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Minutes

WAML Executive Board Meeting

August 13, 2020

3:00pm (MST)

Online

Call meeting to order: 303pm PDT

Officers in attendance:

- Matthew Toro (President)
- Evan Thornberry (Vice President)
- Susan Powell (Past President)
- Louise Ratliff (Secretary)
- Bruce Godfrey (Treasurer)
- **Approval of Minutes from last meeting**
 - [Minutes of May 22, 2020](#) (Approved)
- **Officer Reports and Check-In**
 - President (Matthew Toro) – No report.
 - Vice President (Evan Thornberry)
 - He participated in editing the WAML Toolbox, along with Louise and Susan, under Jon Jablonski's leadership
 - Past President (Susan Powell) – No report.
 - Secretary (Louise Ratliff) – No report.
 - Treasurer (Bruce Godfrey)
 - We will be seeing results of the membership drive soon.
- **Actions approved over email by E-Board since May 22, 2020 E-Board meeting:**
 - [BLM statement](#) Approved, and sent to the membership by President Susan Powell.
 - Approved Scholarship Committee Recommendations for 2020 meeting.
- **Conference Planning for 2020 Virtual Meeting (Matthew)**
 - Platform
 - Amy Work (AW) volunteered to assist in selecting platform.



- Initial evaluations conducted, selection by late August.
 - Looking at several platforms (Zoom, Crowdcast, etc.) for cost and functionality.
 - **Action:** Matthew and Amy will select the platform, with a cost of up to \$500.
 - Program:
 - [WAML 2020 Conference Program Proposals](#) announced widely; submission deadline: 2020/08/09
 - [Results:](#)
 - 16 submissions
 - Two (2) 55-minute presentations
 - Five (5) 5-minute “lightning” presentations
 - Eight (8) 25-minute presentations
 - One (1) 120-minute workshop
 - To be added: up to three (3) presentations by scholarship awardees
 - Targeted outreach needed
 - **Action:** Susan and Evan will assist in program planning and scheduling
 - Consult with presenters about calendars, schedules, etc.
 - Finalize program by end of September
 - **Action:** Matthew. Before Aug 17 will send out email to the Board about sponsorship candidates (discussion to continue via email)
 - Conference fee: no cost
 - Donations for scholarships will be welcomed
 - Registration via the platform or Regfox
- **Appointed Position Reports** (via email)
 - Business Manager (Melissa Lamont + Susan to follow up)
 - Actions on hold for now; digitization technical issues resolved
 - Cost of digitizing microfiche
 - Confer w/Lisa Lamont about quantity of paper copies of WAML publications
 - Discuss Disposition
 - Membership Manager (Greg Aremento)
 - 60 members have renewed
 - 12 honorary and paid lifetime members



- 25 members from last year have not renewed
- Messages and reminders sent to individuals and listserv lists
- Recommendations of the WAML Ad Hoc Membership Review Committee submitted to WAML-EX in mid June. See: [/waml-information-bulletin/volume-51-number-3/membership-review-committee-recommendations/](#)
- **Action: E-Board** to search for a new Membership Manager for next year, with consideration of the recommendations of the Ad Hoc Membership Review Committee.
- **Tabled until November meeting: (Bruce and Susan)** Review the Membership Ad Hoc Committee recommendations.
- Archivist (Andria Olson)
 - All document-like items in the WAML Conferences shared drive have been reorganized and renamed for deposit into the Stanford Digital Repository (SDR).
 - The digital collection in SearchWorks will be ready to view next week.
 - All images have been downloaded from Flickr, organized, and renamed; they are currently sitting in WAML Conferences > WAML Images.
 - Will work next on strategy for image descriptions.
 - Developing a strategy with Kim Durante and Evan for archiving the website.
 - **Archives questions:**
 - Do we want executive emails archived? No.
 - **Action:** Louise to find the negative decision in past minutes and send documentation to Andrea
 - **Archives goals:**
 - Establish a set of standards and guidelines for what to retain, file naming, temporary storage organization, how to notify the archivist of new items, etc.
- Information Bulletin (Chrissy Klenke)
 - The WAML's Information Bulletin Vol 51 issue 3 was published at the beginning of August and sent to the membership.
 - No Book Reviews this issue; books not available due to library closure
 - 2020/2021 Editorial Staff and WAML Representatives page updated.
 - Goals: find people to submit content
 - Vacant IB positions
 - **Action:** Susan: Inform Chrissy that EBoard will review these positions.



Consult with her about IB staffing and workflow.

- Webmaster (Daniel Brendle-Moczuk)
 - Website review led by Evan Thornberry is in process.
 - Survey the membership about desired website scope and content
 - Review current content
 - Provide recommendations
 - Usual updates made (officers, committee members, bursary/scholarship updates, etc.)
 - Matt expressed his strong commitment to have our website updated this year for a more contemporary and professional impact.
 - Evan is committed to the process of improving the website infrastructure
- Social Media Manager (Amy Work)
 - Access to FB, Twitter. Working to develop a plan. Currently focused on sharing things of interest. Will focus on promoting the upcoming conference. (AW 8/13)

Meeting adjourned: 4:45 pm

Action Items summary

- **Action: Matthew** and **Amy** will select the conference platform, with a cost of up to \$500.
 - **Action: Susan** and **Evan** will assist in program planning and scheduling. Finalize **by end of September**.
 - **Action: Matthew. Before Aug 17** will send out email to the Board about sponsorship candidates (discussion to continue via email)
 - **Action: E-Board** to search for new Membership Manager for next year, with consideration of the recommendations of the Ad Hoc Membership Review Committee.
 - **Action: Louise** to find the decision about archiving E-Board emails in past minutes and send the documentation to Andrea.
 - **Action: Susan:** Inform Chrisy that E-Board will review the IB positions. Consult with her about IB staffing and workflow.
 - **Tabled until November meeting: (Bruce and Susan)** Review the Membership Ad Hoc Committee recommendations.

Respectfully submitted,
Louise Ratliff, Secretary



UCLA, Retired

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