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Letter to SEAALL Executive Committee providing agenda for Executive Committee meeting, March 28, 1990

J. Wesley Cochran

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TO: Executive Committee Members
FROM: Wes Cochran
DATE: March 28, 1990

SUBJECT: AGENDA FOR EXECUTIVE COMMITTEE MEETING

The latest count on registrations for the meeting is 108, which includes six or seven vendors. We will have at least seven exhibits, and I am still receiving phone calls from other vendors, so we may have more.

You may hear some complaints about housing arrangements, so let me explain. The Local Arrangements Committee gave instructions to the University of Mississippi’s Department of Continuing Studies, which is co-ordinating the meeting, to hold off assigning rooms in the University Inn, the headquarters hotel, until we had a firm list of speakers and exhibitors so that they, along with the officers and committee chairs, could be given priority for rooms there. Continuing Studies usually handles smaller groups, housed in one hotel, so this was a somewhat unusual request.

Unfortunately, this request did not get communicated down the line to the clerical staff opening the envelopes, and they began assigning rooms as they received registrations. I personally was the one who prepared the list of speakers, exhibitors, officers, and committee chairs, and, when I delivered it, I received a double whammy. Not only had the staff begun assigning rooms, some Chapter members had made reservations directly with the hotel. As such, the group of rooms that we thought were available weren’t.

I had to compromise, so I insisted that our exhibitors and speakers, including Kathy Larson as our AALL visitor, be housed at the University Inn, but I did not insist on the same for officers and committee chairs. Even so, Continuing Studies had to change several reservations to accommodate our speakers and exhibitors.

I regret the confusion and trouble that this has caused, and, were it possible to start again, we would certainly handle things a bit differently. I hope that you will help to soothe any ruffled feathers that you hear about and put everything in the best light.

You should find enclosed a copy of the agenda for the Executive Committee meeting, a copy of each committee report that I have on hand as of today, proposed guidelines for the reimbursement of speakers’ expenses, and information about food and drink options available at the Minneapolis Hyatt Regency Hotel.
Executive Committee Memo
March 28, 1990
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I. Continuing Business

Under "Continuing Business" we will consider further our Procedures Manual, and Ed Edmonds plans to be present to help answer any questions about it.

II. New Business

A. Student Membership Category

The AALL Constitution & Bylaws Committee determined that the proposed amendment to our Articles of Incorporation did not comply fully with the AALL Constitution and Bylaws in that our category would be more restrictive and thus could exclude AALL student members. We can be more generous with benefits than AALL is but not more restrictive.

Assuming that we want to proceed with establishing a student membership category, I suggest that we amend this from the floor at the Business Meeting as follows:

In subsection d., strike all after the word enrolled and insert the following: at least half-time in a degree program related to law librarianship shall become a student member upon payment of annual dues provided that membership in this category is limited to 5 consecutive years. The Executive Committee is empowered to adopt procedures for verifying student status.

This language comes straight from AALL Bylaws, so we should not have trouble with compliance.

B. Chapter Mailing List

Sales of the Chapter mailing list continue to create problems, and we need to set some guidelines to help the Treasurer handle future requests. Vendors apparently are willing to pay for the mailing list, despite the fact that the same information is available now in our directory.

The difficulty stems from our arrangement with Randall Brown and Law Book Exchange for the maintenance of our mailing list. As you know, Law Book Exchange prints
and mails our newsletter, and, to do that efficiently, it maintains our mailing list.

In the past, the folks at Law Book Exchange have been very generous to us, producing sets of mailing labels on demand, free of charge, for election ballots and other official notices. However, recently we have received several requests from vendors, potentially in direct competition with Law Book Exchange, to purchase our mailing list.

I believe that the situation merits our discussion at the Executive Committee meeting. On one hand, I find it unfair to ask Law Book Exchange to produce a set of labels on demand to be sold to a competitor. On the other hand, since other chapters do it, I don't want our members to be left out on notices of new products. But, in rebuttal, the amount of money that we receive from sales of the list ($75.00 each; approximately $.15/name) would never amount to much money, and who needs more junk mail?

I think that we should set a policy to help Diana when she is contacted by other vendors. Currently, we have at least two requests outstanding, so we need to respond rather quickly.

C. Policies Concerning Annual Meeting Program Expenses

In the past, we relied on an oral history of policies concerning the reimbursement of expenses for speakers. Those from outside of the Chapter were reimbursed fully for their expenses: travel, meals, and hotel. Those from our own ranks received free registration for the meeting. But, as with all oral history, messages often lose bits and pieces as they are passed along, so I think that we should commit to writing (placed in the Procedures Manual) guidelines and the accompanying reasoning for reimbursement of travel expenses for all Annual Meeting and Institute speakers.

I suggest the enclosed guidelines. I had hoped to include a copy of AALL Guidelines, but our fax machine broke down this morning. I may have them available for comparison by the Executive Committee meeting. In the meantime, please look these over.
D. Plans for the Chapter Meeting and Reception in Minneapolis

We plan now to meet from 5:15-6:00 p.m. on Monday, June 18 in the Hyatt Regency, followed by a reception in Dick Danner's hotel suite. The specific room for our business meeting has not been assigned yet.

I have enclosed the menu information from the Hyatt. I had to scrap my original plans when Margaret Lundahl informed me that Dick changed hotels. Instead of a reception at the Marriott, we will now host one at the Hyatt.

I have also enclosed copies of the Committee reports for you to read in preparation for the meeting. I can't think of anything else to tell you except that Dr. Ellis Tucker, our Local Arrangements Committee Chair, is at home recuperating from a surgical biopsy on his liver. The results indicated no malignancy, but he is not expected to attend the meeting. So, Herb Cihak, the Public Services Librarian here, and I are Acting Substitute Local Arrangements Committee Co-Chairs (how's that for a title!).
SOUTHEASTERN CHAPTER
OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES, INC.

Guidelines for Reimbursement of Speaker Expenses

For Speakers from without the Chapter:

1. The Chapter will reimburse reasonable travel expenses for air fare, private automobile, and local transportation. The Treasurer will determine the reasonableness of each request, according the following expectations.

   a. The Chapter expects speakers to choose the least expensive means of transportation calculated to reach the meeting site within six hours. For distances of 200 miles or less, the Chapter normally expects speakers to use automotive transportation. For distances greater than 200 miles, the Chapter normally expects speakers to use airlines.

   b. In the case of air transportation, the Chapter will reimburse costs up to the price of the lowest fare available for tickets purchased 30 days in advance of the meeting.

   c. In the case of a private automobile, the Chapter will reimburse costs at $.20 per mile.

2. The Chapter will reimburse reasonable expenses for meals, subject to the following limits.

   a. Whenever possible, speakers will eat at official meal functions of the Chapter to take advantage of reduced prices.

   b. Speakers will be subject to $55.00 per diem for meal expenses. No single meal expense may exceed $35.00.
SOUTHEASTERN CHAPTER RECEPTION  
Hyatt Regency Hotel  
AALL Annual Meeting  
June 18, 1990

FOOD:

Mirror of Vegetables $95.00
Mirror of Cheese 125.00
Mini-baked Potatoes (100 ct.) 125.00
SUB-TOTAL $345.00

WINE & SOFT DRINKS:

Chardonnay, Chateau Ste. Michelle  
4 bottles @ $22 $88.00

Cabernet Sauvignon, Gallo Reserve  
4 bottles @ $24 96.00

Champagne, Taittinger  
10 bottles @ $45 450.00

Assorted Soft Drinks & Ice  
75.00
SUB-TOTAL $709.00

SUBTOTAL OF FOOD, WINE & SOFT DRINKS $1,054.00

TAXES & SERVICE CHARGES:

Hotel Catering Service Charge  
16% of $1,054 $168.64

Taxes (8.5%)  
$103.93 $272.57

ESTIMATED TOTAL EXPENSES $1,326.57