Call to order:
A regular meeting of the Board of Directors of the College of Information Studies, Maryland iSchool Alumni Chapter was held in 4114 Hornbake, College Park, MD on August 13th, 2013. The meeting convened at 6:30 pm, President Sue Baughman presiding, and Nick Connizzo, Secretary.

Members in attendance:
Sue Baughman (President)
Linda Williams (Vice-President)
Nick Connizzo (Secretary)
Dee Clarkin (Treasurer)
Lawrence Liff, Director of Development (Ex-Officio)
Tori Weaver (Member-at-large)
Melissa McDonald (Young Alumni Officer)
Joyce Tenney (Member-at-large)
Mary Choquette (Member-at-large)

Members not in attendance:
None

Guests:
Jennifer Preece, Dean of the iSchool

How can we enhance the iSchool's interactions and engagement with alumni?
- Connect with students, specifically helping them with their practica
- Work with student groups to enhance events and programs through Alumni participation and experience

Minutes of the Meeting held on June 17, 2013 approved; motion by Joyce, seconded by Linda.

Treasurer's Report
The reception at ALA ended up costing us about $940.

New Business:
Rita announced that she will resign her position from the Board.
Nick, Sue, and others will reach out to a few potential candidates to fill Rita's vacated seat.

Program Plan for FY2014
Fall activities
Spring = combination of annual meeting and a nice program
Flash Drives with information and our logo on them for orientation. We're not going to have time to plan and host an event for Student Orientation, but we can probably be present.

Annual Meeting - subsidizing the luncheon, only charge a nominal fee.
March 29th or April 5th for the meeting date. Sue, Melissa, Joyce, and Linda will work on finding an appropriate location.

The Programming Subcommittee will meet with Elliott Shore to work on a Leadership Program.

Possible mailing regarding the activities for the year? Letter to 4000-4500 could cost around $3000. A postcard would be cheaper, but do we want that? We need more of a footprint and make sure that people don’t throw this stuff out. Tori and Dee will work on this mailing, including the language.

**Application and Process for Alumni Travel Grants**
A draft of this form was composed by Joyce and reviewed by the Board.
Rename to iSchool Alumni Chapter Professional Development Grant (Program)
This is only going to be available to Alumni Chapter members.
Are you receiving any other funding for this?
Brief report detailing the event attended/this will be posted on the website.
Two awards per quarter. (up to $1000) **Motion by Dee, second by Tori.**

**Committee Charges**
Dee put together a generic list of activities and responsibilities for 5 different committees. Committees can have non-board members but should have at least one Board member to serve as a liaison.

**Old Business**
Nick and Larry continue to work with Rob Goodwin on the Chapter Website. It should be ready by the beginning of the year.

ALA Meeting event went very well. Lots of response, especially from the UMD Library - they want to work more with us.

**Next Meeting:** Week of September 16th

**Terms of Office for Board Members (based on discussions with each Board member)**

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>President</td>
<td>Sue Baughman</td>
<td>July 2013 – June 2014</td>
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<tr>
<td>Past President</td>
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<td>July 2014 – June 2015</td>
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<tr>
<td>Vice President/President Elect</td>
<td>Linda Williams</td>
<td>July 2013 – June 2014</td>
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Elections needed in early 2014:
Vice President/President-Elect
Secretary
Member-at-Large
Member-at-Large

Alumni Survey
- Review of survey results
- Possible ongoing survey-collecting hosted on alumni webpage, or send out "episodic" surveys once per year.
- Rewards: Dee is going to process the gift-card winners. Larry and Sue will randomize the winners for the larger gifts.
- Plan to publish the highlights of the alumni survey (Linda volunteered to write draft.)

How can we capture those members who want to contribute more to the chapter? Should we reach out to them through emails, or maybe can we have an event? Sue will send an email to all survey participants who provided their email addresses and invite them to provide additional information (i.e. name) so that the Board can follow-up with them once committees are formed.

Joyce submitted a motion to adjourn, seconded by Melissa.

Topics for future meetings:
- Scholarship Process
- Terms of Office for Board Members
- Identify committees and discuss charges
- Nominations Committee and Elections Process
- How to identify Board members at iSchool/Chapter events
- Chapter document archival process

Next Meeting: September 17th, Remote