

INTERNATIONAL ASSOCIATION
OF TECHNOLOGICAL UNIVERSITY LIBRARIES

IATUL BOARD

**Minutes of the meeting that took place on Tuesday 31 May at 8.15 pm
Hotel Chateau Laurier, Quebec City**

PRESENT

Michael Breaks (MB)
Gaynor Austen (GA) **Chair**
Ana Azavedo (AA)
Arja-Riitta Haarala (AH)
Lee Jones (LJ)
Cathy Matthews (CM)
Marianne Nordlander (MN)
Judy Palmer (JP) **Secretary**
Paul Sheehan (PS)
Murray Shepherd (MS)
Gunnar Lager (GL)

GL was invited for preliminary discussions about the 2007 Conference.
Two items were deferred from the First Board Meeting. These were
Conference Checklist
Membership

1. 2007 Conference

GL outlined first thoughts on how Sweden would host the 2007 Conference in Stockholm. Many possibilities existed for the social programme. It was agreed that a range of hotels should be booked as soon as dates were agreed. GL would check for clashes with other conferences. It is likely that the conference will occur in the second week of June.

It was also agreed that the 2006 November Board meeting should be held in Stockholm.

The theme for the conference should be decided by GL and MN.

2. Conference Checklist

GA took feedback from Board members about the Quebec Conference. It was agreed that the format of the programme should be specified more clearly in the Conference Checklist together with essential contents. All Board members were invited to send their comments about the Programme to MS and CM who would summarise for inclusion in the Conference Checklist.

ACTION: All Board members communicate with MS and CM regarding views on the Conference Programme

ACTION: MS and CM summarise comments for Checklist

The Checklist should be more directive regarding level of the Registration fee. CM suggested that the Registration fee should be approved at the November Board meeting. Any change thereafter should be communicated to the Board.

Regarding sponsorship the Board thought that some analysis of sponsors for the past 5 conferences might be useful. GA agreed to do this.

ACTION: GA to provide analysis of sponsors for the past 5 years.

The extent of the social programme was discussed and it was agreed that costs varied widely from country to country. Conference organisers should make their own assessment of what was cost-effective but should include the minimum of

Opening ceremony

Conference dinner

Field trip

Closing ceremony

It was agreed that poster session should not be scheduled for the end of the day but after lunch followed by interesting/important presentation in order to retain conference participants on site.

Revised version of Checklist should be given to AA.

AH noted that there had been some confusion about where presentations should be sent. JP agreed. It was important that the Chairs/Moderators of sessions knew what the paper contained but the Checklist should make it clear that the primary recipient for the paper by the deadline was the Conference Programme Committee.

Checklist should be an item on November agenda

ACTION : JP to include Checklist on November agenda.

Membership

GA's proposals for expanding the membership were discussed. RK had highlighted the difficulties he had experienced in trying to promote membership. The Conferences were at times too distant from Europe, they were too expensive, IFLA was regarded as sufficient and national consortia were seen to be more useful than EDUSERV.

Further, people he had approached thought that the ALERTS service was too anglo-centric. RK believed that if we wanted to expand we should develop a much greater service orientation and establish an administrative office.

It was noted that currently there was very poor representation in France, China, Japan, Italy, Spain and that some major universities in the US were not represented. Alice Trussell AND Jean Poland would be asked to target major Schools of Engineering in the US. GA would ask for advice from Alex Byrne about expanding membership in China. JP and MB would investigate potential key members in the UK. All Board members would compile lists for the November Board.

ACTION : All compile lists of potential members in their country/region for November Board.

Poster Prize

The poster prize had been awarded to Michael Fosmire from Purdue and Ms Ghosh had received an honourable mention.

It was agreed that much clearer guidelines for poster content and format should be included in the Conference Checklist.

Judy Palmer

22 June 2005