IATUL BOARD
Meeting held on Sunday 21 May, 2006, 9.30am
Ipanema Hotel,Porto

PRESENT
Gaynor Austen (GA) **Chair**
Ana Azavedo (AA)
Michael Breaks (MB)
Arja-Riitta Haarala (A-RH)
Maria Heijne **(Treasurer)**
Reiner Kallenborn (RK)
Marianne Nordlander (MN)
Judy Palmer (JP)
Paul Sheehan (PS) **Secretary**
Alice Trussell (AT)
Sohair Wastawy (SW)

1. Apologies
Apologies were received from Cathy Matthews; the board recorded its good wishes for her speedy recovery from illness. Sohair Wastaway was welcomed to her first Board meeting.

2. Minutes of the Board Meeting held in Dublin 12 November 2005
Minutes were confirmed as accurate.

3. Matters arising not elsewhere on the Agenda
 Action 1: Opportunities for CONUL/IATUL collaboration would be welcomed by both organisations following the Dublin seminar. There was co-operation by Dutch/Flemish/Irish bodies in their response to the EU invitation for opinions on the scope of Framework VII proposals.
Action 2: The conference checklist is to be renewed after each annual conference.
Action 10: JP is in discussion with Ronald Milne over the IATUL archive in Oxford.

4. Report on 2006 conference
AA circulated a paper on the conference organisation to date. Participant numbers were not yet finalised due to late registrations. Registrations from some countries such as Spain were affected by concurrent conferences. There were significant numbers of registrations from South America. Approximately 177 delegates were expected to attend the conference.
Study tour. The importance of the study tour element on the study tour day was emphasised.
Sponsors: Some expected sponsors did not make a donation. Approximately €30k in monetary receipts from sponsorship were expected, plus materials, services, and sponsored visits and meals. The conference expenditure is expected to be covered, with a small surplus. Some South American attendees had their conference fee waived, and a number of Portugese delegates would pay by daily registration.
Costs: The costs of keynote speakers was not yet known
Travel grants. There were 17 requests. Offers of grants were made to attendees from India (2 x €600), Iran (€1,000), Turkey (€600), Argentina (€1,000), Chile (€600)
Exhibitions: Trade exhibitors will have a presence outside the main auditorium.
Action: Study tour to be integral part of annual conference.

5. General Assembly 2006
GA will make announcements regarding changing of posts of President, Secretary and Treasurer, and changes in the administration of the membership database.
PS will circulate 50 copies of GA papers.

6. 2007 Conference. Royal Institute of Technology, Stockholm
The conference dates will be 11 – 14 June 2007. The EDT conference will take place in Uppsala immediately afterwards, so there is the possibility of links between the two.
The conference web site was open from 21 May 2006. Hotels have been identified, and there are good bus and subway connections between these and the conference centre, which will allow delegates to travel independently. All accommodation will be in hotels.
International access to Stockholm is good; there is express transport from the airport to the city. Stockholm hosts numerous conferences, and the annual Nobel award ceremonies.
The main conference auditorium can hold 200 people; another auditorium will accommodate 70-90. There is also a boardroom. All are within 5 minutes of the library, which will give delegates network access.
The conference theme will be: *Global access to Science, and the future of scientific publication.*
The organising committee will be chaired by Gunnar Lager, and will include MN, who will be allocated a portfolio by the IATUL board.
Acton: IATUL to nominate a portfolio for MN

7. Financial report
Outcome 2005
The treasurer (MH) spoke to the papers of the financial report (circulated before the meeting).
The deficit for 2005 will be €4k, against an anticipated €13k
Investments, mainly stocks, showed a profit of €16,731
The presentation in this report incorporates some changes to make the financial position clearer.
The Poster Prize for 2005 was not awarded because of the mechanics of monetary transfer. The award of this prize in cash should be considered.
Some annual subscriptions have been prepaid. A small number of subscriptions have not been paid.

Budget 2006
There is a current cash flow problem because invoices for 2006 have not been issued, due to integration of the membership/financial database.
If maintenance of the IATUL web site is taken over by Auckland University of Technology, funds will be needed for its further development. Some of these may come from QUT, which will probably charge only half of its annual costs for 2006. The costs need to be allocated between those for technical web maintenance, and those covering the work of an executive officer. The overall sum cannot be estimated yet.
A line for autumn seminars needs to be added to that for annual conference expenses.
RK reported on the handover of the Treasurer's role, and associated procedures. It would be difficult to open a bank account for IATUL in Germany. An IATUL account exists in Holland, but does not enable web banking, which is required. The Board agreed to MH and RK investigating the transfer of the IATUL bank account.

Actions:
Issue invoices for 2006
Make estimate of web development costs
MH and RK to investigate transfer of IATUL bank account

8. Membership

A membership report was circulated.

GA considered that members who had not paid should be identified at these board meetings, there should be follow-up by the Secretary, and a decision at the November Board.

MH noted that this year no reminders were sent out due to the financial/membership database changes already noted. MH has a list of institutions to whom reminders have been sent. Decisions made in the November 2005 meeting regarding the removal of named members should be carried out.

Membership bands. It was agreed that there should be two membership bands. Bangladesh would fall into the second.

The idea of first year membership costs, particularly for band 2 countries, being paid by sponsors was considered but not adopted.

GA said that a membership drive targeted especially at USA institutions should be undertaken. With regard to Asia, recruitment can be difficult because of the need for person to person contacts. The Board should seek to build on any contacts their institutions have with Asian countries, in particular China.

PS reported on his IATUL presentation to the French research librarians at the Ecole des Mines in March. There was an encouraging response, and links will need to be maintained to interest potential members. A number of participants would be interested in associate membership. IATUL has recently recruited a new member from Lyon, whose interest had pre-dated the above talk.

Discussion on the new membership database was held over until the next Board meeting.

Actions:

Decisions of November 2005 Board regarding memberships to be carried out by PS.

9. Website report

A report was circulated. QUT will cease management of the website in summer 2006. GA said that negotiations with Ryerson University on their possible take over of the role had been suspended, and that Auckland University of Technology had been approached and was considering the matter positively.

The IATUL email lists need to be reviewed, as some do not seem to be functioning properly. This can be a task for the new website co-ordinator. RK said that email list could be generated from the new membership database.

The Board recorded a vote of thanks to Barbara Ewers of QUT, who has managed the IATUL website very efficiently, and supported IATUL Board business enthusiastically.

Action:

Website management handover to be concluded

PS to express Board's thanks to Barbara Ewers.

10. Publicity

Too be discussed under agenda item 11.

11. Board membership

   a. GA said that there were a number of related issues concerning board membership, including responsibilities and portfolios, to be discussed.
   MH's view was that Board members should have clear roles and responsibilities. These could include communications, annual seminar, publicity and promotion, membership, special interest groups, website management. The number of Board members would now be 8+ (with potential newly elected members). More Board members from India and Asia would be welcome. Board membership should reflect

portfolios of responsibility and geographical representation. For new board members, the year of election was the calendar year designated by the Board.

b. Nominations for Board membership

The Secretary reported that there were three valid nominations, and one invalid nomination. The following valid nominations were considered:

   i. Dewe, Ainslie, Auckland University of Technology.

Nomination to be recommended to General Assembly

   ii. Houle, Louis. McGill University

Nomination to be recommended to General Assembly

   iii. Gorski, Marek. Cracow University of technology

Nomination to be recommended to General Assembly

c. The following portfolios were agreed:

- *Geographical representation*:

AA. South America and Spain

A-RH Europe (General)

AD Asia

MB India/ N Asia

LH Canada

SW Middle East

MN Scandinavia

RK Germany

AT USA

PS Ireland/UK/France

- *Conference Programme Committee*

MB/A-RH

- *Special interest groups*

SW (Information Literacy, Buildings, Quality and organisational development)

- *Cross country co-operation*

MG

- *Promotion and marketing*

LH (PS to cover initially)

- Website management

AD

MH will initially take over attendance at the ACSTI conference from MB

Action: progress reports by all nominees at next Board meeting

12. Annual conferences

The 2007 conference will be held in Stockholm.

The 2008 conference will be discussed further at the next Board meeting, as will the venue for the 2006 autumn conference. Preliminary discussion identified Alexandria as a possible location for the latter.

13. Poster prize

JP and SW will judge the Poster prize

14. AOB

The meeting recorded its warm thanks to Murray Shepherd, who has stepped down from the Board, for his long and valuable service to the Board and to IATUL.

Action: PS to write to MS

Next meeting: 25 May 2006, Faculty of Engineering, University of Porto.