

**INTERNATIONAL ASSOCIATION OF  
TECHNOLOGICAL UNIVERSITY LIBRARIES**

**IATUL BOARD**

**Minutes of the 2nd meeting which took place on  
Wednesday 4 June at 8pm  
Bilkent Hotel, Ankara, 2003**

**PRESENT**

Michael Breaks (Chair)(MB)  
Gaynor Austen (GA)  
Ana Azevedo (AA)  
Egbert Gerryts (EG)  
Maria Heinje (Treasurer) (MH)  
Lee Jones (LJ)  
Judy Palmer (Secretary) (JP)  
Murray Shepherd (MS)  
Mateus Zaucer (MZ)

Marianne Nordlander (MN) had left to return home and sent apologies.  
Bulent Karasozen and Emre Abkayrak attended to report on the Conference.

**DECEMBER BOARD MEETING**

It was agreed that this would take place in Oxford and that the 2005 December meeting would take place in Oporto, Portugal.

AA confirmed that she would attend the FEBAT conference in Brazil in 2004

**2003 CONFERENCE**

BK was pleased with the way the Conference was going. There had been some problems but these had been easily overcome. Collaboration with scholars from outside the library sector provided an opportunity to promote IATUL throughout Turkey and beyond to Iran, Azerbaijan, Uzbekistan. BK noted the efficiency and competence of ATAK Travel.

There would be a full report of the conference, including a financial statement, in two weeks. €49,000 had been raised in sponsorships. It was not yet clear how much income had been received from registrations.

The Proceedings would be recorded on CD and copies sent to all members and all attendees. METU would share the production costs of the CD with IATUL and would pay postage to conference participants. IATUL would pay for postage to members.

The checklist had been useful, but had ceased to be relevant when the earlybird registration date had been extended. BK and EA would make suggestions for amendments to the checklist after the conference report had been made.

BK confirmed that it had been difficult to administer the travel grants. All recognised the value of these to individuals but were concerned that the most deserving should receive them. Information about who had applied and who didn't attend should be made available to the organisers of the Cracow conference.

#### **2004 CONFERENCE**

Planning for this was well advanced. There was some concern about how a planned deficit of €30,000 would be made up. There had been an overestimate of the number of accompanying persons. MB and MS agreed to help with sponsorship.

MS queried whether the call for papers, by being too detailed at this stage, might not attract good quality response.

The organisers were well prepared for the 25<sup>th</sup> Anniversary of IATUL and Sinikka Koskiala had agreed to help with archive materials in return for financial assistance in attending the conference. It was important for Marek Gorski to be aware of how any special 25<sup>th</sup> celebration might impact on the programme.

All agreed that two parallel sessions was enough. MH wondered whether workshop time might be built into ~~during either before or after~~ the programme.

#### ***Speaker Grants***

A call would be broadcast in the next month by LJ and MS for applications for a project to identify best practice amongst IATUL members on one of the themes of the conference and to prepare a report for the conference. The successful applicant would have registration, travel and accommodation paid by IATUL. .. Marek Gorski to be informed.

#### **ACTION : LJ & MS**

#### **FUTURE CONFERENCES**

2005 would be in Quebec.

. Expressions of interest for the 2006 conference had been received from Iran where there were 17 technical universities, from Belgium and from India. Further discussion confirmed that the 2006 conference would be held in Portugal as a joint endeavour with Spanish colleagues.

Membership in Iran must be encouraged and so it was agreed that MB would send a message conveying our interest in increasing Iranian membership of IATUL.

#### **ACTION : MB**

#### **FINANCIAL DATABASE**

GA, MH, BE and JP had met the previous day to discuss the interaction of the financial database in Delft with the Membership Database. It had been agreed that

1. BE and JP would cc Danielle Hoovers (DH) into any change of address they received.
2. Similarly (DH) would have to inform BE of any change of address she received and/or contact details of the 2<sup>nd</sup> person in the organisation, e.g. serials librarian, who might be designated to handle invoices. BE will retain

information about both and include an extra field in the record to accommodate a second name.

3. MH would investigate the day to day processes carried out by Johan and DH
4. BE and DH would carry out an audit of the list immediately to ensure that both contained the same information and thereafter repeat this every year
5. All changes received by Danielle or Johan, are transferred first to Judy/Barb – they report back to Danielle/Johan what the definitie change to the financial records should be.
6. Johan reports to Judy/Barbn when an invoice is sent to new members
7. MH finds out the general time lapse between the registration of a new member and the invoicing
- 5-8. When and if MH moves from Delft and the Treasurership changes, we should integrate the two databases and purchase new software. There is a disadvantage in having membership records and invoicing information separate.
- 6-9. New members joining after September would not be charged. Anyone going up to September would be charged pro rata and informed of this in the 'welcome letter' sent by JP.
- 7-10. Non-paying members would be removed after 2 years and informed that their membership had lapsed. They would be removed from the public database although their details would be retained.
11. Once a year the databases will be checked against each other

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MH agreed to circulate the names of members who had not yet paid their subscriptions and the Board would decide who should communicate with the recalcitrants!

### **BOARD MEMBERSHIP**

MB announced that GA was prepared to take on the Presidentship for two years. GA explained that there were issues that might make this impossible but that overall she was willing to commit the time. It was agreed that GA's fare would be paid to travel to the the December Board meetings from 2004.

MS would be co-opted as list-serv manager.

Judy Palmer  
1 July 2003