



Catholic Research Resources Alliance

Meeting of the CRRA Board of Directors
Tuesday, March 16, 2010
4:00pm - 5:00pm (EST)

Call-in Information

Call-in toll-free number (US/Canada): 866-469-3239
Attendee access code: 213 560 12

For assistance, contact Michele Wolff at:
mwolff@nd.edu, 574.631.7780

AGENDA

1. Welcome, agenda review and adoption, confirmation of February 9, 2010 minutes posted to CRRA Admin area (document attached)
2. Amendments to *Principles of Membership* Policy (document attached)

At the February 9, 2010 Board meeting, the Board reviewed "Member expectations for contributing metadata," based on CRRA Committee recommendations. The document contained both procedural and policy recommendations.

As requested by the Board, Tom Wall and Pat Lawton drafted a policy statement for the Board's consideration. The recommendation is as follows:

We recommend the *Principles of Membership* Policy be amended to strike words from the third criterion, and to add a fourth criterion for membership, as follows:

Membership is based on ~~three~~ four criteria. Member institutions have:

- Collections relevant to the scope and themes as articulated in the CRRA collection policy.
- Capacity to support the CRRA through membership dues and participation in its activities.
- Ability, ~~immediately or in a reasonable time frame~~, to enable discovery and access to their collections via the Catholic portal.
- [NEW] Identify, contribute and maintain portal records on a continuing basis.

-- Submitted by Tom Wall and Pat Lawton

3. Proposal for a CRRA Board Committee on Budget and Personnel (document attached)
4. Financial update on revenue and expenses FY 2009/10: Statements of Activities and Cash Flow (document attached)
5. [NEH Challenge Grant](#) (document attached)
 - Overview
 - Purpose and target request
 - Timeline
 - Draft proposal

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- Board participation – leads, connections, fundraising
 - Information needed from member institutions
 - Is this the right direction?
 - Board approval
 - Special Board meeting
6. Announcements
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MINUTES

Present: Steve Connaghan, Artemis Kirk, Tom Leonhardt, Ed Starkey, Janice Welburn, Jennifer Younger, Pat Lawton

1. Welcome, agenda review and adoption, confirmation of February 9, 2010 minutes posted to CRRA Admin area (document attached)
Agenda and February minutes confirmed.

2. Amendments to *Principles of Membership* Policy (document attached)

Discussion on the Principles of Membership proposal from Tom Wall and Pat Lawton focused on the two proposed changes. One, slight rewording of the proposed fourth criterion to read: "Ability to identify, contribute and maintain portal records on a continuing basis" and deletion of the phrase "immediately or in a reasonable time frame" from the third criterion. Tom Leonhardt noted that the Digital Access Committee was a strong proponent of providing flexibility for prospective and current members, and agreed with the deletion of this phrase. Ed moved approval and Janice seconded the motion. The motion carried. At the February 9, 2010 Board meeting, the Board reviewed "Member expectations for contributing metadata," based on CRRA Committee recommendations. The document contained both procedural and policy recommendations.

3. Proposal for a CRRA Board Committee on Budget and Personnel (document attached)

Janice moved to establish a Board Committee on Budget and Personnel and Ed seconded the motion. One point raised in the discussion was whether this should be a Board Executive Committee. Several agreed that the functions of budget and personnel are often the substance of an Executive Committee. There was general agreement to keep the idea of an executive committee in mind for the future. The motion carried. Artemis Kirk and Janice Welburn agreed to serve on the new Board Committee.

4. Financial update on revenue and expenses FY 2009/10: Statements of Activities and Cash Flow (document attached)

Jennifer provided the update which showed that the CRRA will end FY2009/10 with a small positive balance. This balance will be carried forward into Fy2011. The new Board Committee on Budget and Personnel will prepare a Fy2011 budget for Board review and adoption in May or June 2010. A brief discussion of anticipated revenue and expenses for the coming year showed that additional revenue is essential for the coming year with one option coming from the recruitment of new members.

5. [NEH Challenge Grant](#) (document attached)

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Members agreed to consider submitting an NEH Challenge grant proposal. Prior to submitting, the Board would need to see an incipient proposal and have deadlines for submitting their comments.

6. Announcements

There were no announcements.