

FINAL MINUTES
RBMS Regional Workshops Committee

ALA Midwinter Meeting - Boston, MA
Saturday, January 17, 2010
4:00 - 5:30 PM
Hyatt Regency, Sturbridge Room

Members present: Jane Gillis, Yale University (chair); Cherry Williams, Lilly Library, Indiana University; Heather Cole, Houghton Library, Harvard; Jeffery Makala, University of South Carolina;

Not present: Kasia Kleousis, Washington University (excused)

Guests: Kate Moriarty, Saint Louis University; Mary Lacy, Library of Congress; Martha Conway, University of Michigan; Stephen Skuce, MIT; Ruth Hughes, Library Company of Philadelphia; Vernica Downey, Houghton Library, Harvard; Nicole Bouché, University of Virginia; Donia Conn, NEDCC; E.C. Schroeder, Yale University; Emily Epstein, University of Colorado, Denver Health Sciences

1. Welcome and introductions

2. Selection of recorder

Heather Cole volunteered to record the minutes.

3. Discussion / How to proceed

Recorder's Note: Since the structure of this initial meeting was more free-form brainstorming and discussion, the notes from this discussion have been organized by topic, rather than the order in which the comments were shared.

a. Initial questions to answer

- First step: Identify under-served regions/ institutions willing to host a workshop
- Where will the workshops be advertised?
- How far will attendees need to travel to attend a workshop? Easy-to-get-to locations include NYC, Chicago, St. Louis, Texas/somewhere further south, California (San Jose?)
- We need to build on what existing work has been done
 - How much can we take on as a volunteer group?

b. Which workshops should travel?

- Workshops held at the upcoming RBMS preconference in Philadelphia could be potential regional workshops
- Fundraising workshop from 2006 and 2007 preconference might work
- We could hold a particular workshop twice, or different workshops, or hold them at the preconference multiple years.
- The workshops will help with RBMS's outreach, as those who may not be able to attend a preconference may be able to attend a workshop close by.

- We need to find out which workshops have been oversubscribed.
 - DCRM(B) and Ephemera workshops were both oversubscribed
 - Jane will contact Tory Ondrla to find out more.
- Ephemera workshop had four instructors, too many for a regional workshop
 - would need to be re-engineered to focus more on cataloging printed material.
- Determine who would lead each workshop. We could let instructors who team-taught decide between themselves.
- Are there other instructors outside of RBMS whom we might invite?
 - While our charge is to take workshops from the RBMS preconferences, often there are local participants involved in those workshops
- Could we record workshops, and use the webinars as a revenue stream?
 - It's difficult for someone to "take" a day-long workshop online
 - These workshops are often very hands-on, and discussion-based.
 - Some would not lend themselves to a webinar format

c. Budgetary issues

- We can offer an honorarium for instructors: travel, hotel, meals, photocopying, etc.
- ACRL handles registration and will take a percentage of registration fee income
- Do we have a budget for one or two instructors?
- Should we worry about having too many registrants or too few?
 - the minimum number of attendees should be 22-25 people
 - our budget will be based on having x number of attendees minimum and x max.
- We should go with the "industry standard" = what SAA does
- What will go on the budget: money for reproductions, two nights in a hotel for instructor(s)
- Registration should be set at under \$200.
- Two instructors max, but one is better for the budget
 - Can two instructors decide to split the honorarium and travel allowance?
 - Some instructors may prefer to have a co-instructor at first, and may be more comfortable instructing alone later on
 - This will also depend on how complicated a workshop is
 - The host institution could offer a knowledgeable helper who then gets to attend the workshop as well.
- Does ACRL cover liability insurance? It probably does, similar to the preconference agreement.
- Would we include student rates?
- We could ask for scholarship funding
- As liaison to the RBMS Budget and Development Committee, Cherry will work on our budget.

d. Host institutions

- Host institution is responsible for two coffee breaks, a room in which to hold the workshop, and any necessary A/V
- The committee will work with host institution to identify dates

- There will need to be a liaison at each host institution who can coordinate registration, checking in workshop attendees, making sure everything we need is available, and be the contact for ACRL
 - this could be a lot of work; it is essentially an RBMS preconference on a smaller scale
- As an institution, you are more likely to make space available if you have staff who could benefit from attending
- We need to have all the criteria for a host institution ready ahead of time, so that when we send out a call for hosts, we're prepared
- We'll need to ask if places for lunch are within walking distance or nearby or have the institution bring lunch in
- Should we limit the number of attendees who can come from the host institution?
- We could offer one or two free registrations for host institution if the budget allowed
- Should the host institution get priority registration?
 - There should be something "in it" for the host institution
 - It's a way for the host institution to contribute to the profession

e. Tasks for the committee

- There will not be any regional workshops this spring - the committee does not have enough time to plan them.
- The committee will need to get in touch with workshop instructors directly following this year's RBMS preconference.
- We should identify one workshop to be held this fall and one to be held in spring 2011.
- We should model these on the SAA regional workshops. These are well-attended and well-organized.
- Assignments will be made at the committee meeting at ALA this summer.
- OCLC has good criteria for the workshops they offer; we should examine these for ideas.
- The committee should contact presenters from past workshops to gauge interest.
- Look at preconference evaluations to see why people were satisfied or unsatisfied.
- We should put together a packet to solicit institutions, and include who is responsible for doing what (ACRL, Committee, host institution)
- There is not yet a section in the preconference manual about regional workshops.
 - We should work with other RBMS committees to create this section.
- Jane will try to get evaluation results on a regular basis
 - comments on instructors, space, etc. will be crucial.
 - we need to be discreet about these results

The meeting adjourned at 5:16 PM.

Respectfully submitted,
Heather Cole