



Catholic Research Resources Alliance

Agenda (bolded) and Minutes CRRA Board of Directors

Thursday June 2

3 – 4 p.m. Eastern, 2 – 3 p.m. Central, 12 – 1 p.m. Pacific

Audio call-in: 1-866-469-3239 Attendee access code: 216 605 75

1. Welcome all members and Terry Ehling, review of agenda

Present: Theresa Byrd, Stephanie Clark (for Artemis Kirk), Steve Connaghan, Tom Leonhardt, Tom Wall, Jennifer Younger. Guests: Terry Ehling, Pat Lawton

2. Confirmation of May 26, 2011 Board minutes (attached)

Board members will review. No changes suggested.

3. Recognize and thank departing Board members: Tom Leonhardt, Bob O’Neill, Tim Meagher.

The Board recognized that Tom Leonhardt, Bob O’Neill and Tim Meagher have served the CRRA with distinction through their active participation on the Board of Directors and outstanding leadership of committees. The Board requested the minutes reflect its appreciation and gratitude.

4. Review proposal for setting up a strategic planning task force and developing a five year strategic plan. Desired outcomes:

- **Approve the charge and time line to go to a Task Force to develop a long range strategic plan (FY2012-13 to 2016-17).**
- **Approve the principles, assumptions, starting points and key questions**
- **Determine if Board can review a proposal for members via email**

Background documents attached:

- 1. CRRA Task Force to Develop a Proposal for the CRRA Strategic Plan from Jennifer Younger and Pat Lawton, May 3, 2011; revised May 26, 2011**
- 2. Principles, assumptions, starting points and key questions in developing a new five year strategic plan for the CRRA; revised May 26, 2011**

The Board approved both documents and agreed it can review proposed membership via email.

Discussion included the following comments:

- It is important that task force members be able to commit the time needed.
- A task force of 5 – 7 members is a good target.
- Jennifer, Pat and Terry will be *ex officio* members.

- A desirable representation from CRRA is 2 or 3 Board members, one person from each committee, and 1 or 2 individuals at-large.
- Jennifer will announce the task force in the CRRA Update and invite nominations, self or otherwise.
- Jennifer will report to the Board via email with a proposal for task force membership.
- Although the task force will do its work via conference calls, one face-to-face meeting is desirable, perhaps in November before or after the symposium at Duquesne University. This was added to the charge and timeline.
- Participants will be asked to cover their own expenses with some contingency for hardship cases.
- The development of a five year plan is separate from the current year's strategic plan and annual goals. CRRA committees and staff will continue work on the FY2011-12 goals recognizing that some goals may change slightly as the five year plan develops.
- Jennifer will send the strategic plan and goals for FY2011-12 (discussed at the membership meeting in Philadelphia, March 2011) to the Board for review and approval.

5. Discussion on FY2011/12 budget development, membership letters and dues invoices

Desired outcomes:

- **Board awareness of assumptions, dues revenue to be budgeted, and status of budget development for FY2011-12**
- **Board awareness of membership letter and invoices to go to all official representatives**

Jennifer reported that she is preparing a draft budget to send to the Budget & Personnel Committee (Artemis and Janice). Dues revenue of \$111,500 is based on 26 known members for FY2011-12. Notre Dame will support the CRRA Digital Projects Librarian. Board members are willing to review and approve via email.

6. Board transitions and governance

Steve reported that he and Jennifer are willing to serve as an ad hoc nominating committee should the Board wish them to do so. The Board agreed this would be in harmony with the *Bylaws* and advantageous for the near term. Four seats are expected to be vacant as of July 1. Below are key points from the discussion.

- The Board should remain at 9 members.
- The Board should have some representation from small and large institutions.
- The Board should continue to have good representation from among sustaining members.
- It would be good to bring in members from institutions not currently represented on the Board.
- Board members should also be the official representative of the institution.
- In identifying nominees, consider those who have expressed prior interest in Board service.
- Notre Dame will continue to have a seat on the Board. Jennifer will confirm with ND.
- The Board asked Steve and Jennifer to contact four individuals to determine interest and availability to serve a 3 year term beginning July 1, 2011 for the other 3 seats. They will send a proposal to the Board.
- The Board chair must be a member of the board, not staff.
- Steve will email the Board asking for expressions of interest. He and Jennifer will report back to the Board. If more than one, the Board will need to vote or otherwise determine a method of selection.

7. Update on membership for FY2011/12

With the recent Board approval of five members, there are 26 CRRA members. One college library director has requested an invitation which will go out shortly to the Board. Jennifer is following up with additional institutions, including several Jesuit institutions. Thanks go to Artemis and Janice for leading recruitment efforts at the 2011 AJCU meeting at Loyola Marymount.