### Minutes - Session #2

**Thursday, August 21 2014, 8:00-9:30**

**Committee Members Attending:**
- Vicki McDonald (Chair)
- Mimi Calter (Secretary)
- Janet Fletcher
- Andreas Degkwitz
- Susan Gibbons
- Eliz State
- Mike Berrington
- Gulcin Cribb
- Kate Cushon
- Adelaida Ferrer Torrens
- Reggie Raju
- Oarabile Rakgamanyane
- Deena Yanofsky
- Rafael Ball
- Ane Landoy
- Joyce Chen
- Jarmo Saarti

**Observers Attending:**
- Harriet Donne de Torrens
- Carol A. Feltes
- Bonnie Smith
- Saif Al Jabri
- Sofia Siala
- Jayshree Mamilsin

**Apologies for Non-Attendance**
- Luisa Buison
- Xiaolin Zhang
- Leo Ma
- Andrew McDonald
- Carol Ann Hughes
- Marc Martinez
- James Neal
- Allison Dolland

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<tr>
<th>Item</th>
<th>ACTION</th>
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<tr>
<td><strong>Meeting called to order</strong> at 8:12 on August 21, 2014</td>
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<td>- Vicki McDonald welcomed the attendees and the observers</td>
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### 9. EVALUATION OF SESSIONS AND MEETINGS

**9.1 Joint Session With CLM and SOCR**

The session was felt to have gone quite well. Attendance was estimated at over 400 in the early part of the session, and good feedback was received on the presentations.

There was some overlap between a two of the presentations. In the future, it might be helpful to get slightly more background information than the
abstract, to try to avoid this situation. However, that may be challenging.

The length of the session was also noted as a concern. The group agreed that it was best not to overload the session, though in a joint session, a critical mass of papers is required.

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<th>9.2 Hot Topics</th>
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<td>The session was quite popular, with the top attendance estimated at over 500. Attendance was cut off as the room was at capacity. Facilitation of table discussions may be hampered due to language challenges and differing experience levels for participants, however, overall the discussion format is popular. One attendee was disappointed that there was no opportunity to feed back the table discussions. The committee agreed that that was not feasible, but that posting summary points on the blog would be helpful.</td>
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| All committee members will send table discussion points to Janet Fletcher, Gulcin Cribb will compile a toolkit for future session organizers |

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<tr>
<th>Selection of “Best Paper” for IFLA Journal</th>
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<td>It is no longer possible for the committee to nominate. Presenters are invited to submit their paper to <a href="mailto:zest@sapo.pt">zest@sapo.pt</a>. Note that papers published in the journal must have at least 30% new content from the conference paper.</td>
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<th>10. SATELLITE MEETING IN CAPE TOWN 2015</th>
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<td>Planning is going well. Reggie is talking with Ebsco and others to obtain sponsorship, and expects to have confirmation of sponsorships by mid-September. Concern was raised that the social evening was driving cost for the event. The group agreed to review planning once sponsorship is clearer.</td>
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| Gulcin Cribb and Janet Fletcher will assist Reggie with planning |

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<th>11. SATELLITE MEETING IN COLUMBUS 2016</th>
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<td>The committee discussed the challenges of having the meeting outside of Columbus itself, and discussed options within Columbus for hosting an event. No decision was reached as to whether a satellite should be held.</td>
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| Vicki McDonald will follow up via e-mail |

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<th>12. COMMUNICATIONS FOR BLOG AND ARL WEBSITE</th>
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<td>Janet Fletcher will develop the chapter Facebook page after the conference and announce it to the group. The committee reaffirmed its desire to develop and drive more traffic to the website and the discussion group through scheduled postings.</td>
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| Ane Landoy will follow Jim Neal in the rotation |

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<th>13. IFLA 2015, CAPE TOWN</th>
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<td>6.1 Session plans for ARL SC</td>
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<td>E-metrics SIG and Management &amp; Marketing want to participate in the joint session in Cape Town. ARL will appoint an individual for contact and coordination.</td>
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### 6.2 Assign/Confirm Responsibilities for Session Activities

Joint session: Ane Landoy and Janet Fletcher will be the contact persons for ARL

Hot Topics: Susan Gibbons, Andreas Degkwitz & Gulcin Cribb volunteer to coordinate. Still too early to pick topics.

### 14. ATTENDANCE GRANT REVIEW

**14.1 Assign Responsibilities for 2015**

Prize Coordination: Deena Yanofsky & Liz State

Asia Pacific Reviewers: Joyce Chan & Leo Ma

Lat Am Reviewers: Allison Dolland & Adelaida Ferrer Torrens

Africa Reviewers: Louisa Buison & Orabille Rakgamanyane

Ane Landoy will provide advice to the coordinators

### 14.2 Relationship with Sponsors

The committee discussed the need to raise the visibility of the sponsors on the attendance grant in order to encourage them to continue supporting the program. The committee agreed, and will take steps to do so next year.

The committee also discussed the need to include a reference to the winners in the Hot Topics event, and to provide certificates or other documentation for the winners.

### 15. POTENTIAL PROJECT FUND BIDS 2015

Stephen Marvin, a former committee member, has approached Vicki McDonald about sponsoring the translation of a set of program guidelines he has been involved in developing. Potentially a project. Vicky will get more information

### 16. COMMITTEE MEMBERSHIP AND INVOLVEMENT

Vicki encouraged the committee to volunteer on planning teams, and also requested that members inform her or their colleagues promptly if their circumstances change such that they’re unable to fulfill their responsibilities.

### 17. ADDITIONAL BUSINESS

Standing committee announcements of re-election will come out in October. All committee members should review their status.

Andreas updated the committee on his attendance at the RDA meeting. It was very computer science focused, but they are interested in working with libraries.

### 18. MEETING CLOSE

The meeting was adjourned at 9:05.