

ALA GODORT  
Membership Committee, II  
Monday, June 28, 1999  
Sheraton New Orleans, Oakley Room  
2:00-4:00 p.m.

Attending: Bill Sudduth(Chair), Phyllis Christenson(Recorder),  
Christine Fletcher, Dena Hutto, Jill Vassilakos-Long  
Visitors - Michael Aldrich, Jerry Frobom (incoming member), Jim  
Galbraith (incoming member)

The Membership Committee Chair, Bill Sudduth, opened the meeting with introductions of attendees and the distribution of several handouts (Report for GODORT Business Meeting and Proposed GODORT Conference Housing Procedure; Chapter 10, GODORT Policies and Procedures Manual; and a copy of the Membership Committee's Web Page).

Draft Conference Housing Procedures: The Committee reviewed the proposed Conference Housing Procedures and made numerous changes to the draft document. The draft procedures will be presented to the membership at the GODORT Business Meeting, at 8:00 p.m. on June 28 and at the Steering Committee Meeting on Tuesday, June 29.

Soliciting Reception Donations: Dena Hutto, who was responsible for soliciting reception donations stated that she had raised \$2,800 for the New Orleans reception. She also made the following recommendations for future conferences:

- Solicit sponsors early enough to recognize them in the conference issue of DTTP;
- Have customers of the various vendors make requests for donations rather than having these requests come from individuals at an institution which does not use that vendor's product;
- Provide Web site publicity;
- Begin early to identify additional corporate sponsors

Bill also suggested that vendors be given recognition through booth advertising.

Promotional Materials: Bill led the discussion of the need to revise the GODORT promotional brochure; for example, the Web address is not included. Jill, as incoming chair, suggested that she put the draft document in a virtual office, which will be available to all committee members for comment. In that way, one individual would not have total responsibility for revising the brochure.

Mentoring Program: The committee discussed two types of mentoring which could be adopted - a formal mentoring program throughout the year and/or a mentoring program for conferences. It was decided to begin with conference mentors. Karen Russ had put together a list of GODORT members who had expressed interest in mentoring. Jill will get a copy of this list and forward it to Christine Fletcher and Jim Galbraith, who will send a message out on GOVDOCL to solicit volunteers for mentoring at the next conference.

GODORT Booth: Bill will pack up "Big Blue" and Frances Skiffington will mail it to him after the conference. Bill will keep it until next year or until someone requests to use it for a local meeting. It was recommended that if a local group wants to use the booth, they should pay for the postage. Bill will bring this up at the Steering Committee. It was also suggested that an easel is used to display photographs of the GODORT awards' recipients and that we may also want to consider visuals of Notable Documents.

Midwinter Meeting 2000: At Midwinter in San Antonio, there is no requirement for a booth and there is no reception. There is a new Member's lunch and local volunteers will be solicited to look at possible sites. If possible, that location should be near the Federal Documents Task Force Update on Saturday morning.

Annual Meeting 2000: Local people need to be identified in Chicago to work on both the new members luncheon and the Conference reception.

Policies and Procedures: Bill asked all members to review Chapter 10, GODORT Policies and Procedures Manual, Membership Committee, to make suggestions for any necessary changes.

Interns: The committee discussed the role of committee interns. It was agreed that an intern would be a welcome addition to the Membership Committee; however, that individual should be given the Opportunities to participate, not just attend meetings.

Affiliates Program: As a result of Bill's initial work in soliciting interest in the affiliates program, it was decided that someone on Membership should coordinate the revitalization efforts, including collecting dues, reviewing statements of purpose, maintaining an e-mail list of affiliates, etc. It was suggested that individual letters to state and local organizations might be a good way to expand participation. While the Membership Committee is responsible for administration matters, the actual issues reside with the State and Local Documents Task Force. Currently there is no liaison between the two groups and the suggestion was made that a member of the Task Force also is a member of the committee.

Web Page: Bill asked for any suggestions for changes and/or

additions. It was suggested that information on the affiliates program be added as well as conference tips for new members, with a solicitation for additional tips from GODORT members. Also, a suggestion was made to add an application form for GODORT membership. Bill also stated that he would be willing to continue managing the Web page; however, it would be good to have a back-up.

Thank You: Bill, as outgoing chair, thanked all of the current committee members for their support and Jill, as incoming chair, welcomed all new members. She reminded members that they need to verify their addresses and to provide the name and address of their supervisor so that supervisors could be sent a formal GODORT letter announcing the appointment of their staff members.

The meeting adjourned at 4:00 p.m.

Posted: July 14, 1999

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Comments and corrections: Jill Vassilakos-Long