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| [http://www.olaweb.org/assets/site/ola-logo.jpg](http://www.olaweb.org/) | **Technical Services Round Table**  **Steering Committee Meeting**  Virtual Meeting  Zoom Login details below |

Meeting: 4/19/19, 9am PDT

In attendance: Emily O’Neal, Jean Peick, Amy Mihelich, Damon Campbell, Suzane Sager, Lori Robare, Heather Pitts, Jane Cothron, Robert Kohl, Mary Grenci, Kate Cleland-Sipfle

**9:00 -9:15 Virtual Introductions Everyone**

**9:15-9:45 TSRT Financial Update Emily O’Neal**

1. We have about $6k saved up to be used toward conference costs, bringing in speakers, hosting trainings. This year, we’ve talked about creating a scholarship.
2. Fund sources
   1. Proceeds from preconference revenue
   2. Membership dues from members

**9:45-10:00 OLA/WLA Update Everyone**

1. Pre-conference – how did it go? Feedback and financials (Lori)
   1. Went well, seemed like people enjoyed it
      1. 28 attendees at $120 a pop = $3360
         1. Not sure what costs WLA will extract
         2. Known expenses
            1. Three presenters, two of whom needed to spend two nights in the hotel and one spent one night.

$900 dollars in hotel costs

* + - * 1. Travel for Adam, $75
        2. Travel for Casey, $100
        3. Meals for presenters - $200-$250

Lori estimates $1200-$1300 in expenses.

* + 1. Adam, this year’s presenter, always has more content than he intends – time is an issue

1. Overview of OLA/WLA Program Committee interactions/events
   1. There has been an overarching lack of communication regarding this conference
      1. Includes submission forms, evaluations
         1. Willingness to present on a Saturday wasn’t part of the submission forms…Saturday availability was assumed for us.
         2. No place on submission form to list if a program was sponsored by TSRT
         3. Session scheduling/selection
            1. Open discussion around TSRT programming didn’t happen, as our programming was last on the list and time ran out.

TSRT as an afterthought – only 2 sessions were accepted, both placed on Saturday.

We opted to not pursue these sessions and focus on pre-conference instead

* 1. Emily has informed the OLA president and Vice President, as well as Sue Ludington, our conference chair.
     1. Had positive communication with Nem Brunell From WLA.
  2. Emily will follow up on the occurrences this year at the end of conference
  3. Eval forms seemed short, waiting for feedback
  4. Next steps
     1. Figure out WLA’s cut
     2. Speak with Shirley, OLA Secretary

1. Q&A Thoughts on an honorarium for speakers?
   * 1. TSRT supports such a move. We need to figure out a number.
        1. No more than $200.
           1. For Adam, who had a longer presentation, $150-$200
           2. Casey and Kelly, who had shorter presentations, $75-$100

**10:00 -10:15 TSRT Officers Everyone**

1. Incoming Chair: Amy Mihelich
2. Chair elect for 19/20 – seeking volunteers
   1. SSD has had years where no one stepped up – this happens
   2. Emily is willing to reprise her role
3. Secretary for 2 year term beginning 19/20 – seeking volunteers
   1. Damon is willing to reprise his role
4. The scholarship should bring in new members who could become new officers
   1. Won’t make an impact this year, but once we implement the scholarship and start awarding people, that should be a factor.
5. We can put out a call on the TSRT list, Libs-OR

**10:15-10:45 Scholarship Review Damon, Robert, Emily, All**

1. Review scholarship application draft
   1. We could offer two scholarships or twice the amount of money if we can arrange cost-matching like with the LSTA grant, but we can’t assume this will happen
      1. Emily thinks we’ll have a better idea by the summer retreat
2. Next steps discussion
   1. Appropriate cycle/timeline?
      1. Applications open November 1. January 15 award notification deadline
         * Early-bird registration varies, but ran 1/14 – 3/6 this year
         * This should give applicants enough time to plan their attendance and get early-bird rates if they don’t receive a scholarship.
         * Depending on number of applicants, the subcommittee should be able to handle this
         * We’re not asking for expansive essays, which take a lot of time to assess.
   2. LSTA advisory council recommendations might be useful here
   3. How much $ do we want to offer?
      1. Choose an amount that is sustainable
      2. $200 is, in the opinion of many, is too little
         * What are other sections offering?
           + OYAN – up to $350
           + SSD $30-$200
      3. We’ll go with $300
         * Within the range of other sections
         * Sustainable, according to our expected income
         * A range of award options complicates matters
   4. We make decisions, Emily follows up with Shirley, checks into LSTA matching opportunities
   5. We’ll take one applicant this time and be open to multiple applicants going forward
      1. Simpler process, figure out applicant load, process issues, and identify opportunities for fund matching.
3. Create scholarship review subcommittee for 19/20
   1. Damon Campbell
   2. Kate Cleland-Sipfle
   3. Amy Mihelich
   4. Jean Peick
   5. Robert Kohl
4. Scholarship creation opportunities. See: <https://docs.google.com/document/d/1Iwi-kmP7LigrPqSEEMMWYJkrzA4JDRlp_srrK_aysls/edit>

**10:45-11:00 Task review and wrap-up Everyone**

1. Pick location and date for next in-person meeting, August 2019
   1. Newport, 8/23/19
2. Begin brainstorming sessions for next year OLA – Bend, OR 2020
   1. Jean - Relater codes with Adam
   2. A lot of the work we did last year can carry over to this year, as we didn’t get many programs accepted for OLA/WLA
      1. Shelf-ready
      2. RDA toolkit
      3. Authority control
   3. Additional ideas can be emailed or discussed at the in-person meeting

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