INTERNATIONAL ASSOCIATION OF
TECHNOLOGICAL UNIVERSITY LIBRARIES

IATUL BOARD

Minutes of the third meeting which took place on
Friday 7 June 2002
at the Raphael Hotel, Kansas City

PRESENT
Michael Breaks (Chair)(MB)
Gaynor Austen (GA)
Egbert Gerryts (EG)
Maria Heinje (Treasurer) (MH)
Lee Jones (LJ)
Irmgard Lankenau (IL)
Marianne Nordlander (MN)
Judy Palmer (Secretary) (JP)
Mateus Zaucer (MZ)

Apologies were received from Murray Shepherd and Cathy Matthews.

The Chairman confirmed that the main business of the meeting would be taken up
with a debriefing of the 2002 conference. Other items on the agenda would include a
discussion on the need for a file store and data-logging of the conference site

1. 2002 Conference
LJ was congratulated on the success of the 2002 Conference. All Board members had
evidence of how many people had enjoyed themselves and found value in the
proceedings. LJ gave tribute to his conference committee. All agreed that the
organisation had been outstanding and the Board asked the Chair to write on their
behalf to thank all Linda Hall staff for their hard work and dedication.

Registration
LJ reported that registrations had been much higher than he had estimated at the
meeting on 2 June although there had not been as many US registrations as they had
hoped. There had been
163 registrants (including 5 accompanying persons)
79 early registrants
34 late registrants
45 day registrants

Income
LJ reported that he was in a position to give a near estimate of the final income. Total
revenue was $51, 100. $161, 850 had been received in sponsorship and the total
income was therefore $212, 950. Expenditure was estimated as $160, 560 which
meant that total profit amounted to something in the order of $53, 000. The books

would be cleared within 6 weeks. The profit would be split three ways as agreed at the meeting on 2 June.

Conference Check-List
LJ confirmed that two meetings would be held to review the Conference CheckList in the light of their experience. It was suggested that the CheckList should also contain some advice about the length and format of the conference. All agreed that it was wise to end on Thursday but there was some debate as to whether a full day or half-day mid conference trip was to be preferred and what the best day might be for this. It was agreed that local circumstances would largely dictate this.
It had been useful for the Board to have the opportunity to meet three times in the week and JP suggested that this might be better programmed into the timetable with perhaps one afternoon session ending slightly earlier to allow the Board to meet in mid week.

EG urged that the CheckList must contain advice on emergency procedures. LJ confirmed that in the light of events at the South African conference, he had ensured that all his staff had training in what to do in case of emergency.

It was important that the last day should have a strong programme and in this respect 2 plenary sessions were to be preferred to parallel sessions on the last day. Concern was expressed about the quality of some of the papers. All recognised that some participants were only able to justify attendance if they were contributors. LJ said that 9 external reviewers had refereed the abstracts of the papers and that some authors of papers received had been asked to revise their paper as a poster and vice versa.

It was important that the CheckList contained some instruction to speaker about presentation and speech.

Proceedings
Dissatisfaction was generally felt about the way in which we currently produce the Proceedings. GA pointed out that many people now expect the papers (or at least the abstracts) to be put up on the website before the conference. GA also said that she had not yet received her CD of the 2001 Conference and asked that in future we arrange to send papers as received directly to the website coordinator. If we agreed to a file store then it would be possible for any Board member to post papers to the site. GA agreed to take responsibility to follow through publication of all conferences and ensure that this was done speedily and efficiently. It was noted that the entire conference website (without links to other sites) should also, always, be included on the CD of Proceedings.

The organisers of the 2003 conference in Turkey had asked for help in constructing a programme. All Board members were invited to identify likely speakers and forward names to Michael. Charles Lowry was suggested as a possible speaker.

The conference fee for Secretary, Treasurer and Chair should be deducted from the IATUL portion of the profit, as should the conference fee for Emre Hasan. It was agreed that either BE or GA should receive a free conference registration and it was for them to decide to whom this should be allocated.

2. Web Proposals

There was further discussion on the need for a file store. The main advantage would be that there would be less traffic in shunting documents around and individual Board members would be able to post documents to the website. All felt that a more detailed description from BE of exactly what would be entailed in this effort would be welcome.

Similarly BE was asked to provide further details of what website usage data should be collected and how.

The Board confirmed approval for an automated approval mechanism for membership applications and asked that a new estimate for specified reports (see meeting of 2 June) be provided by BE.

3. Executive Officer

All agreed that additional effort was required. There was discussion as to how best this might be secured. It was finally agreed that we should buy 50 hours (circa AUS$ 1700) of BE's time and then monitor how this was used. It was recognised that replacing BE's time might pose some problem for GA. It was also pointed out that the Treasurer might also require additional help, but MH agreed to monitor the change in Danielle's workload following the development of a single, central membership database.

4. Scholarships

LJ will prepare a paper for circulation to the Board in which he recommends how scholarships should be managed and funded.

5. Sponsorships

EG stressed how important it was to build a fruitful and ongoing relationship with sponsors. At a recent Pretoria conference he had had a meeting pre-conference as well as post-conference meetings with all sponsors. For reasons of status it was essential that the President was involved in discussions with potential sponsors. IL said that we need to collect IATUL statistics in order to help in such negotiations.

LJ would be writing to all sponsors and is happy to mention the conference in 2003 and enquire whether the sponsor would be interested in an ongoing relationship with IATUL. GA pointed out that some Board members might have special relationships with some potential sponsors and that this should be built on. LJ agreed to keep in close touch with Emre Hasan with regard to sponsorship.

6. Budget

The Treasurer asked whether another budget was required. The Board agreed that in future a budget should be prepared every half-year.

MB agreed to contact Emre Hasan and Marek Gorski and remind them to invoice MH for e5000 towards the conferences they were organising.

7. Board

Board members expressed some concern that we should start thinking and planning for a replacement for the President given that he would be stepping down in 2004.

The image of IATUL was directly linked to the person of President and we should ensure that we maintain a high profile.

8. Date, time and place of next Board meeting
This was fixed for 22, 23 and 24 November 2002 in Edinburgh.