

**INTERNATIONAL ASSOCIATION OF TECHNOLOGICAL UNIVERSITY
LIBRARIES**

IATUL BOARD

**Minutes of the meeting which took place on Saturday 23 November 2002 at the
Herriot Watt University Library, Edinburgh**

PRESENT

Michael Breaks (Chair)(MB)
Ana Azavedo (AA)
Maria Heijne (Treasurer) (MH)
Lee Jones (LJ)
Irmgard Lankenau (IL)
Cathy Matthews (CM)
Marianne Nordlander (MN)
Judy Palmer (Secretary) (JP)
Murray Shepherd (MS)
Mateus Zaucer (MZ)

ONLINE FROM QUEENSLAND, AUSTRALIA

Gaynor Austen (GA)
Barb Ewers (BE)

ONLINE FROM PRETORIA, SOUTH AFRICA

Egbert Gerryts (EG)

Prior to assembling in the video-conferencing room, the Board identified the 2003 conference as a topic to be discussed in the video conference in addition to web-site matters. MB confirmed that he was managing the new contract with QUT.

It was agreed that each member organisation should have two members on the list, the second to be nominated by the representative. This decision was later rescinded in the videoconference.

The Board agreed that mailing lists would not be sold and that any bodies wishing to purchase these should be referred to the web-site or directed to use lists of conference participants. CM asked whether we should provide sponsors with e-mail contacts. It was agreed that any sponsor could be told to send a flyer to conference organisers for inclusion in the conference pack or to JP who would then circulate their message on iatul-l. With regard to circulating commercial mail, it was suggested that 500e was a reasonable charge to make for this service. MB would decide which should be circulated.

VIDEO-CONFERENCE

3. Web Management

a) Membership Database

MH, JP and MB were using the Membership Database for new membership applications and were pleased with the way it was working. It was agreed that Danielle would be given a password to the Membership Database and that the old database currently held by her should now be discarded. Our aim was to hold only one database of membership records and renewals should be managed through this. MH also agreed to check to see how financial records are currently managed in order to see whether the database could be used for that purpose as well.

ACTION : BE, MH

GA raised the matter of how many lists we wished to have following requests made for additional members to be admitted to the list. She suggested that there were three potential lists

- a) Official members list to receive formal notices
- b) Alerting service list
- c) Discussion list which could include many more people and which might also be self-subscribing

AA raised the question of whether we should also have an 'academic forum' in which the discussion about certain specified projects was more formally managed. In later discussion after the videoconference it was agreed that at present current traffic levels did not warrant this degree of management.

All agreed that an Official members list was essential. All liked the suggestion of a self-subscribing discussion list to which any number of people in a member organisation might subscribe and from which members might de-subscribe should they so wish. There was some confusion as to whether we also wanted a third list specifically for the monthly 'alerts service' which BE would manage and which was intended to replace the Newsletter.

Further discussion after the video conference confirmed that we wish to have two lists (a) and c)) and that the Official List should be used once a month to alert members to the 'publication' of the alerts service when this was put up on the web-site.

Work on the File Store would begin once the Alerts Service was established.

ACTION : BE

MB thanked BE for all her hard work.

b) Other Business

2003 Conference

In answer to a query from EG MB confirmed that this would go ahead as planned. The date for earlybird registration would be moved to 1 May. CM asked what liability we might incur should the conference be cancelled. MB confirmed that there would be no liability to IATUL although IATUL would be happy to contribute to any loss sustained by METU in such an eventuality up to a maximum of 5000e. This sum is the advance payment made to the conference organiser.

EG suggested that we should urge METU to determine what the minimum number of participants should be in order for the conference to 'break even'. A high attendance from within Turkey was expected.

Finance

All agreed that we should take no action with our investment portfolio at present. We should wait until there was a 10% loss before deciding on what further action to take.

VIDEO CONFERENCE ENDED

MAIN MEETING

The Agenda was approved.

4. Minutes of the 3 Board meetings and General Assembly in Kansas City

These were approved

5 - 7. Matters arising from all meetings

Archives

MN had been in contact with Chalmers. Six packages had arrived from Denmark. These would need to be sorted. ML intended visiting Nancy in the spring in order to see what could be done with all the IATUL material at Chalmers. Any copies of conference proceedings or Newsletters would be shipped to QUT and IATUL would carry the cost. Financial correspondence would be forwarded to MH.

ACTION : MN

8. Report of 2002 Conference

LJ distributed the CD of Proceedings and presented the final accounts. There had been a net profit of \$60730. A third of this profit would go to UMKC, a third to LHL and a third to IATUL. One sponsor (Engineering Index) had not yet forwarded their donation.

All Linda Hall staff had enjoyed the experience of hosting the conference. While the numbers of participants might not have been as high as we would have wished, especially with respect to US attendance, nonetheless the real strength of the conference had been in the large number (33) of countries represented. LJ agreed to check whether recipients of travel grants were included in the list of participants.

ACTION : LJ

Travel Grant

LJ recommended that this should be managed by the Conference Organisers, assisted by a Board member. CM suggested that some standard wording should be recommended for inclusion in Conference Brochures. LJ's paper about the Travel Grant would be incorporated by MB into the Conference Manual together with a form of wording for future Conference Organisers to include in brochures.

ACTION : MB

Travel Grants should not be given to recipients in the form of cash. Conference organisers should use granted award to make bookings, pay registration etc. An accumulating list of Travel Grant applications should be maintained as an appendix to the Manual.

ACTION : LJ & MB

It was agreed that 10,000e should be set aside in the budget for the purpose

ACTION : MH

Speaker Grants

MZ spoke to a paper he had prepared following discussion in KC. Long discussion took place about how we might manage a system of speaker grants for attendance at conferences in financially less advantaged countries. CM finally suggested that we should initially focus on a trial project for the coming year. We agreed that it was important to target a region each year. Latin America had few representatives. AA was therefore asked to first investigate what international, national and regional LIS conferences would take place in Latin America in 2004 and present the Board with a short list of those that she regarded as being important. AA could then write to conference organisers offering to present a paper and urging them to apply to IATUL for a grant to cover her attendance at the conference. A closing date of October was agreed. At the December Board meeting (or previously by e-mail) the Board would decide which conference should be selected. AA would be provided with standard information about IATUL to include in her presentation. For the future, it was agreed that wherever possible Board members would be selected as speakers.

ACTION : AA

It was agreed that 3000e should be identified in the budget for a speaker grant.

ACTION : MH

9. Financial Report

MH proposed that non-payers from 2000 plus an additional few non-payments of 2001 that could not be easily collected, should be written off and informed that they would be removed from the membership. This was agreed.

MH would send JP information about non-payers and where possible Board members would be asked to pursue individuals.

The budget would be presented in future in two parts, namely the Working Budget and the Investment Budget. The latter would be presented only in the balances.

ACTION : MH

The decision made during the video conference was confirmed – no action would be taken on our investments for the present.

Banded membership fees

MH had received detailed information from Tony Evans on a possible way to approach a variable membership fee. All agreed that the suggested version would be extremely complicated to administer. It was finally agreed that those countries which were listed on the UN and UNESCO scales as having a value of 0001 would be eligible for a reduced membership fee of 25e for three years. MH would draw up a list of such countries.

ACTION : MH

New activities

We reiterated that new activities included Travel Grants and Speaker Grants.

Earlier in the year MH had circulated some ideas about how we might develop a greater sense of community among IATUL members. Her original suggestion that an IATUL member might survey the membership to see how the current conference theme applied in different regions and different libraries was discussed. Concern was expressed about how this might be organised given the pressure on Board members' time. After thorough discussion it was agreed that MB would find out the theme of the Cracow conference. LJ and MS would then draw up a draft proposal for approval by the Board which they would forward to the discussion list. The notice would call for applications from people in member organisations to present a paper at the Cracow Conference that surveyed the membership about local activities around the conference theme. The prize would be full attendance and travel to the Conference.

ACTION : LJ & MS

10. Membership report.

JP reported that since June, 9 new members had joined IATUL. This number included 7 ordinary members, 1 associate (Jay Bhatt as rep on the ELD) and 1 Honorary member (Sinikka Koskiala).

Personal membership

Following the video-conference, the proposed amendment to the Constitution regarding personal membership was now redundant.

Selling mailing lists

This discussion took place before the video conference and is minuted earlier.

11. 2003 Conference

MS would send his mailing list gleaned from the World of Learning to Bulent Karazonen (BK). Additional suggestions and contact details of potential sponsors would be sent to MB for forwarding to BK

ACTION : ALL

BK was expecting 250 delegates.

A note should be circulated by BK on iatul-l reminding delegates of visa and vaccination requirements.

ACTION : MB

The Board Meeting would take place on Sunday 1 June, the GA on the 3rd (Tuesday) and there would be an additional Board meeting at breakfast time on the 4th at 7am for 2 hrs. BK would be asked to allocate 1.5 hrs for the General Assembly. MS would check and confirm with BK that suitable accommodation was found for these meetings.

ACTION : MS

IL, JP and CM would judge poster presentations.

It was agreed that the Board would stay in the Bilkent Hotel and that MS would contact BK to request a block booking.

ACTION : MS

MB would contact the Cracow organisers of the 2004 conference to find out what the theme would be and to invite them to present to the June Board meeting.

ACTION : MB

12. ISCA

After heated discussion it was agreed that MB would contact Paul Ayris to confirm that IATUL wished to join ISCA but that in doing this we would wish to be actively involved in setting the direction of the Alliance. IATUL also wished for further clarification of the goals of ISCA There would be no financial commitment at this stage.

ACTION : MB

13. Publicity

MS reported that there were still spare brochures available for distribution. AA requested 50. MS would send the World of Learning mailing list to CM and JP.

ACTION : MS

17. Any Other Business

There was no other business.

19. Next Meeting

This was fixed for Sunday the 1 June in Ankara

18 December 2002