

SCIL Business Meeting  
May 22, 2018 1:00 - 2:00  
Zoom

## Agenda

1. Introductions
  - a. Amanda Roth - Chair of SCIL, soon to be past-chair.
  - b. Zem - SCIL Past Chair
  - c. Mary Michele Moore - Current Chair Vice Chair, soon to be Chair of SCIL and will be with UCSB as of Next week
  - d. Kat Koziar - Currently the webmaster
  - e. Gayatri Singh - At UCR
  - f. Jan - New Library Director - Library of Science and Medicine
  - g. Jillian Holt, Membership and Outreach position, she is an adjunct at CSU, Dominguez Hills
  - h. Kendall Faulkner, outgoing registrar, CSU Los Angeles
  - i. Denise Kane - Incoming Secretary, CSUSM
  - j. Judy Opdahl, CSUSM, Outgoing Secretary, Current Vice Chair
2. Approval of Minutes from [March 16, 2018](#)
  - a. Moved Judy O, Mary-Michele Moore seconded
3. SCIL Bylaws approved
  - a. Made changes to the SCIL bylaws; these changes were approved unanimously. Registrar needs were folded into Chair position, the Secretary handles business meetings, created was a membership and outreach position. New position is inline with the needs of the group.
4. Elections
  - a. Judy Opdahl - is the Vice Chair, and then as Chair, and then Past Chair
  - b. Denise Kane - Secretary
  - c. Gillian Holt, Membership and Outreach position
5. CARL IG Showcase Report Out
  - a. SCIL put together an interest group showcase. We had different instruction librarians come to represent different skills. The way this work the expert rotated from a large group to other large group.
  - b. Work to get the feedback from Allison Carr
  - c. Formal proceeding were due on the 15th - Mary Michele Moore filed. This is in the drive for those who wanted to read further.
6. Board Transition
  - a. Term starts July 1st.

- i. We do not have any planned activities due to our schedules. A report did go out to CARL, SCILWorks, CARLIG, and our meetings, this was due on the 15th of May.
  - ii. Overview of SCIL, we make sure that everyone make sure has access to the tools that will me needed for the new leadership.
    - 1. Officers need to have access to these drives, outgoing members are removed (as needed).
    - 2. Secretary - this is the person who works to ensure the transition happens (Judy O to Denise K.)
    - 3. Meetings planned on the availability of leadership
    - 4. Review of SCIL activities (brief timeline)
      - a. Usually in person meetings are on Friday
      - b. This year we started to use Zoom.
      - c. 3 - 6 in person meetings (needs dependant)
        - i. All business is open to every member
      - d. Summer period. Is the down time for putting on programs.
        - i. Social events - normally plan 1 to 2 events.
          - 1. San Diego up to Long Beach area
            - a. Example - JPL, Getty Museum, FIDM, etc.
          - 2. Events are in the "realm" of libraries.
        - ii. August/September start planning for SCILWorks
        - iii. Alternate between CARL and day long program
          - 1. This year do a "full day" type workshop
            - a. Topics - guest speaker.
            - b. Officers etc. help with themes/topics
          - 2. Chair does SCILWorks
          - 3. Vice Chair does Full day
- b. Who to contact with questions
- c. Access to SCIL documents - to be done by Judy O and to Denise
- d. Contact information of new officers - reach out to Judy O with contact information
7. Summer Outing
- a. Membership and outreach position will be lead by Gillian Holt. Look to end of July/August. This event is usually on a Friday and includes a lunch. 15-20 attendees is the norm. Orange County tends to be a good location.
  - b. Doesn't have to be a large event (per Amanda Roth)
  - c. Gillian - feel free to create any documentation in the drive as needed.
8. Announcements
- a. The board does have some "appointed" position- this is the webmaster "Kat Kollazar"
  - b. Next Meeting
    - i. Meet in July or June?

- ii. Mary-Michele Moore: Start SCILWork in August. She will send out a doodle pool out at the mid to end of June to determine availability.
- iii. July 1 - next meeting will be lead by Mary Michele Moore. Questions about your position(s), seek out those who have had the position before you.
  - 1. Most of the documentation provided guidance on the forms and reporting requirements.
- c. Kat Kollizar - shared Google Drive comment. Make sure to transfer ownership of document. Perhaps we can come up with a long term solution for documentation.
  - i. Judy to investigate the ownership of the folder.
    - 1. MMM - department drive. Documents live with a SCILExec under that gmail. We need a common password, with the alternate contact information.
    - 2. Create new information under the [scilexec@gmail.com](mailto:scilexec@gmail.com) (verify this is the correct) email.
- d. Amanda Roth - thank you for all of the work that each member has contributed. AR will be happy to write a letter for the review of their file.