

CEAL Executive Board

Minutes, Meeting II

March 30, 2011

8:00am-9:00am

Iolani Suite 5-6

Hilton Hawaiian Village

Attendees: Jade Atwill (incoming Member-at-Large), Rob Britt (Committee on Library Technology), Shi Deng (incoming chair, Committee on Technical Processing), Vickie Fu Doll (Statistics), Ellen Hammond (Member-at-Large), Mikyung Kang (Member-at-Large), Beth Katzoff (Member-at-Large), Joy Kim (President), Gail King (JEAL Editor), Dawn Lawson (Secretary), Hikaru Nakano (Committee on Membership), Setsuko Noguchi (incoming chair, Committee on Japanese Materials), Yunah Sung (incoming chair, Committee on Korean Materials), Susan Xue (incoming chair, Committee on Chinese Materials), Ai-lin Yang (Treasurer), Jidong Yang (incoming chair, Committee on Public Service), Tao Yang (incoming Member-at-Large), Ying Zhang (Member-at-Large), Peter Zhou (Vice-President).

1. Introductions and Welcome to New Board Members

Kim explained some of the Board's working procedures, including that we transact a lot of business via e-mail using Reply All. She also requested that committee chairs submit brief annual reports of their activities within three months of the CEAL annual meeting. The secretary will also prepare minutes within three months of the meeting.

Setsuko Noguchi volunteered to attend the Asian Librarians Liaison meeting, which was held on Saturday, 2 April. Earlier former president Troost had also agreed to attend.

2. CEAL Directory Issues—Hikaru Nakano, Ai-lin Yang, Rob Britt, Gail King

All current CEAL membership information about individuals, including names, payment information, etc., is now kept in the MS Access CEAL Directory database. The database is updated regularly by Ai-lin and Rob, when they take it offline about every month to update payment-related fields ("designated updaters" also can do limited online updates). Current information about JEAL institutional subscriber payments is maintained separately by Ai-lin in an Excel file. Rob and Ai-lin hope to eventually integrate the institutional subscriber payment information into the CEAL MS Access database, so that all CEAL membership and JEAL payment information will be available in one place.

Britt noted that you can now search your directory record to see if you are a CEAL and AAS member. In the future, the election announcement will include a strict cutoff date for membership, so that there is no ambiguity whatsoever about who is and is not a member in good standing eligible to vote.

3. Web Site Issues (Rob Britt)

Britt asked that people communicate their thoughts about the web site, server, directory, etc. to him. He also noted that volunteers are welcome to own parts of the site. Committee chairs have access to their own folder and section of the site. Lawson volunteered to edit the blog that Britt has started.

4. Fellowship Dinner

The Board discussed possible changes in format for the dinner, perhaps to a stand-and-mingle reception-style event. It was agreed that a small committee will be formed to brainstorm formats for next year in Toronto. Kim, Zhang, Hammond, and Katzoff expressed willingness to serve on the committee, which will also include the local librarians who plan the event.

5. Credit Card Surcharge

Ai-Lin Yang explained that she cannot take responsibility for credit card numbers submitted to her via e-mail. Discussion of this was not concluded due to lack of time.

The meeting was adjourned at 8:50 AM.