

**IATUL BOARD MEETING**  
**held on Saturday 17 November 2007**  
**KUT Cracow**

**PRESENT**

Maria Heijne (MH) **Chair**  
Ana Azevedo (AA)  
Michael Breaks (MB)  
Marek Gorski (MG)  
Arja-Riitta Haarala (A-RH)  
Louis Houle (LH)  
Reiner Kallenborn (RK) **Treasurer**  
Paul Sheehan (PS) **Secretary**

**1. Apologies**

Apologies were received from Ainslie Dewe (present via videoconference), Cathy Matthews, Marianne Nordlander, Alice Trussell, Sohair Wastawy

**2. Minutes of Board meetings held in Stockholm, 10, 12, June 2007**

The minutes were accepted as correct. There were no matters arising from the minutes.

**3. Actions not on agenda**

LH to circulate ideas for publicity (newsletter, brochure) after opinion survey is analysed  
MH to sign Berlin Declaration on OA on behalf of IATUL  
PS and AUT completed notice on website concerning IATUL proceedings  
PS and Judith Palmer completed transfer of IATUL archive to Dublin City University. PS to send invoice to RK

**Actions:**

**Circulation of ideas for publicity (brochure etc.) after opinion survey is analysed (LH)**

**Signature of Berlin Declaration on OA on behalf of IATUL (MH)**

**4. Minutes of General Assembly 2007**

The minutes were accepted as accurate  
In future GA papers (Agenda, President's report, Treasurer's report) should be circulated electronically to all members 6 weeks before GA by Secretary.

**5. Cracow Seminar**

The seminar was felt to have been very productive. MG was asked to thank his POLBIT colleagues for their participation. MG felt that an IATUL brochure would be useful for facilitating his colleagues' dealings with their Rectors  
The notes of the seminar, and the presentations, should be sent to POLBIT members as well as the IATUL board. They should also be placed on the IATUL web site.

**Action:**

**Distribution of seminar presentation/notes. (PS / MG)**

## 6. Conferences

- 6.1. 2007 Conference outcomes and evaluation. Paper received from MN/KTH to be clarified by MH
- 6.2. 2008 Conference report. (By videoconference link, KUT-AUT, 8.30am CET, 16 November) AD reported that a good selection of papers had been received and keynote speakers had been selected. The conference should make a financial surplus with an attendance level of 100 delegates. The programme was presented in outline; AD will circulate a more detailed programme.
- 6.3. Forthcoming conferences. Leuven 2009 and Indiana 2010 have been confirmed. PS suggested Dublin for 2011; a number of Irish universities are interested in hosting the IATUL conference. AA raised the possibility of Brazil for 2012. Contacts will be established WITH Brazilian colleagues, who should attend some interim conferences and indicate level of local support.
- 6.4. Some details of the conference checklist (e.g. proceedings) need to be amended.
- 6.5. Travel Grant programme. There has been one application for 2008, from Malaysia. There has also been an application for support for the pre-conference study visit, and for the conference. All such support should be structured rather than ad hoc. The Travel Grant regulations should be revised to allow existing members to apply for them. This will be an agenda item for 2008 GA.
- 6.6. Tony Evans travel grant. Report from 2007 recipient accepted. This is the last year of this grant, and the Board expressed its appreciation to Tony Evans for funding it. PS and MB will publicize it in the UK

### Actions:

**Outcomes from Stockholm to be clarified (MH)**

**AD to circulate detailed 2008 conference programme (AD)**

**Conference checklist to be amended (PS/GB)**

**Text of Travel grant regulations to be revised (PS)**

**Tony Evans travel grant to be publicized in UK (PS/MB)**

## 7. Financial report

RK presented the financial report (papers circulated). Income for 2007 to be restated to exclude subscriptions paid in advance for 2008 onwards.

Staged payments for web development to be clarified.

Surplus from Porto conference (Approximately €1,500) to be sent to RK

Investments to be realized and transferred into bonds when stock markets have risen.

RK tabled lists of membership subscriptions outstanding from 2005 and 2006. PS to write to librarians of institutions on 2005 list, and if there is no response after 2 months these memberships should be cancelled. The institutions are: university of Putra, Malaysia, Lund university library, Gladzor Management University, State University of Bangladesh.

### Actions:

**PS to write to members whose subscriptions have been outstanding since 2005**

**Investments to be transferred into bonds when stock markets rise (RK)**

**Porto surplus to be sent to RK (AA)**

## 8. Membership report

Membership stands at 239, following corrections to the database. There were 12 new members in the calendar year to date, and 5 membership cancellations.

PS noted that UK memberships are falling. As these form a significant bloc in IATUL, a membership drive will be undertaken by PS/MB.

The Executive Board's membership paper was tabled. It was felt that the regional emphasis in the previous day's seminar was useful. Questions arose as to how to give this regional emphasis more

concrete expression. The POLBIT minutes and a letter from IATUL will be circulated to all POLBIT members by MG. A brochure would be useful in helping to persuade Rectors to support membership of IATUL.

More projects leading to visible, concrete results are needed.

**Actions:**

**Letter and minutes for POLBIT (MG)**

**Presentations to be put on IATUL web site (PS)**

**Twining concept to be outlined (RK)**

**9. Website report**

The website report, discussed initially by videoconference, was considered more fully. News alerts are posted on the website twice monthly. An Ezine will be posted to subscribers at the end of each month. Suggestions for content can be mailed to Gillian Barthorpe. Regarding a BLOG, a recommendation was put to the Board that an open comment forum, managed by an administrative “delete” option be set up (this would require work by McGovern, for which a quotation was supplied). AA had other suggestions which she will discuss with AUT. The quotation by McGovern would be put on hold until AA and AD have had a chance to exchange views before the matter comes back to the Board.

**Action:**

**Blog implementation to be clarified. (AA to contact AUT)**

**10. IATUL articles**

It is recommended that authors retain copyright to articles on IATUL, so that they may be posted on the website

**11. Archives**

PS reported that the IATUL archives are now in storage at Dublin City University, having been shipped from Oxford.

**12. Board membership**

MN and MB are stepping down from the Board. MH thanked MN in her absence for her contribution to the Board, including her service as Vice President, over the years. MH also thanked MB for his long service to IATUL as Board member and President, and paid tribute to his advice and support. She presented MB with the IATUL gift. MH invited MB to stay on as advisor to the Board and MB accepted this invitation.

Board members should be recruited to sustain membership in existing blocs, and to encourage membership in new areas.

**Action:**

**PS/MB to investigate potential board members in UK**

**13. Board portfolios**

- 13.1. A-RH Europe - has sent letter with IFLA correspondence.
- 13.2. AA South America/Spain – has liaised with on shared training programmes
- 13.3. MG – CC CO-op. Queries from Asia. Paper at conference
- 13.4. RK – SIG. Has convened group on quality management
- 13.5. MB – India. Has written to Indian contacts
- 13.6. LH – Canada – Letter about to go out
- 13.7. PS France – some contacts maintained
- 13.8. MH – aims to link with partner institution

#### **14. Opinion survey**

LH tabled latest version of survey questionnaire. Some amendments were suggested – survey would target only members, non members would be addressed later; survey should be conducted via web-interface software; q 15 was deleted; a thanks message from MH would accompany the survey. Revised draft to be circulated by LH

The questionnaire should be distributed in January; the analysis to begin in February; results to be available before next Board meeting in AUT

#### **Actions:**

**Revised draft to be circulated to Board (LH)**

**Opinion Survey to be distributed and results analysed (LH)**

#### **15. Expertise database**

PS's outline paper discussed. A listing, rather than a relational database is the suggested structure, as the number of experts will probably be small. Experts would need to be approved before entry. PS will circulate Board with suggestions on process. The role of tools such as "linked in" will be investigated by LH

#### **Actions:**

**Approval process to be outlined (PS)**

**Possible tools, such as linked in, to be investigated (LH)**

**Next meeting: Sunday 20<sup>th</sup> April 2008. Time and place to be announced**