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From: "Elaine Harger" <eharger@tao.agoron.com>
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*Budget report?
Spectrum follow-up on brochure?*

Here, finally, are the minutes and rest of the resolutions from Action Council. There are three separate files -- 2 for minutes, 1 for resolutions.

Elaine Harger
SRRT Secretary

SRRT Action Council I
Fairmont Hotel, New Orleans
June 26, 1999
MINUTES

PRESENT: Fred Stoss, AC; Gregory R. Mullins; Gary Colmenar; Rory Litwin; Charles Willett, AIP Coordinator; Steven Harris, AC; Jenna Freedman; Peter McDonald, AC; Mark Rosenzweig, AC; Lynn Andersen; Katia Roberto; Elizabeth Morrissett, AC; Sandy Berman, PHHTF; Karen Venturella, PHHTF; John Berry, Library Journal; Theresa Tobin, FTF; Veronda J. Pitchford, FTF; Michelle M. Durocher; Michael J. Miller, GLBTF; Mark E. Martin, AC; Jules Tate, GLBTF; James K. Phelps; Kim Edson, MN SRRT; Nel Ward, SRRT Treasurer; Carol Barta, AC; Wendy Thomas, SRRT Coordinator; Ken Thompson, SRRT Newsletter; Al Kagan, IRTF & SRRT ALA Councilor-Elect; Ann Sparanese, AC; Fran Ware, CSKTF; Barbara J. Clark, CSKTF; Carolyn L. Garnes, AC & CSKTF; Carole J. McCollough, CSKTF; Martha Zarate; Elaine Harger, SRRT Secretary.

APPROVAL OF MINUTES FROM MIDWINTER

Approved with the following amendments: Carolyn Garnes was present at ACI; Wayne Mullins suggesting during the budget update that we get a pro-bono lawyer or CPA to assist SRRT; and Fred Stoss was present at ACII.

SRRT BUDGET

Wendy Thomas, SRRT Coordinator: For many years SRRT operated in the dark financially, no budget reports came to us from OLOS. SRRT's budget was recorded on a piece of paper and sent to OLOS. We never knew if we were spending too much or too little. The lack of information was due to chaos in the OLOS office. Satia Orange has changed this situation. She began to get more budget information, but not enough, and not as detailed as we wanted. SRRT was notified of a deficit situation, and AC asked for documentation from ALA to prove deficit. We have just begun to get the necessary information. Nel, SRRT Treasurer, has just gone through the information recently supplied and has distilled it into a report. The situation is not as bad as ALA had said it was, but there is a deficit. BARC has established a special task force to look into SRRT's budget. [get list of members] We have had some communications, and will be meeting with the task force Tuesday morning.

Nel Ward, SRRT Treasurer: The detailed ledger reports requested were finally sent. Nel's report covers fiscal activity of each task force. It needs to be said, right up front, that task forces did not necessarily go over the budgets they requested and that were approved. The deficits indicated resulted from the fact that we budgeted over SRRT's actual revenue. No task force is to blame for any over-expenditures. Looking at the "SRRT Budget Overview, 1992-1998" it is clear that SRRT main source of revenue is membership dues, and for the 6 years covered by the report SRRT spent more than it brought in. One clear factor of the present deficit is the \$5000 promised by Barbara Ford to IRTF that has yet to be transferred into SRRT's budget

Teresa Tobin asked about the SRRT administrative budget, it was her impression that task force budgets were not reflected in ALA financial reports, but that SRRT keeps track of that on its own.

Nel answered that figures in each ledger are sorted by task force. To which Wendy added that while SRRT AC votes on task force budgets, at no point do the funds budgeted ever get reflected in ALA financial reports, only actual revenues and actual expenditures.

Nel pointed out that there isn't much money left over from dues after the newsletter is paid for. ALA charges postage, etc., the newsletter costs \$7000, and dues income was \$11,000 this year. Wendy added that we've learned a little more about ALA charges. For instance, 5% of dues income is taken out of the budget for conference fees. An additional 5% is taken off for all meal functions. ALA charges \$600 /year to CSKTF for mailing out the book award seals. Carolyn Garnes asked if there is information regarding how much money is made from sales of the seals. Nel reported that the cost of printing seals is almost the same as selling them. Carolyn asked that the record reflect that negotiations for printing and purchases have always been made by ALA, not by the CSKTF. Nel noted that in one instance ALA could have saved a considerable amount of money on airplane tickets if it had not made reservations at the last minute. Also, GLBTF newsletter is mailed out with 55cent stamps, but it only costs 33 cent to mail. ALA also uses FedEx frequently, which is a waste of money. Ken Thompson reported that he requested 20 copies of the newsletter once and they were all sent individually. Fred Stoss added that from the perspective of program planner, he has been very frustrated trying to get information about conference costs in any given city, and has been told that ALA can't provide such information. And yet, SLA can provide detailed costs of microphones, VCRs etc. for each hotel to program planners two years in advance. Fred went on to say that ALA needs to do better organizing and let conference program planners know what costs to anticipate. Jules Tate asked whether or not, when a task force does any fundraising, ALA gives an accounting of where those funds go? Nel said that ALA indicates in the performance reports that funds have been deposited, but there no detailed information about the source of the funds. Rory Litwin noted that the performance reports provide very little information. Charles Willett added that detailed ledger reports are very helpful, and asked about their frequency. Nel said she believed they were only issued as annual reports. Nel informed the meeting that a copy of the ledger reports were in the OLOS office at the convention hall and invited everyone to look at them. Wendy added that people should make copies, but to be sure that the set stays in the folder for others to review. Barbara Clark asked if charges for rooms, equipment etc. were available. Nel

promised to ask BARC for an exact listing of costs, and added that the "Round Table Handbook" says that charges for conference expenses are estimated and 1/12th is charged each month to roundtable budgets, so there really shouldn't be additional charges. Wendy reported that following last year's SRRT AC discussion concerning the increasing number of SRRT programs, ALA was asked for information on what a room costs at ALA conferences, but she received no answer to any of the three letters she sent. This was one item on the list of discussion points for the Tuesday BARC meeting. Michael Miller asked if layman's explanation of budget report could be provided. Nel noted, as an example of the difficulties in figuring out the budget, that FTF revenues from some breakfast fundraisers never appeared in budget reports. Additionally confusing is the practice of ALA accounting methods to use a minus sign in balance columns to indicate _positive_ balances. Charles added that ALA's other practice of duplicating revenues and expenses in the reports is also confusing. Wendy, noted also that there are always interesting and sometimes very large discrepancies between year-end and year-beginning balances for each fiscal year, and said that these figures should bear some resemblance to each other. Nel suggested that a sudden influx of membership dues might account for such large differences. Lynn Anderson noted that the accrual method of accounting ALA uses is very confusing. The question was asked if SRRT AC needed to revisit this years budget. Wendy replied that some decision needs to be made for BARC about deficit reduction, but we must also insist that they answer questions also. Barbara asked whether anyone besides task force chairs can make expenditures, and Nel answered that ALA can. To which Barbara wondered how anyone can do any planning if others are charging things against our budgets. Nel quipped that this is a problem, just like a husband and wife who don't communicate.

MOTION: ALA staff should make budget reports intelligible to ALA members.

Wendy asked task force chairs to look at the ledgers, and if it seems that there is income not reflected to let Wendy and Nel know. Peter volunteered to inquire how other organizations deal with similar problems, to help in communicating with other treasurers in ALA to see what their situations, practices, etc. are, and to come up with some statement, set of principles and requests for budgeting. Nel noted that ALA divisions don't have treasurers, their ALA staff people take care of finances. Maybe budgeting is one of the duties of ALA staff. Wendy added that GODORT and EMEIRT are similar to SRRT in size and activity. Fred suggested that SRRT ask at the Round Table Coordinating meeting if anyone else has budget problems. Barbara asked if SRRT is expected to go to the BARC meeting with a proposal. Nel responded that she, Wendy, and Elaine met to discuss what to do and come up with a plan. The only proposal now is that task forces review the budget reports and be prepared to continue the budget discussion at AC II, where we will have to talk about next year's budget also. Al Kagan stated that his position for a long time has been that we've been given no information from ALA, and can't be held responsible for what has happened. We can tell BARC that now that SRRT is getting the information we've repeatedly requested, we will be totally responsible from now on, but can't be expected to pay back a deficit when we never knew it was developing. Cal ??? asked if SRRT officers had a list of points and questions to present to BARC? Wendy noted that this discussion was generating just such a Elizabeth Morrisett recalled that newsletter costs might be clarified by looking at past minutes. Jules expressed his frustration that the information given to SRRT is always incomplete and not always credible. He wondered if SRRT is being charged for ALA

inefficiencies, and if we are outgrowing our size and should consider becoming a division. Nel noted that the three smallest divisions are subsidized by ALA. To which Michael asked if such subsidies are limited to only three. John Berry said that when divisions find themselves broke they just get money from ALA. He added that this arrangement to subsidize small divisions has a long history, and that the process of becoming a division is very hard. He suggested that any action plan could tell BARC that ALA must consult with the SRRT treasurer and get his/her approval before any ALA charges any expenditure against the SRRT account. That way SRRT would know where money is going.

Wendy brought the budget discussion to a close by inviting anyone who wants to observe to the BARC meeting on Tuesday, June 29, 9:15-11:50 at the Marriott, Napoleon Room. She encouraged everyone to come. Task force chairs must look at general ledgers, any questions, problems, and get back to Nel with any additions to our list of questions. Nel added her appreciation that the discussion just concluded was very productive and relatively calm. Barbara asked if anyone at ALA takes any responsibility for monitoring budgets, and Carolyn noted that CSK had three revenue areas, books, pamphlets, and seals, and yet hasn't seemed to make any money off them. Sandy asked if budget allocations for current fiscal year are still available. He noted that the Poverty task force was supposed to have \$800 for this year, hasn't spent it, but needs to use it now. Nel said that, yes funds can be used before September.

NEWSLETTER

Ken Thompson reported that the newsletter costs about \$2000 to print. He said that it might be possible to bring cost down, but printing got really expensive, after the cost of domestic paper sky-rocketed when Japan began buying U.S. trees. Currently, the ALA print manager is using a new lower cost print shop, but not for SRRT because he thought that SRRT had a strict policy about using only union printers. Ken also reported that ALA has another contract with a mailing company that prints and mails at a discount. SRRT could have ALA print the newsletter itself. Another possibility is that SRRT could save even more money by going to electronic distribution, via e-mail or posting on the website. SRRT could print and mail postcard announcements that the new issue of the newsletter is now available electronically. He asked if SRRT wants consider a format change of the newsletter as a means of deficit reduction.

Al asked if a union printer cheaper than the one ALA uses could be found and have ALA use them? Or, if ALA could print it cheaper in-house, then we should investigate that option. Ken said that the money numbers get slippery for ALA production, and that it doesn't look like it would generate a giant savings. He suggested that it might be cheaper to go with outside package deal. He estimated that SRRT might save \$500 using ALA's internal printing facilities. On the question of going to another union printer, Ken thinks that ALA would want to use a shop that has an internal distribution center also. This might make it a cumbersome process. Nel asked if ALA charges a fee for its services? Ken said, yes. On the matter of electronic publishing, Katia noted that a significant number of SRRT members are not on e-mail. Cal asked how much would it cost to use both electronic and paper formats. Ken noted that this would generate no savings.

Wendy asked people to respond to the idea of electronic publishing, and suggested that we could try it for a year or two.

Carol Barta made a motion that: for one year SRRT distribute the newsletter electronically beginning with the first newsletter of next FY. We will revisit the decision next year to see if what the response is.

She added that we would need to investigate the cost of sending a postcard, and if that cost is too high, it might not be worth it. Charles suggested that we could do it ourselves. Nel added that there would be the additional cost of printing mailing labels, \$35. She asked about reducing the number of newsletters to 2 issues instead of 4 per year. Ken replied that the saving generated from printing 2 per year could probably accommodate SRRT's need to reduce the deficit.

Elaine expressed reservations about electronic-only format. Al suggested that Nel's idea of 2 issues per year might be the best option, especially as we don't know how many people can get it electronically. Steve Harris cautioned that SRRT might "disappear" from library schools that subscribe to SRRT Newsletter if we went electronic-only. Mark Rosenzweig noted that a newsletter is an important organizational tool, and Elizabeth added that, as an elderly person she thinks it is important to look at what the younger generation is used to and give serious consideration to a change in format. She added that SRRT programs are more important for the money we have. Jules suggested that maybe the newsletter should be made available simultaneously on the web. Nel worried that a postcard to announce electronic availability might cost as much as 2 issues per year. Ken said that the suggestion to move to electronic format was an attempt to free up money for programming in the future. He also noted that only about 50% of task forces submit reports, and said that really needs to change. Carol, withdrew her motion.

Al proposed a three part MOTION. Next year 2 issues of the SRRT Newsletter will be issued in print on a trial basis; SRRT will investigate ways to save money on newsletter; and a report of this discussion will be put on the website, in the newsletter, and over e-mail to solicit input from readers on format alternatives. Motion seconded by Sandy Berman.

Motion passed, one opposed.

GLBTF REPORT

Michael Miller reported that a GLBTF ad hoc committee proceeded with petitions for round table status, but because of a technicality COO asked for the petition to be redone and for new signatures to be gathered. Michael read a letter covering GLBTF activities and contributions to librarianship, and then distributed the new petitions for signatures.

Steve asked what GLBTF will gain from becoming a roundtable? Michael responded that GLBTF would get its own budget line, have a central role within ALA, build its own membership, get into intellectual freedom discussions, and become a front runner in issues the task force is already involved with (non-discrimination, filtering, etc.). GLBTF members want to be a formal partner in ALA discussions. Wendy noted that SRRT has a tradition of bringing up task forces to the point of going off to become roundtables - GODORT and EMEIRT for instance. Michael said that GLBTF wants to retain a strong tie with SRRT. Ken asked what the implications would be for SRRT's size and right to a member on ALA Council? Wendy said it wouldn't have a big impact.

RESOLUTIONS

Mark Rosenzweig presented three resolutions.

Resolution on ALA Membership Meeting Quorum - PASSED

Resolution on Sandy Berman - PASSED

Resolution on ALA and Professional Disputes in Libraries Involving the Infringement of Librarians Rights and Responsibilities - PASSED

All three resolutions will be taken to ALA Council.

Meeting adjourned 12:00pm

Minutes submitted by Elaine Harger, September 12, 1999

Elaine Harger
49 Osborne Terrace
Newark NJ 07108
973/623-7642 home
212/569-0290 ext. 404 work
eharger@tao.agoron.com

Delivered-To: akagan@alexia.lis.uiuc.edu
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SRRT Action Council II
June 28, 1999
Doubletree, New Orleans
MINUTES

PRESENT: Peter McDonald, AC; Charles Willett, AIP; Ken Thompson, SRRT Newsletter editor; Al Kagan, IRTF & SRRT Councilor-Elect; Ceci Chapple, AC; Maria Jankovska; Elizabeth Morrissett, AC; Sandy Berman, Poverty TF; Gregory R. Mullins; Kim Edson, MN SRRT; Michael J. Miller, GLBTF; Ann Sparanese, AC; Michael Nitz; Elaine Harger, SRRT Secretary; Wendy Thomas, SRRT Coordinator; Adriene Weir, FTF; Mark Rosenzweig, AC; Suzanne Tronier; Chuck Munson; Arla Jones, KS SRRT; Barbara J. Clark, CSKTF; Nel Ward, SRRT Treasurer; Mark E. Martin, AC; Theresa Tobin, FTF; Mary Biblo; Herb Biblo; Richard Hoffine; Steve Murden

BUDGET UPDATE

Nel described the reimbursement process and distributed forms. The process is: task force chair signs reimbursement form and send two copies to Nel. She will mail the forms immediately to ALA. It is important that forms be sent to Nel as soon as possible, because the ALA FY ends August 31st and all reimbursements must be processed by then. Refunds will be sent by ALA.

Nel insists that people follow these procedures, because previously people haven't followed instructions and were upset when reimbursements didn't get processed.

Michael Miller noted that GLBTF collects donations at its socials, and asked if they need to provide Nel with evidence of any revenues given to OLOS. Nel said, yes, absolutely. We need to keep track of all revenues.

Wendy then reported that she, Nel, and Elaine had drawn up list of questions and requests for the BARC meeting on Tuesday. On the list are issues concerning: ALA accountability; overhead charges; notification of additional charges; need for timely budget reports; answer to the matter concerning airplane tickets purchased at the last minutes; question concerning cost of mailing GLBTF newsletter with 55cent postage, instead of 33 cents; why does ALA charge for mailings to SRRT that have nothing to do with SRRT (here Wendy explained that she has received LAMA, ACRL mail, etc. which gets charged to SRRT); how much is SRRT charged for the sale of CSK award medals; roundtables get \$1500 for programming, but SRRT had never been credited for that; what are the overhead costs for meal functions; can a breakdown of conference room charges be provided? She then asked for further questions or requests to add to the list.

Barbara had another question: CSKTF had been told that from its last book

(published 5-6 years ago) 5% of sale proceeds were supposed to go to SRRT budget. Has that happened? Also, what is the situation with sales of CSK pamphlets? Where does that money go? Nel noted that there are records for some of these sales in ledger reports.

Ken noted that on the question of postage, sometimes there are extra charges for large-sized mail. He would like clarification on charges for "subscription maintenance." What is this for? For the SRRT newsletter or other task force newsletters?

Michael had the following question: although GLBTF only has 120 subscriptions to its newsletter, ALA makes 500 copies. Why weren't they informed of this? What happens to the extra copies? The ledgers show \$8000 debit, but that is close to what the overhead charges would have been. He then asked what is expected of BARC meeting?

Wendy responded that it was difficult to even find out what the special task force was established to do, and that she simply doesn't know what to expect. Satia did inform her that SRRT must address the deficit, and has also said that the budget approved at midwinter was not acceptable to ALA.

1999-2000 BUDGET

Wendy opened by saying that SRRT is in serious trouble and the 1999-2000 budget has not been accepted by ALA, what can we do? ALA says we're \$19,000 in debt. She said that after much discussion she, Nel and Elaine decided to suggest that SRRT AC rescind the budget approved at midwinter and make a new one. One request is that task forces with income not spend more than income, that task forces without any source of revenue join together to do a joint program next year with the \$1500. These two suggestions, along with the reduced newsletter frequency, might get SRRT back into balance with its budget.

Nel then added that SRRT spends about \$8000/year on administrative costs, the newsletter and a few other things we don't know about (ALA charges). She suggested that if the actions just suggested by Wendy were adopted, it could give us some money to pay back to ALA.

Barbara said that CSKTF should be making money from sale of seals. It costs \$36/1000 to produce the seals, and publishers are charged \$100/1000. What does ALA charge SRRT for handling the sales? On the topic of CSKTF, Nel noted that the annual awards breakfast tickets pay for the cost of the breakfast, but there are other additional expenses that aren't covered. Barbara said that CSKTF has been told over the past two years that it always makes \$10/ticket over any costs, and that the breakfast is profitable. Charles Willett noted that Counterpoise doesn't cost SRRT anything, and pays for itself. Michael asked about overhead costs. Nel noted that the budget code "IUT" (inter unit transfer) should be the overhead charges. Task forces who have ANY questions must indicate them.

Herb Biblo expressed concern that philosophically SRRT has apparently abandoned action within ALA as a whole to focus on individual task force activities. He said that if SRRT gives up 2 issues /year of the newsletter, it gives up an important route of communications with the SRRT membership, and becomes what ALA wants SRRT to be - fragmented. He suggested that there might be other ways to cut expenses. Theresa replied that SRRT can use the listserv and website for contacting membership, and

that information from the newsletter can be posted, although she noted that this might not be the best choice. Maria Jankovska noted that not so long ago each task force had \$500 to spend on programming, which is not such a large figure. Sandy Berman added that those task forces that don't generate revenue just expected that there were funds available. Herb said that in the past task forces got a couple hundred dollars. What can they expect to work with now?

Wendy responded that SRRT has dues income, that if any task force raises any money we have that, and that also there is supposed to be \$1500 for programming each year from ALA. Now that we know ALA takes 5%, charges \$7000 for the newsletter, plus overhead for conference rooms, then SRRT really has nothing left over. She added that one other task force will be meeting with BARC - EIMERT. Nel agreed with Herb's concerns about the direction of SRRT, but want to make it clear that this is a short-term problem. SRRT just needs to "pay off the credit card."

Greg Mullins raised the question of membership dues, and suggested having a reduced rate instead of free membership for students. Mary Biblo agreed that SRRT dues are really low. Al said that it's important to get student members into SRRT and free dues are best. He did suggest that when we get this financial mess straightened out, we should probably raise dues. He reiterated that whether or not SRRT has overspent, it is not our fault because ALA would never give us information. We should get Betty Turock to help with BARC. Barbara said that it is her impression that the BARC representative doesn't think the situation is all SRRT's fault, expressing hope that the dialog SRRT will have with BARC will work situation out, and suggested that SRRT probably won't have to pay back \$19,000.

Mark Martin said that the problem is rooted in ALA bureaucracy and the ALA accounting office, adding that SRRT has never gotten good a response from ALA headquarters. He suggested that, as far as next year's budget is concerned, if we know what revenues will be next year, the task forces should just divvy that money up.

Fred Stoss reported that the Roundtable Coordinating Committee discussed finances and many other roundtables want information too. The idea of having ALA provide conference cost estimates prior to conferences came up at the meeting. He cautioned, however, that no one will be getting any financial information from ALA for several months because ALA is installing a new accounting system.

Sandy requested that we move on, decide what funds task forces will have so that they can plan. He noted that it was 3:30, and suggested that we divide up the money that will be available between all the task forces.

Wendy replied that one suggestion from AC officers was that any task force that has any revenue go ahead and spend it.

Herb suggested that SRRT raise with ALA Treasurer Bruce Daniels the whole matter of bookkeeping problems. Ken calculated that if we can expect \$12000 membership income next year, if the newsletter at 2/year costs \$4000, with conference rooms at \$1000, and overhead at \$1000, then in a worst case scenario SRRT task forces would have \$6000 to spend. Michael Miller asked if presenting a budget that would contribute nothing to the deficit, would be acceptable to BARC. Nel said she thought it would work

well. Michael added that if there is a deficit to pay back, we need to insist that it be paid back in increments. Charles noted that revenue for Counterpoise doesn't go to ALA, but comes to him.

MOTION: Task forces that generate revenue (GLBTF, FTF, CSK and Counterpoise) will make a good faith effort to present a balanced budget for 1999/2000 FY, the other task forces (AIP, TFOE, IRTF, HH&P, and MLK Holiday TF) will be allocated \$500 each. APPROVED

MOTION: Extend meeting to 4:15. APPROVED

DISCUSSION CONCERNING ALTERNATIVES IN PRINT TASK FORCE

[Minutes below by Michael Miller]

Wendy provided some background information on this topic. AIP submitted a request for Midwinter '99 booth reservation. Permission was denied, and the issue was to be discussed at Annual '99. Booth reserved regardless. Treasurer, Ward holding reimbursements until conflict resolved. Coordinator requested information from AIP (Willett). Meeting June 26 (Sat.) with AIP and Action Council officers discussed financial and administrative change possibilities. Reimbursements will go through. New encumbrances denied until questions on administrative and financial difficulties are presented to Action Council. Willett responded with an explanation of Counterpoise processes noting a fiscally supportive routine. Thomas restated need to have AIP address issues previously mentioned. Miller asked for clarification of issues.

1. Resolution of reimbursement of unauthorized use of booth
2. Financial relationship with AIP Counterpoise and Crisis Press should be declared.
3. Proposal for assurance for following SRRT budget process.

Cost of booth \$900 - Proceeds from activities at booth \$2000. AIP did not have the budget coverage for booth.

Meeting extension - Thomas moves to extend 15 min., extended.

Morrissett proposed close guidance for AIP. Litwin proposed a change in leadership of AIP. Berman put the leadership issue back to the Task Force. Willett agrees to write a statement regarding item two above. Suggested a statement regarding all three items above. Ward pleads for a collective AIP effort on this task. Conflict of interest re: \$\$\$ as "owned" by AIP vs. Counterpoise cited by Herb Biblo.

MOTION: Morrissett moves, Peter McDonald seconds that AIP and Willett, along with the participation of Action Council at large, will work to resolve the above 3 issues in the next six months while SRRT continues to pay Counterpoise's budgeted items.

Edson, questions about consequences if the above resolution is not met citing budget concerns. Thomas cites implicit realization of the goals and follow-up action.

MOTION PASSED WITHOUT OPPOSITION.

NEW BUSINESS

Al Kagan moved the Resolution on Militarization of ALA... MOTION APPROVED

Wendy moved approval of new task force: Martin Luther King Jr. Holiday Task Force, MOTION APPROVED

Al moved the Resolution on Spectrum Pamphlet, resolution to be made into a letter from SRRT Action Council. MOTION APPROVED

Fred Stoss reported that the Round Table Coordinating Committee is investigating the conference programming proposals that have been proposed by ALA.

Nel asked that task forces give her their new balanced budgets now or send them to her via the mail.

New Officers
Nel continuing as treasurer
Sec'y, Elaine Harger continuing
Coordinator Fred Stoss

Adjourned APPROVED

Meeting adjourned, 5:00pm

Minutes submitted by Elaine Harger, September 12, 1999

Elaine Harger
49 Osborne Terrace
Newark NJ 07108
973/623-7642 home
212/569-0290 ext. 404 work
eharger@tao.agoron.com