

Notes from the “Retreat” of October 25, 2005

Purpose of the Meeting:

Meet, discuss, and come to consensus on:

1. Payment for an extra audit
2. Continuation of the joint conference with NHEMA
3. The existence of a newsletter and in what format

I. Audit

After some explanation from Catherine and Carl as to the necessity of a full audit this year, and because we hope to turn over the finances in part to the Local Government Center, the Board voted to have a full audit paid by the Association.

One idea that came out of the discussion is to have the treasurers of each section and Carl meet with the LGC to standardize the paperwork back-up necessary for the LGC and our auditors – perhaps even standardizing the financial software each section uses.

II. Joint Conference

We started with a discussion of pros and cons to a joint conference. Very quickly we had a second flip chart with conference ideas and then a third page of issues for the Executive Board.

NHLA/NHEMA Joint Conference – Pros

- Meeting school colleagues
- Cost savings
- Vendor appeal
- More bodies in the planning process
- More choices of programs
- Bigger names with more money
- Don't lose money
- Children's programming ideas get out to school librarians
- Communication
- Networking
- NHEMA handles finances and registration
- Variety of programs

NHLA/NHEMA Joint Conference – Cons

- Heavily weighted to children's programs
- Lack of public librarian participation
- Problems with programs
- Problems with scheduling programs
- Limited conference sites due to combined size
- Vendors weighted to children's issues
- Lack of participation because of emphasis on children's issues
- Extraneous programs (massages, etc.)
- Personality issues on conference committee
- Finances handled solely by NHEMA
- NHLA identity is lost (NHEMA bus. Mtg. at luncheon)
- Great Giveaway is NHEMA event
- Big events are NHEMA's
- Too many authors

Ideas for the Conference Committee

- Balance the programs
- Balance the time of conference meetings, format and # of mtgs.
- Increase participation in the planning
- Investigate a paid conference manager – Local Government Center???
- Be more involved in financial accounting
- Request NHLA conference chair attend NHLA Exec. Bd. Mtgs. And INVITE the NHEMA conference chair to attend as well
- Investigate presenting NHLA Awards at the spring conference to retain NHLA identity
- Plan a cocktail hour for new attendees instead of an orientation that few attend – have more fellowship with peers – Membership committee??
- Look at library issues and plan programs to fit, instead of taking anything that's available
- Offer people a chance to hear the luncheon speaker without buying a meal
- Try block scheduling
- Publicize the compensation for working on a committee
- Find a way that people can participate on the committee without having to attend every meeting

NEXT STEPS FOR THE EXECUTIVE BOARD

- Discuss issues for conference topics – hot topics, hot speakers
- Recruit conference members – add new blood
 - I. NELLS participants?
 - II. Co-op members
 - III. Sections (add a requirement that they send a participant to Conf. mtgs.?)
- Offer NHLA members to shadow/learn/back-up key positions (Finance/Registration)
- Ensure the identity of NHLA at the conference – buy/make a banner that can be used at all conferences
- Determine what financial accountability we require
- Investigate the feasibility of a paid conference manager
- Discuss and determine if awards could be given in May when most people attend
- Publicize the perks of being on the conference committee

II. Newsletter

Rebecca started us off by itemizing the time it takes for all steps of the newsletter – a job description that will be included in our procedures manual. Catherine apologized for not sending anything this past year.

Next we examined **WHY** we need a newsletter.

- Advocacy
- Voice of the members
- Contact to the members
- Identity

After discussion, the consensus was **YES**, we need a newsletter. We discussed how many newsletters per year and decided on 4. We looked at topics and broke it down into the following:

MARCH (deadline February 25th)

- Information on the Spring Conference
- Information on the summer reading program
- Ladybug Award
- Information from CHILIS

JUNE (deadline May 25th)

- Recap the Spring Conference
- Recap the lobbyist's year
- Information from READS
- Profile the Award recipients
 - a. Geisel
 - b. Great Stone Face
 - c. Flume
 - d. Isinglass

SEPTEMBER (deadline August 25th)

- Information on the Fall Conference
- Profiles of candidates for annual election
- Profiles of scholarship recipients
- Continuing Education opportunities
- Information from ACADEMICS
- ALA Councilor report

NOVEMBER (deadline October 25th)

- Recap the Fall conference
- Profile the READS award recipient
- Information from URBANS
- Highlights of the annual NHLA reports
- Recap the NELA conference

The discussion of format was brief with information from membership indicating that at least 100 people expressed a preference for a printed version. The consensus was for a **PRINT** version.

In addition to the regular items, we looked at what regular columns we might have:

- Profiles of NHLA members
- A cartoon – maybe Unshelved if they’ll give us permission?
- The most interesting reference question received? – possibly a contest with winner getting free conference registration
- President’s picks/notes/goals – a paragraph from the Prez. each month
- Hot happenings – what’s going on where

NEXT STEPS FOR THE EXECUTIVE BOARD

- Appoint the Vice President as the article facilitator, the official noodge, to make sure the items are sent to the newsletter editor in a timely fashion. In order to facilitate this, the VP should have a regular spot on the agenda and use that time to “noodge” the upcoming submissions. The VP would also make a “noodging” phone call in a timely manner to the specific section or person responsible for various items.
- Provide the money for the newsletter – may take some creative fund raising
- Notify the sections what month they are responsible for and request that they appoint a “stringer” to search out and write up newsworthy events and submit them in a timely fashion for “their” month
- Rewrite job descriptions to include the VP and Presidential duties in relation to the newsletter

The meeting adjourned at 1:45 with profuse thanks for all who attended and participated.