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

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

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

Item	ACTION

Meeting called to order at 8:12 on August 21, 2014

- Vicki McDonald welcomed the attendees and the observers

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 | Vicki McDonald will request official attendance numbers for both sessions |

	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.	
9.2	**Hot Topics** 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.	All committee members will send table discussion points to Janet Fletcher Gulcin Cribb will compile a toolkit for future session organizers
?	**Selection of "Best Paper" for IFLA Journal** It is no longer possible for the committee to nominate. Presenters are invited to submit their paper to zest@sapo.pt. Note that papers published in the journal must have at least 30% new content from the conference paper.	
10. SATELLITE MEETING IN CAPE TOWN 2015		
	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.	Gulcin Cribb and Janet Fletcher will assist Reggie with planning
11. SATELLITE MEETING IN COLUMBUS 2016		
	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.	Vicki McDonald will follow up via e-mail
12. COMMUNICATIONS FOR BLOG AND ARL WEBSITE		
	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.	Ane Landoy will follow Jim Neal in the rotation
13. IFLA 2015, CAPE TOWN		
6.1	**Session plans for ARL SC** E-metrics SIG and Management & Marketing want to participate in the joint session in Cape Town. ARL will appoint an individual for contact and coordination.	

6.2	**Assign/Confirm Responsibilities for Session Activities**	See left
	Joint session: Ane Landoy and Janet Fletcher will be the contact persons for ARL	
	Hot Topics: Susan Gibbons, Andresas Degkwitz & Gulcin Cribb volunteer to coordinate. Still too early to pick topics.	

14. ATTENDANCE GRANT REVIEW		
14.1	**Assign Responsibilities for 2015**	See left
	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.	