12-31-1987

Letter to SEAALL Executive Board regarding Mid Year Report, December 31, 1987

Hazel Johnson

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MEMORANDUM

To: SEAALL Executive Board
From: Hazel L. Johnson, President
Date: December 31, 1987
Re: Mid Year Report

I want to bring you up to date on chapter activities so far this year. Best wishes for a happy and prosperous New Year.

GENERAL CHAPTER NEWS - At last report, our treasury showed a balance of over $11,000. Planning for the 1989 meeting is in the preliminary stages. The cruise is still a possibility. At this stage we are talking only in terms of SEAALL hosting and inviting any other chapters to participate, rather than considering a joint meeting with joint responsibilities. Dick Danner has tentatively agreed to host the 1990 meeting at a North Carolina site to be determined. This is not a final offer as yet and other suggestions or volunteers are welcomed. As we agreed in the Board meeting in Chicago, dues notices will be mailed in January to be due in March in order to better facilitate committee appointments and to allow an easier transition between old and new officers.

CONSTITUTION & BYLAWS - Dick, his committee and I have reviewed our Constitution and the changes which were made to the AALL Constitution. The consensus is that no changes are needed in our document. The chapter membership requirements are less restrictive than those of AALL which is all that is required by AALL. A proposed amendment to the Constitution making the Newsletter and this Committee standing committees is attached.

EDUCATION - Sally has tabulated the results of a survey to her committee, but is having difficulty coming to conclusions about an educational program. The survey and her summary are attached. This is not proceeding in the way I had anticipated. I would be interested in your thoughts on this matter.

LOCAL ARRANGEMENTS - Great activities are being planned as usual. Chapter breakfast is to be held at 8:00. We will attend the races on Saturday afternoon due to the need for more programming on Friday. Opening reception on Thursday and dinner on Friday will be included in the registration. Registration fees have not
been determined as of this writing. The Board meeting has been scheduled for Thursday afternoon. This is a little earlier than usual and I wanted you to be sure to note it on your calendars.

MEMBERSHIP - Due to Hilary's maternity leave, I'm not certain how active this committee has been. Larry reports that we have gotten membership requests from several new members and should experience a significant jump in numbers. Work on a new directory has been temporarily postponed until the first of the year. This should coincide better with the mailing of dues notices in January and could bring us a new directory by the chapter business meeting at AALL.

NEWSLETTER - We have experience some mailing delays recently, but these should clear up. Law Book Exchange continues to offer to maintain the mailing list, we continue to decline. Tim Coggins wishes to retire as editor at the end of the current volume. Suggestions for a new editor are needed. Wes Cochran and Mike Lynch have been suggested but not approached as yet. It has also been suggested that desktop publishing capability would be advantageous.

NOMINATING - Nominations will be solicited in a mailing early next year. The December newsletter seemed too early and the March issue too late. Peggy has indicated a preference to nominate only one candidate for each office. Less than 25 individuals from our membership of 300+ have been involved in elections in the past ten years. I feel very strongly that we can find six qualified candidates. Since this has been governed by custom and is not addressed in the bylaws, I am interested in each of your thoughts on the subject. Also, if you have any nominees, please send them to Peggy.

PLACEMENT - Continues to function fairly efficiently for the Miami and South Florida area. I'm not certain that it has much effectiveness beyond that. If you have ideas to increase its value to other parts of the region, please voice them to me or Mary Cross.

PROGRAM - Lexington program planning is underway. A copy of the tentative program is attached. Please send Mary any suggestions you may have for speakers.

PUBLICATIONS - Wes is working on developing the chapter procedure manual and has solicited copies from other chapters. He has also solicited copy from the committee chairs. We are working on coming to grips with other forms of publications which may be desirable as a salary survey and the annotated bibliographies.

PUBLICITY AND PUBLIC RELATIONS - you should have all seen the results of Steve's work in the AALL newsletter. For the first time in years, our activities are being announced in that forum. He is in the process of setting up regional reporters to handle other types of publicity.
SCHOLARSHIP - Using the new guidelines, Claire is doing an individual mailing which you should have already received. As you know, she had requested to set two deadlines and restrict a number of awards to a later time. The board consensus was not in favor of that proposal. Her letter will emphasize the range of activities available and will list the topics of the AALL institutes. We will award 6 grants of $300.

NATIONAL ITEMS - At AALL and since, many Chapters have addressed the issue of liability insurance and incorporation for tax purposes. As far as I know, we have not addressed this issue in recent memory. While there are still questions existing on the national level as to the relationship of AALL to chapters, I am interested in your thoughts on these two matters. Do we need to be concerned about serving alcoholic beverages at our opening reception or dinner?
MEMORANDUM

TO: SEAALL Constitution and Bylaws Committee

FROM: Richard A. Danner, Chair

RE: Committee Business

This is to follow up on the committee business discussed in my memo of October 26.

1. Proposed Amendment. Having received no objections to my proposal to add the Constitution and Bylaws Committee and the Newsletter Committee to the list of committees in Article VII, section a. of the Constitution, I am sending to Hazel Johnson by copy of this letter the attached amendment.

2. Chapter Procedure Manual. I contacted Wes Daniels, who is charged with putting together a committee procedure manual for the Chapter, for advice. On the basis of samples from other chapters and an earlier draft for our committee, I have drafted the enclosed language for your approval. Please let me know what you think, if possible by January 15. If I do not hear from you, I will pass the draft along to Wes.

Thanks for your time.

DD:sr

Enclosures

cc: Hazel Johnson
Constitution and Bylaws Committee

The Constitution and Bylaws Committee is a standing committee under Article VII, section a. of the Constitution. Its primary function is to review the Constitution and Bylaws of the Chapter and to prepare drafts for their amendment and revision.

1. Proposals. Under Article IX of the Constitution, amendments to the Constitution may be proposed by the Executive Committee or by petition signed by ten percent of the chapter membership. There are no similar requirements for amendments to bylaws.

2. Notice. In drafting amendments or other changes to the Constitution or Bylaws, the Committee needs to schedule its work in consideration of the thirty day notice requirements under Article IV of the Bylaws. Any proposed amendment must be mailed to the membership at least thirty days prior to either a mail ballot or a ballot scheduled for a chapter meeting. To schedule the Committee's work, the chair needs to be conscious of the dates of chapter meetings and to know from the president how much time will be needed for Executive Committee consideration and to prepare the final proposals for mailing.

3. Committee Procedures. To facilitate the Committee's work, the chair should make sure that all Committee members have copies of the current version of the Constitution and Bylaws. Because the Committee members will probably be separated geographically, most of the Committee business will be conducted by mail. The chair determines how best to organize the Committee's work in light of the amount of business and time considerations.
ARTICLE VII: COMMITTEES.

a. There shall be the following committees:

(1) Program
(2) Membership
(3) Nominating
(4) Placement
(5) Scholarship
(6) Constitution and Bylaws
(7) Newsletter
MEMORANDUM

TO: The SEAALL Education Committee for 1987-88 Planning Program
FROM: Sally Wiant
RE: Planning
DATE: December 9, 1987
CC: Hazel Johnson, President

It was evident from the last education survey that the chapter's focus on additional educational activity should be in the nature of one-day programs. Our Committee was asked to construct a plan for series of such programs and the issues to be addressed appeared in my informal, unscientific survey of your opinions. A copy of the survey with results tabulated is attached. I must confess that my method in tabulating the results of the survey was unscientific also, however, it did provide a means of determining the strength of your convictions. Each first choice was weighted 10 points; each second choice equalled five points; and each third choice was given three points. Try as I might, both before and after a conversation with Hazel, I seem incapable of recommending a plan. Instead I offer some observations.

1. Interest in advanced level programs is only slightly less than interest in basic programs. One possibility would be to offer a program with two tracks or, in the alternative, offer a basic level program one year and an advanced level program the next year. Topics may dictate the level of program offerings. To my surprise, interest in programs aimed specifically at law firm librarians was less than half the interest expressed in either academic or general programs.

2. Atlanta was clearly the first choice for a meeting locale, however, I suspect that few, if any, librarians in Atlanta will be interested in hosting another meeting in the next couple of years. The second choice is the Miami/Tampa/Orlando area, and because the 1989 SEAALL meeting is scheduled for Miami, a one-day workshop could be scheduled in conjunction with the annual meeting. The third choice was Charlotte followed closely by Winston-Salem, Durham, or Raleigh.
Dick Danner has tentatively offered to host the regional meeting in 1990. Meeting locales already may have been addressed.

3, 4, 5. It is clear that there is a preference for using local speakers, compensated for their expenses and awarded an honorarium ranging from $150 - $200 for their services in teaching a one-day workshop which includes lunch. The few of you who chose to answer question 5 seemed to prefer in-house produced program material.

6. Although many topics were suggested, three categories seemed to hold special interest.

First preference: Management
Personnel management
Personnel accountability
Staff development
Motivating senior employees

Second preference: Legal Reference
Providing skills to clerks
Legal reference to the public
Legal reference v. practice of law
Bibliographic instruction outside the classroom

Third category: Special legal topics
Drug testing
Aids in the work place
Coastal developments

More issues seem to be raised than were answered. Among the most important of these is the question for whom are we providing these workshops. If our goal is to provide educational programs at the regional level for those individuals who cannot or do not attend national meetings, we need to find out who these individuals are. Cancellation based on lack of registration of the AALL Winter Institute for January 1988 may suggest that travel budgets are tighter. It may be that the membership cannot support another meeting scheduled at a time not in conjunction with the SEAALL meeting. I don't know.

Our geographic size and diversity work against us to be able to provide a unified series of programs. I am uncertain as to our next step and therefore welcome your comments, criticisms, proposals for a plan or just "seasons greetings."
September 3, 1987

Dear _:

Hazel Johnson appointed me to serve as chair of the SEAALL Education Committee for 1987-88 and has sent your name to me as a member of the Committee. The most recent chapter education survey conducted by Dick Danner indicates a need for additional educational activity in the nature of one day programs. Our charge is to construct a plan for a series of such programs with the ultimate goal being to hold the first of these programs in 1988/89. To that end, I would like your ideas in the following areas:

1. **Topic**
   
   A. Level of Program (Rank both in order of preference, e.g., 1st, 2nd choice)
      
      Basic 50
      
      Advanced 40
   
   B. Focus - choose one
      
      law firm 15
      
      academic 36
      
      general 33

2. **Location**, suggest three cities in the Southeastern Chapter in order of first preference.

   1. **Atlanta** 45
   
   2. **Miami, Tampa or Orlando** 28
   
   3. **Charlotte** 20
      
      Winston-Salem, Durham or Raleigh 16

(The area must be central to a large group of librarians with individuals willing to assume local responsibility.)
3. Speakers: local 70 imported 25
   b. Compensation:
      compensated 70 not compensated 30
   c. If compensated, how much 150 by whom chapter registration fees 200

4. Format: (choose one)
   half day 8 one day with lunch 75 one day lunch on your own 13

5. Program materials: in-house produced 30 borrow from the AALL 15

6. Subject: Suggest three topics in order of first preference.
   1. See memo
   2. 
   3. 

Comments!

Please return this survey to me by September 30, 1987.
Thanks for all of your help.

Sincerely,

Sarah K. Wiart
Director of the Law Library
and Associate Professor of Law

SKW/bd

CC: Hazel Johnson
SEALL - 1988

PROGRAM SCHEDULING - PROPOSED

Thursday, April 14
Registration
SEALL Board Meeting 3:00-5:00 p.m.
Opening Reception
Dinner on Own

Friday, April 15
1. RICO 9:00-10:15 a.m.
2. Time Management 9:00-10:15 a.m.
3. Cost-Effective Acquisitions 10:45-12:00 noon
4. Hazardous Waste 10:45-12:00 noon
Luncheon Discussion Groups 12:30-2:30 p.m.
5. Forms for Firms
6. Automated Serials Control
7. Procedure Manuals
8. Accounting Methods for Law Libraries
9. Writing Skills/Public Relations
10. Federal Court System 3:00-4:15 p.m.
11. Demonstration of CD ROM 3:00-4:14 p.m.
Reception and Dinner (no speaker)
Saturday, April 16

Continental Breakfast/Chapter Business Meeting at UK   8:00-9:15 a.m.

12. Law Students/Law Clerks   9:45-11:00 a.m.

Keenland - leave between 11:30 and 12:00 noon

Hyatt Regency
Lexington, Kentucky