannette Ho, Secretary.

Parliamentarian: Tanzi Merritt Sutton (Chair of the Governance Committee)

Guests: Bill Jenkins (Past Treasurer), Entire NMRTBD list (Including other Committee Chairs and subscribers of the list)

Body of report:

### I. Call to Order and Introductions

The meeting was called to order on March 14, 1:06 p.m., CST, by Nadine Flores. All of the attendees introduced themselves.

### II. New Business

#### A. ECRC Proposal #1

[See Attachment #1 in Supporting Documents]

Motion: Nadine Flores moved to have Catherine Collins, NMRT Treasurer, present the ECRC Proposal to the Board.

Catherine presented the proposal to 1) create the Marshall Cavendish Award Committee, which would administer the Marshall Cavendish essay contest; and 2) create a new Fundraising Coordinator position. The committee and fundraising position would take

over the responsibilities of the Exhibitor Contact and Relations (ECRC) Committee which disbands in June. The Fundraising Coordinator would maintain NMRT's current vendor relations and explore new funding opportunities. It would be a three-year, non-voting, board position and be appointed and supervised by the President. During the third year, the Fundraising Coordinator would train the incoming person to this position. This incoming person would then serve as Fundraising Coordinator during the next two years, and train the new person in this position in his or her third year.

Discussion: Sally Gibson expressed support for the three-year term for the Fundraising Coordinator. She emphasized the importance of the training aspect, and the need to appoint someone with an interest in this activity, as many people disliked the task of fundraising. Nanette Wargo Donohue also expressed her support, saying that the three-year term would allow for continuity in the office, and that this position would help NMRT locate sources of funding for projects.

Amanda Roberts agreed with the proposal, but asked whether there should be a Board member supervising the Fundraising Coordinator to keep him or her responsible to the NMRT membership and Board, since this was a non-elected, non-voting position. She also asked whether the Vice President should appoint the incoming Fundraising Coordinator, since he or she would work closely with the Fundraising Coordinator as President. Sally Gibson said that she thought the President should serve as the supervising board member. Catherine Collins said that this had been stated in the proposal, and added that not every President or Vice President gets to appoint this position, since the Fundraising Coordinator's term would be three years. Several Board members agreed with Amanda that the Vice President should appoint the position and that the President should be the supervising Board member. Sally Gibson asked whether the appointment of this position would require the consent of the Executive Board. Meanwhile, Bill Jenkins suggested that the Past President appoint the Fundraising Coordinator, since he or she would know NMRT members best. He emphasized that the person in this position should not be appointed just to carry out favorite short-term projects, but should understand the need for long-term planning and that it may take years to fulfill financial goals. Amanda responded it made sense that the Past President would know the most about NMRT members. She said that she would still like the appointment to have Board approval since the term of the Fundraising Coordinator would be longer than other appointed positions.

Tanzi Merritt Sutton asked whether there were other NMRT positions that required Board approval, and how the process would work. She asked if the NMRT bylaws would need to be revised if this position required Board approval. She stated that the bylaws would have to be revised anyway, since Article IV: Terms and Duties of Office does not currently accommodate this type of position. Any changes to the bylaws would have to go on next year's ballot to be approved by the membership, which could delay the appointment of a Fundraising Coordinator for another year. Sally Gibson replied that the original idea was to have the person in this position be a liaison, but not an officer, since he or she would not have voting privileges. She confirmed that the new position would require a bylaws change. However, in the meantime, the Fundraising Coordinator could serve as an ad

hoc liaison for 2006-2007, and the term could be extended with Board approval. She then asked whether the Board wished to make this position an elected officer. Tanzi replied that having the Fundraising Coordinator serve as an ad-hoc liaison would work as an interim solution. She expressed her opinion that the appointment process should not differ from other positions regardless of the length of the Fundraising Coordinator's term. However, she felt that if this position was so important that it had to be appointed differently, then it should be made an elected officer position. Catherine replied that she would like to keep it a non-voting appointed position for now. She suggested that the Board could revisit this issue after the first term, when it would have a better idea whether this position should be elevated into an elected, voting position.

Motion: Catherine Collins moved to make the following amendments to the proposal:

Change the last bullet under Section E to:

make every effort to attend the BARC-sponsored financial training with the Treasurer at the Midwinter conferences, as well as attend the NMRT Board meetings and the Exhibits Round Table meetings at both the Midwinter and Annual conferences.

Discussion: None

Vote: The Board voted to pass the ECRC amendment, 9-0.

Motion: Catherine Collins moved to make the additional amendments to the proposal:

Under Section E, replace the existing first paragraph with:

The position of Fundraising Coordinator is a three-year, non-voting, ad hoc position to be appointed by the Past President with input from the President and the Vice-President. The position is supervised by the President.

The term will begin at the ALA Annual Conference in June 2006 and will run through the ALA Annual Conference in June 2009. At the ALA Midwinter Executive Board Meeting in January 2008, the board will discuss and vote on whether or not to make the ad hoc position permanent. If the position is made permanent, the board will also decide: 1) whether the position should be appointed or elected; 2) if appointed, whether the appointment should require board approval; and 3) any other outstanding issues related to this position.

If the board chooses to make the position permanent, an Assistant Fundraising Coordinator will be appointed/elected. The assistant will train under the existing Fundraising Coordinator for the final year of her or his term. If the President so wishes, an individual may serve more than one term as Fundraising Coordinator as long as she/he is a member of NMRT in good standing. In that case, it is unnecessary to appoint/elect an Assistant Fundraising Coordinator.

Discussion: None

Vote: The Board voted to pass the second amendment to the ECRC proposal, 9-0.

Motion: Catherine Collins moved to adopted the ECRC proposal as amended.

Discussion: None.

Vote: The Board voted to pass the ECRC proposal as amended, 9-0.

#### B. President's Program Speaker Proposal for 2007

[See Attachment #2 in Supporting Documents]

Motion: Nadine moved to bring forth the President's Program Speaker Proposal for discussion.

The proposal from Amanda Roberts and the Vice Presidential Planning Ad Hoc Committee requests \$300 to pay for the hotel expenses of Pat Wegner, the 2007 NMRT President's Program speaker. Pat Wegner, a business consultant from Pattern Research, will present a program at the 2007 ALA Annual Conference with the title, "Navigating the Rapids: Myths and Realities of Intergenerational Workplaces".

Discussion: Several Board members had attended Pat Wegner's presentations in the past and said they were very impressed by her as a speaker. Sally Gibson said she thought Ms. Wegner would draw a large audience and put on one of the better programs at ALA. Other Board members pointed out that this was a good opportunity to have her as a speaker at such a low cost. Amanda mentioned that other groups within ALA had asked Ms. Wegner to speak within the same time slot as the NMRT President's Program, and that she did not want to keep her waiting for too long.

Vote: The Board voted to approve the allocation of \$300 to pay for the hotel expenses of Pat Wegner, the 2007 President's Program speaker. The vote passed, 9-0.

#### III. Adjournment

Motion: Laura Kortz moved that the meeting be adjourned.

The meeting was adjourned by Nadine Flores on March 31, 2006, at 5:12 p.m., CST.

Supporting Documents for E-meeting

Attachment #1--ECRC Proposal

**Proposal Form for NMRT**

**From (name and office/committee):** Catherine Collins, Treasurer

**Date:** 03/12/2006

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**A. Board action requested:**

- Dissolve the Exhibitor Contact and Relations Committee (ECRC).
- Create the Marshall Cavendish Award Committee to be supervised by the Leadership Development Director and assign the duties relating to the Marshall Cavendish essay contest to this committee.
- Create the position of Fundraising Coordinator and assign the duties of establishing new vendor relationships, maintaining current relationships, and requesting support from vendors to this position. (See the detailed description of the Fundraising Coordinator in Section E below.)

**B. Background:**

The ECRC has been languishing for some time. For many years, this committee organized and administered the Friendly Booth awards. This was a large undertaking and required several committee members, as well as many volunteers, to make it work. With the elimination of the award, the committee’s responsibilities have been reduced to requesting support from various vendors. For the last several years, this support has been bags for Orientation from EBSCO and pens for Orientation from Sirsi (this contact is no longer active). ECRC also administers the Marshall Cavendish essay contest.

At the June 2005 NMRT Board Meeting in Chicago, the Board voted to continue the ECRC as an ad hoc committee for the 2005-2006 fiscal year and dissolve the committee after that period. As the year is coming to a close, some action must be taken to ensure that the ECRC's remaining duties are reassigned.

**C. Rationale:**

- *For the Marshall Cavendish Award Committee –***  
 The Marshall Cavendish essay contest is exactly like the contests run by other committees, such as Shirley Olofson or Student Chapter of the Year. Marshall Cavendish gives NMRT several tickets to the Newbery-Caldecott-Wilder banquet at the annual conference. The committee advertises the contest, requests brief essays from the applicants, reads the essays, and awards the tickets. Since it is so similar to the activities of other awards committees, it should be administered like these other committees. The relationship with Marshall Cavendish is strong and likely to continue for the foreseeable future.
- *For the Fundraising Coordinator –***  
 There should be no question that maintaining and increasing NMRT's ties with vendors is of primary importance. The Exhibitor's Round Table expressed similar sentiments; the vendors are interested in reaching new, younger members. This proposal is to make NMRT's relationship with its vendors stronger, smoother, and easier to manage. It has been the experience of the last several chairs of ECRC that there is really not enough responsibility to occupy an entire committee. The necessary emails to vendors easily can be handled by one person. In fact, it is better to have only one contact person to eliminate duplication of requests and confusion on the part of the vendors and the committee. Another challenge that recent ECRC chairs have faced is the impossibility of deepening any vendor relationships during their short, one-year tenure. Chairs only interact with the vendors at conference time, which is only twice during a term of office. Each new chair has to start almost from scratch, learning the vendors and the contact people. Just when the chair is beginning to feel comfortable, their time is up. The vendors are in the library business for the long-term. If NMRT had a longer-term officer handling vendor issues, this person would have the opportunity to get to know the vendors not just by email, but through multiple meetings at conferences. Requests for support could become more than isolated, one-shot deals. A request could initially be a small experiment, evaluated after the conference, and then expanded if it proved to be a successful project. No chair could accomplish this in only one year. It is also worth noting that the Highsmith donation that supported the Student Reception in the past is no longer available. More recently, the 3M donation that supports the 3M/NMRT Reception at Annual has varied between \$25,000 and \$12,000. The proposed Fundraising Coordinator could explore alternative funding options for these projects. Finally, although NMRT has traditionally relied on dues and vendor donations for funding, there may be other opportunities available. A dedicated position would allow NMRT to explore additional funding opportunities.

#### **D. Impact on ...**

**1. Organization:** In passing this proposal, the NMRT will eliminate a no longer necessary committee (ECRC); create a new, smaller, more specialized committee

(Marshall Cavendish Award Committee); and improve the effectiveness of NMRT vendor relations by reassigning those duties to a two-year officer position that will also explore additional means of support.

**2. Committee (issuing proposal):** This proposal will eliminate the ECRC.

**3. Other committees:** This proposal will create the Marshall Cavendish Committee and the Fundraising Coordinator.

**4. Finances (Please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in "E. Supplemental information" below.)**

**a. Itemized expenses:** No known impact at this time.

**b. Amount not covered by current allocations:** No known impact at this time.

**E. Supplemental information (e.g. complete text of the report or policy; and for any proposal that requires additional funding, provide a description and justification for each item):**

The position of Fundraising Coordinator is a three-year, non-voting, board position to be appointed and supervised by the President. If the President so wishes, an individual may serve more than one term as Fundraising Coordinator as long as she/he is a member of NMRT in good standing. \*In year one of the term, the new appointee serves as Assistant Fundraising Coordinator and trains under the existing Fundraising Coordinator. In years two and three of the term, the appointee serves as the Fundraising Coordinator. In year three of the term, the appointee serves as the Fundraising Coordinator while training the Assistant Fundraising Coordinator.

The Fundraising Coordinator will –

- establish new vendor relationships,
- maintain current relationships,
- request support from vendors,
- explore new funding opportunities for NMRT committees and programs,
- work closely with the President and Treasurer, and
- make every effort to attend the BARC-sponsored financial training with the Treasurer at the Midwinter conferences, as well as attend NMRT Board meetings at both the Midwinter and Annual conferences.

\* Not applicable to the first person appointed to the position. In this case, the appointee will serve all three years as Fundraising Coordinator since there is no existing Fundraising Coordinator to train her/him.

**Proposal Form for NMRT**

**From** Amanda Roberts, 05-06 Vice President, and Vice Presidential Planning Ad Hoc Committee

**Date:** March 14, 2006

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**Board action requested:**

Approval of funds to pay the cost of 2007 President's Program speaker.

**Background:**

Pat Wagner of Pattern Research (<http://www.pattern.com/>) is a prominent business consultant and speaker who has an extensive track record of presenting for libraries and ALA groups. She specializes in conflict management, workplace communication, organizational culture, and other employment and work environment topics. She tailors her presentations to specific types of workplaces (libraries) and workers (managers or entry-level) if necessary.

Because "NextGen" issues have become very important in the discussion of libraries, we have selected the following Pattern Research presentation:

**Navigating the Rapids: Myths and Realities of Intergenerational Workplaces**

Her presentation style is all-encompassing in terms of points of view. Therefore, her presentation content will be a nice complement to Rachel Singer Gordon's recent publication, *The NextGen Librarian's Survival Guide*, which focuses more on the needs of 'NextGen.'

**C. Rationale:**

The content of the presentation is directly relevant to the experience of NMRTers, who represent all age groups and generations: Gen Y, Gen X, Baby Boomers, 'young' people and those entering the profession as a second career.

Because Pat Wagner is a well-recognized and impressive speaker, her presentation will be very well-attended. Many non-NMRTers will want to hear her speak. These include members of LAMA and ACRL.

Note that Pat Wagner is being partial to NMRT, so we should really take advantage of this opportunity. Below is a transcript of an email she sent to Bruce Stoffel, Chair of the VP Planning Committee:

Hi!

You get first call on the Saturday afternoon slot. That is what the other division wanted, but I don't want this to get crazy. There are so few time slots for programs that I have divisions actually get angry at each other fighting over a spot. Let us just stick with what we have, and the other division can decide what they want to do.

Pat

**D. Impact on ...**

**1. Organization:**

Besides providing information and workplace strategies to NMRTers, the program will attract a lot of attendees. This will reflect well on and promote New Members Round Table.

**2. Committee (issuing proposal):**

Vice President Planning Ad Hoc Committee

**3. Other committees:**

**4. Finances** (Please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in "E. Supplemental information" below.)

**a. Itemized expenses:**

Hotel room (approximate cost):

January 22, 2007: 150.00 plus tax

January 23, 2007: 150.00 plus tax

Total: \$300.00 plus tax

**b. Amount not covered by current allocations:**

\$300.00 plus tax.

**E. Supplemental information** (e.g. complete text of the report or policy; and for any proposal that requires additional funding, provide a description and justification for each item):

Pat Wagner has agreed to waive her normal, expensive fees for NMRT. However, she would like us to her hotel expenses. Kim Sanders has said that her registration can be waived as well (one-day speaker badge).

Because the President's Program is tentatively scheduled for Saturday, 1:30-3:30 p.m., at ALA Annual in Washington, D.C., I assume that she will need to stay in Washington, D.C. for two nights (Friday and Saturday). The ALA Annual 2007 website is not available yet, so I looked at the DC Convention Center website for hotel information: <http://www.dcconvention.com/attendees/hotels.asp>

The hotels range in price, but an average hotel per night cost is approximately \$150 plus tax. (Source of cost info from a website suggested by DC CC website: <http://washington.travelhero.com/index.cfm/subregionid/269/aid/937/index.htm> )