



35th Annual Conference
Sheraton Colony Square, Atlanta, Georgia, April 26-May 1

Distinguished Service Award Committee Business Meeting
Sunday, April 29, 2007 7:30-9:00 AM

Present: Sherman Clarke, Janine Henri, Trudy Jacoby, Betsy Peck Learned (Chair), Allen Townsend

Minutes:

The committee reviewed the charge as well as the announcement and guidelines as posted on the ARLIS/NA website. Some suggestions were made for changing in wording to the guidelines which will be sent to the AWS editor, Nedda Ahmed. The deadline for nominations was changed to Wednesday January 9, 2008.

The Chair emphasized the need for confidentiality in all of the committee's work.

The committee members expressed concern that there were no nominations forthcoming this past year. It was decided that calling for nominations should take place earlier in the year and more frequently throughout the year, than has been done previously. The group agreed to announce the award soon after the Atlanta conference, with a full call for nominations on September 15 and November 15, 2007. It was suggested that chapter offices and Regional Representatives also be contacted around September 15 so that the announcement can be made at chapter fall meetings. It was also proposed that the incoming President, Deborah Ultan, be asked to make an announcement of the award at the Membership meeting.

The committee's annual report from last year was reviewed. Carol Terry, 2006 Chair, had noted that the management calendar did not include the deadline for distributing nominations to the committee. It was suggested that the Chair contact Headquarters to ensure that the turn-around time for distribution of nomination packets is within one week of receipt and that this date is reflected in the management calendar.

The committee discussed that a funding request will need to be made as the award recipient receives complimentary registration and airfare to the conference. The Chair agreed to take care of the funding request.

The committee's deliberations process was discussed and agreed upon. Most of the deliberating will be done through e-mail, followed by a conference call, if necessary. The committee hopes to have the deliberations completed by the first week of February, with the final recommendation to the President, shortly after.

Respectfully submitted,

Betsy Peck Learned, Chair
Roger Williams University