IATUL BOARD MEETING
held on Sunday 10th June 2007, 9.30
KTH Library, Stockholm

PRESENT
Maria Heijne (MH) **Chair**
Ainslie Dewe (AD)
Arja-Riitta Haarala (A-RH)
Louis Houle (LH)
Reiner Kallenborn (RK) **(Treasurer)**
Marianne Nordlander (MN)
Judy Palmer (JP)
Paul Sheehan (PS) **Secretary**
Alice Trussell (AT)
Sohair Wastawy (SW)

1. Apologies and welcomes
Apologies were received from Gaynor Austen, Ana Azevedo, Cathy Matthews, Michael Breaks, Marek Gorski.
Ainslie Dewe and Louis Houle were welcomed to their first board meeting.

2. Report on 2007 conference
The report on the 2007 conference was moved up the agenda.
Gunnar Lager reported that some late programme alterations had to be made because of changes of senior officers at KTH. There were 158 registrations, leading to a conference attendance of about 190, including KTH delegates.
MH congratulated GL and his organising committee on the efficiency of their preparations. The AUT team, which is attending the conference, will meet the KTH team to share experience.

3. Minutes of the Board Meeting held in Alexandria 20 November 2006
Minutes were confirmed as accurate after noting that apologies had been received from Gaynor Austen.

4. Matters arising not elsewhere on the Agenda
Autumn board meetings to be discussed as an agenda item.
Actions arising from that meeting are addressed as agenda items

5. President's Report and General Assembly 2007
MH's report was circulated. It noted the transfer of the Treasurership, and website management, functions. IATUL now had an integrated finance and membership database, and a newly designed website.
The report also noted the usefulness of MH's presence at ICSTI conference. IATUL may benefit from membership of ICSTI, and closer relations might merit a *memorandum of understanding*.

6. Financial report

Outcome 2006

The treasurer (RK) spoke to the papers of the financial report (circulated before the meeting).

The balance for 2006 will be a surplus of €4k, against an anticipated deficit of €13k

Investments, mainly stocks, showed a profit of €17k

The Rebeco account is now showing a profit on the investment. RK will seek advice on whether to realise the value of this investment and move it into another account. The implications of a transfer to Munich will be examined.

An overview is needed of non payment of subscriptions. JP noted that it had been decided that the November board would review and make decisions on each case.

Significant extra work was being generated by exception requests e.g. for variant invoices, and by payment by cheque. It was recommended that only a standard invoice should be issued, and that credit card payment would be nominated as the preferred method.

IATUL Germany is not yet recognized as a non-profit organisation but legal advice is being sought by RK to resolve this.

The Board thanked RK for his successful work in transferring the finance functions to Munich, and for completing the membership database, which now works very well.

Actions:

RK to continue discussions re non-profit status of IATUL in Germany

RK to seek advice on investments

7. IATUL Development

There was unanimous agreement that IATUL should be more active, and attract more members, both in existing geographical areas and under-represented regions such as Asia and Africa. While it was acknowledged that the conference is IATUL's defining annual activity, it was agreed that a dynamic organisation ought to offer more.

Three tabled presentations by Ms. Ghose (50 years of IATUL), R Kallenborn and P. Sheehan informed the discussion.

Ms Ghose's paper identified IATUL strengths and weaknesses. Among the former were its characteristics as an international organisation of long standing, and a community of scientific and technological libraries. There was debate on whether such libraries had distinctive service environments which could form a basis for a line of IATUL development.

A first conclusion was that IATUL's membership ought to be surveyed to assess opinion regarding current attitudes towards the organisation, and to seek views regarding development options. LH to organise, employing expert assistance to design survey questionnaire. Timetable: questionnaire form and content to be decided by the end of September: survey returns and analysis to be available for the November board meeting.

A second conclusion was that IATUL's name ought to be changed to read **International Association of Science and Technological University Libraries**, as part of a new marketing programme, following the survey**.** The new web site will be a significant aid in this.

There were suggestions that the conference programme might be adapted to allow sessions for local non-registered delegates.

There was to be concentrated effort on the Special Interest Groups and the Cross-Country Co-operation programme. RK will supervise the first, the preferred theme being library quality management. MG will supervise the second.

A further initiative will be the formation of a database of IATUL expertise, drawing on the experience and skills of IATUL members. It will be available on the IATUL web site and will be a source of expertise, e.g. for consultancy. PS will scope the proposal and make suggestions to the Board before the November meeting on the suggested format, content, and descriptive text of the database.

Actions:

LH to formulate survey questionnaire, conduct survey, present results and analysis.
RK to convene SIG on quality management
MG to progress Cross Country programme
PS to make proposals for an IATUL expert database

8. Website report

A report was circulated by AD. A New Zealand company, McGovern, had been engaged to design a new web site. In the course of development there was only one change to the design brief – it was felt that there was no need for a members only section. Gillian Barthorpe and colleagues worked on data migration. All new updates will be immediately available on the site under a system developed by McGovern.

The site is hosted by 2Day. AD to investigate contingency plans e.g. in case of host instability. The maintenance costs are based on 4 hours per week at $NZ60 per hour.

McGovern have not given the source code for the site.

IATUL Alert

The Alert service can be managed on the website. AD suggested that items for the Alert be sent to AUT. This could include items sent by Murray Shepherd. The Alert can then be supplied by email or RSS and archived on the website. Emails would go automatically to members – others would need to sign up.

The Board agreed to sign-off the project. MH and the Board congratulated AD and her team, (including Gillian Barthorpe who was present for this discussion) on planning and bringing to a successful completion this complex project. The Board agreed that the new website, through the clarity and elegance of its design, would enhance communications with members.

Actions:
AD to investigate contingency plans re website host.
AD to distribute IATUL Alert

9. Membership

PS reported that total membership stood at 241. There had been 16 new members (a large number due to RK's initiatives) and 6 resignations during the year. MH emphasied how important it was for all Board members to encourage new membership in their targeted geographical regions.

New membership applications will now generate an alert to the Secretary from the website.

10. Publicity

It was agreed that there should be 2 IATUL Newsletters p.a. Gathering content may be a challenge.

RSS feeds/BLOGS. If these are to be distribution methods they require ownership to ensure content and continuity. FACEBOOK may be a communications model to be adopted – LH to investigate.

IATUL should be active in other areas. It should endorse international initiatives, such as the Berlin Declaration on OA

IATUL also should have a brochure

Actions:
LH circulate Board on Newsletter, RSS/Blogs, FACEBOOK, Brochure
MH to sign BOAI on behalf of IATUL

11. Board portfolio of activities
The Board needs to be more active in an enlarged range of assigned tasks. We should delay recruiting new board members. The second board meeting will consider these issues in more detail

12. 2008 Conference
The arrangements for the 2008 conference in Auckland will be announced briefly at the end of the GA and more fully at the end of the conference. AUT has signed a contact with a conference management company. A-RH will act as Board representative with conference organisers. An outline programme has been prepared including a traditional Maori welcome at AUT, a study day at Watangi in the Bay of Islands.

13. Poster prize
SW and LH will judge the Poster prize

14. IATUL Proceedings
CDs will no longer be issued and the Proceedings will be available on the web. A message to this effect should appear on the web site
Action:
PS to liaise with GB

Next meeting Tuesday June 12th, 12am, KTH