

**NOCALL Cross-Over Meeting
Minutes**

June 30, 2016, 11 am - 1:30 pm

San Francisco County Law Library and via telephone

Participants:

Michael Ginsborg, President
Mary Staats, Outgoing Placement Committee Chair
Jackie Grossman, Outgoing Board Member-at-Large
Jodi Collova, Academic Relations Chair
April Eudy, Networking Chair
Ramona Martinez, Vice-President
Diane Rodriguez, Nominations Chair
Tina Dumas, Outgoing Membership Chair
Holly Riccio, Outgoing Networking Chair, Incoming Education Chair
Leslie Hesdorfer, Board Member-at-Large
Michele Finerty, Outgoing Awards Chair
Jean Willis, Audit & Budget Chair
Coral Henning, Co-Treasurer
Mary Johnson, Secretary
Robyn Moltzen, Incoming Placement Chair
Ellen Plat, Past President
Chuck Marcus, Constitution and Bylaws Chair
Cathy Hardy, Grants Chair
Sherry Takacs, Grants Committee
Tricia Lee, Outgoing Community Service Chair
Julie Horst, Website Administrator

President Michael Ginsborg called the meeting to order at 11:02 am.

1. Greetings and introductions

Michael Ginsborg gave a brief greeting, and then all participants introduced themselves.

2. Calendar of events

a) 2016 AALL Annual Meeting - Ellen's update

Leslie Forrester is working on a popup giveaway booth, which will be advertised via Twitter. The Joint Chapters event will take place at a restaurant near the hotel, and will feature a full meal. NOCALL is responsible for organizing next year's Joint Chapters event; Ellen Platt will be the point person for this project.

b) September Board/Business Meeting in Sacramento - Michael's update

The Board meeting will be held one hour before the business meeting. Both meetings will be held at Downey Brand in Sacramento, most likely on Sept 21. Michael Ginsborg is

looking for a speaker.

c) Fall Workshop in San Francisco - Update of New Chair (to be introduced)

Holly Riccio has agreed to become the Education Chair. She is planning a half-day event with panelists discussing topics such as artificial intelligence, criminal justice court reform, and cannabis law. The workshop will likely be held October 14 or 21 in San Francisco.

d) Holiday 4 Corners event in early December - Update of New Networking Committee Co-Chair (to be introduced)

April Eudy has agreed to serve as Networking Chair, and will be organizing these events.

e) January Board/Business Meeting in Palo Alto or Menlo Park - Michael's update

No venue or date has been selected yet; Michael Ginsborg is looking for law firms that may be able to host.

f) Spring Institute - Ramona's update

The Spring Institute will be held late March or early April at UC Davis. To avoid conflict with SCALL, SANDALL and the AALL Board meeting, the Institute will probably be held April 1. Topics will include government information, copyright issues, advances in publishing and technology, and related access issues.

g) Pacific Coast Chapters' Social Reception at 2017 AALL Annual Meeting (NOCALL will serve as coordinator) - Ellen's update

Ellen Platt will take the lead on this project. In the future, she recommends that the Past President's duties include serving as the coordinator of the Joint Chapters event.

3. NOCALL News deadlines

9/10/16

11/5/16

1/7/17

3/11/17

5/6/17

Jourdan Corbitt is now writing a column spotlighting on one or more committees, in an effort to bring awareness to the members. Committee chairs are encouraged to contact Jourdan with information for her column.

4. NOCALL Committee Chairs

a) Responsibilities of Committee Cluster Coordinators

Cluster leaders should check in with committee chairs monthly about their activities, upcoming deadlines, and budget issues.

b) *Recommendation to bring a Vice Chair/Chair structure to at least the Membership and Government Relations Committees- Ellen*

Some of NOCALL's committee positions have a steep learning curve for chairs. In order to facilitate easier transitions in leadership, these committees may implement a chair/vice-chair arrangement. This will allow the vice-chair to be trained before assuming leadership of the committee.

c) *Chairs needed for Community Services, Public Relations, and Public Access Committees*

It may be easier to fill these positions if possible volunteers are provided with ideas of what projects the board would like them to work on during the year.

d) *Comments on goals or plans from attending Committee Chairs or Board members*

i. *Education - New Chair*

Holly Riccio is the new chair; she is looking for a group to work with her in planning the Fall Workshop.

ii. *Grants and Grant Deadlines – Cathy*

The criteria for awarding grants has not changed, and is posted on the NOCALL website, along with the deadlines. The committee tries to award grants prior to early-bird registration deadlines, so that awardees can take advantage of discounted rates.

iii. *Networking – Michael*

April Eudy has stepped in as Chair of this Committee.

iv. *Technology - David/Julie*

Julie Horst has taken over as website administrator. She is open to suggestions for changes and improvements.

v. *Academic Relations – Jodi*

Jodi Collova will be contacting SJSU, to see if a NOCALL representative can attend any of the library school's events to share information about law librarianship.

vi. *Audit & Budget – Jean*

Jean Willis presented a draft of the proposed budget for review.

vii. *Archives – Michael*

Stanford is willing to let NOCALL use its archival software, at no cost to NOCALL.

viii. *Placement - Mary Staats/Robyn*

Robyn Moltzen will take over as Chair.

- ix. *Nominations – Diane*
Diane Rodriguez is looking for committee members.
- x. *Government Relations – Diane*
Judy Janes will continue as Chair of this Committee.

5. Proposed Budget and Treasurer’s Report - Jean and Coral

- a) *Proposed budget – Jean*
Committee Chairs to review budget allocations and recommend changes by the end of July; Board to adopt budget no later than by September Board/Business Meeting. Committee chairs may still submit budget requests directly to Jean Willis.
- b) *Treasurer’s report – Coral*
Michael Ginsborg and Rachael Samberg are now signatories on the bank account, and Coral Henning is setting up online access for both of them. She is also working on a procedures manual for the Treasurer position.

Lunch break called at 12:15 pm

Meeting resumed at 1:00 pm

6. 2016-17 Goals For NOCALL

- a) *Fill committee chair vacancies*
The term “Chair” may be daunting for some potential volunteers; calling the position a coordinator or liaison may make the position seem more feasible. Committee projects may need to be tailored to people’s talents, interests, and availability.
- b) *Restore 4 corners - three cheers to April Eudy!*
In addition to the 4 corners events, the networking committee will also investigate a networking event at the 2017 AALL Annual Meeting
- c) *Expand membership*
Although membership is down, we are still adding new members. Suggestions for increasing membership included:
 1. Offering free membership to students, but student memberships are only \$10, which is not a deterrent.
 2. Opening the listserv to non-members, in an effort to increase awareness of NOCALL, but the listserv is considered a “perk” of membership, and opening it to non-members devalues membership.
 3. Writing articles, etc. for the SJSU library program newsletter, if one exists.
 4. Advertising in relevant publications, such as legal journals and newspapers.

- d) *Expand outreach to legal community - e.g., restore NOCALL column in Daily Journal*
Anyone interested in writing an article for the *Daily Journal* should contact Emily Bergfeld.
- e) *Streamline communication - review of our digital resources*
The board will be discussing the relative benefits of the wiki versus Google Documents.
- f) *Streamline administration - e.g., use of a master calendar*
The board will be discussing creating a master calendar and master budget to ensure that committees and board members can keep on top of tasks and within their budgets.
- g) *Increase transparency - e.g., post Board minutes as soon as proposed version available*
The board will be discussing the best method of providing early access to proposed minutes.
- h) *Expand fundraising*
NOCALL is currently in a good financial position, but we should be looking for other sources of funding, in case we have trouble securing sponsorships in the future. Some suggestions included:
1. NOCALL members have specialized knowledge of legal research methods and resources. Members could write subject guides to sell to other libraries and librarians.
 2. Advertise our Fall Workshop to non-librarians, possibly offering CLE credit for the programs.

7. Other business or news - open forum

NOCALL may be ready for a branding refresh – not a total rebranding, but a redesign of the logo, etc.

Meeting adjourned at 1:25 pm.

Respectfully submitted,

Mary Johnson
NOCALL Secretary