

Academic Law Libraries Special Interest Section  
Minutes of Executive Board Conference Call Meeting  
June 14, 2005, 3:30 p.m.

Present: Carole Hinchcliff, Chair; Michael Slinger, Vice-Chair/Chair-Elect; Sally Wise, Immediate Past Chair; Susan Lewis-Somers, Secretary/Treasurer.  
Absent: Suzanne Thorpe, Executive Board Member.

**1. Call to order** – Carole Hinchcliff

The meeting was called to order at 3:30 p.m.

**2. VIP Program**

The paperwork to host Justice Elizabeth Lacy at the AALL Annual Meeting has been sent to AALL Headquarters. Carole will determine the various AALL events for which we want to provide member escorts. She will develop a list of events and send emails to solicit volunteers to serve as escorts for each event. Carole will also send a brochure of ALL-SIS programs and events to Justice Lacy.

**4. Archives policy**

The draft ALL-SIS Archives Policy prepared by the Archives Committee should include all Executive Board meeting minutes from July 2004, including the conference call minutes. In addition, the draft should address how to archive information on the ALL-SIS website.

Archives Committee Chair Mark Podiva has kept in touch with Anne Matthewman, who is drafting an AALL archives policy. The new ALL-SIS policy should be compared to the AALL policy, if that has not already been done, to see if it includes guidelines for SIS records.

When the new policy is ready, it will be posted on the ALL-SIS website, and a reminder will be sent to committee chairs to forward committee documents to the archives at the University of Illinois.

Carole will contact Mark to determine how to proceed with a final policy.

**5. AALL Strategic Plan**

Michael will form a committee to consider how the ALL-SIS will implement the draft AALL Strategic Directions Plan, perhaps by drafting a vision statement for the SIS. The draft AALL 2005-2010 Strategic Directions document includes leadership, education and advocacy as its goals and objectives.

Michael and Carole may discuss the draft AALL Strategic Directions Plan at the ALL-SIS Business Meeting in San Antonio and how the SIS might implement and further its goals.

## **6. Committee annual reports**

Carole has received most of the annual reports from committee chairs. She will prepare a summary of the reports to send to Frank Houdek for inclusion in *Law Library Journal*.

Carole will ask selected committees to present reports at the Business Meeting and she will distribute a handout with brief descriptions of each committee's activities.

### Statistics

Tory Trotta and the AALL Board have agreed that AALL will join Project COUNTER, a nonprofit organization that exists to promulgate and promote an agreed international set of standards and protocols governing the recording and exchange of online usage data.

The new Statistics Committee chair will need to work directly with Headquarters and to coordinate the work of the Statistics and Relations with Online Vendors Committees, the ALL-SIS and Headquarters on Project COUNTER.

Carole will send an email to Claire Germain about this issue, with a copy to Michael.

### Legal Research Sourcebook

The Sourcebook will be released as a new database at the annual meeting in San Antonio.

## **7. Password protection of selected ALL-SIS website resources**

Susan will email Reggie Swanigan at HQ, with a copy to Susan Fox, to ask if his staff can restrict access to selected ALL-SIS website resources to individual ALL-SIS members, based on a membership roster, as was done for the recent online election.

They have told us that they will issue one login and password to give to all SIS members, for special access to SIS resources. The Board believes this is insufficient to limit access, as the login/password could be easily passed around.

## **8. Liaisons to other organizations**

The Board discussed whether to maintain the ALL-SIS liaisons to other organizations as formal arrangements, or to treat these relationships more informally, contacting the representatives only when needed.

It was decided to continue the existing formal arrangements, but to work with the liaisons on an *ad hoc* basis, as needed, and to drop any formal reporting expectations.

## **9. Bylaws changes**

The Board may need to address recent changes to the Bylaws at the Business Meeting in San Antonio, according to Bylaws procedures.

## **10. ALL-SIS Reception at St. Mary's**

The bus contract has been signed, with an allowance to reduce the number of buses, if necessary.

The SIS may need to add funds to cover the budget for beverages, to make sure there is enough for any additional attendees who do not RSVP. If necessary, the Board will authorize additional funds at the next conference call meeting.

West is preparing an HTML invitation that will be sent out to individual members and to the ALL-SIS listserv ASAP. The RSVP's will go to West; we will add 50 to the final RSVP tally.

## **6. Next conference call – Carole Hinchcliff**

The next Board meeting will be held on Thursday, July 7, 2005 at 3:00 EST.

## **7. Adjournment – Carole Hinchcliff**

The meeting adjourned at approximately 5:20.

Respectfully submitted,  
Susan Lewis-Somers, Secretary-Treasurer