



Catholic Research Resources Alliance

<http://www.catholicresearch.net>

CRRA Board of Directors Agenda and Minutes

Tuesday September 20, 2011

3:30 – 5 p.m. Eastern, 2:30 – 4 p.m. Central, 12:30 – 2 p.m. Pacific

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

1. Welcome, introduction of new members, chair and executive director

Members present: Theresa Byrd, Tyrone Cannon, Steve Connaghan, Artemis Kirk, Joe Lucia, Susan Ohmer, Janice Welburn, Jennifer Younger Guest: Pat Lawton. Evelyn Minick sent regrets she could not attend.

Tyrone, Joe and Susan described highlights of their job experiences and service to the profession.

2. Confirmation of June 2, 2011 Board minutes (attached and accessible at <https://www.catholicresearch.net/admin/docs/Board%20of%20Directors/>)

Minutes confirmed with no changes.

3. Memorandum of Understanding (MOU) between the CRRA and the University of Notre Dame (CRRA MOU Final August_2011.pdf attached)

- The MOU describes a relationship in which ND will provide support for administering the CRRA while CRRA continues to function as a separate entity.
- **Desired outcome: Board ratifies MOU developed and signed by CRRA Budget and Personnel Committee.**

Discussion included the following observations, questions and responses.

- As reported to last year's Board in March 2011, the MOU was developed by Artemis Kirk, Janice Welburn and Jennifer Younger, who are the CRRA Budget and Personnel Committee and Susan Ohmer, then the Interim Director of the Hesburgh Libraries and Assistant Provost.
- The Committee is bringing the MOU to the Board for its awareness and support, but not for revision. No second is required.
- Susan Ohmer described the intent of Notre Dame to firm up and continue its support for the CRRA. She thanked Artemis, Janice and Jennifer, as well as the legal counsel at Notre Dame with whom she worked over the last six months to develop the MOU.
- Marquette legal counsel reviewed the MOU to assist a clear understanding by all. This MOU will be helpful now and in the future as a model for another institution if Notre Dame does not want to continue.
- In paragraph 7, on "consultation with ND," Susan responded the intended consultation is by the CRRA Executive Director with the University Librarian, as has been the case.
- It was affirmed that CRRA will be able to use the 501(c)(3) status of Notre Dame to apply for state and federal grants. ND has agreed to process CRRA grant applications and funds received through its research

administration. The Committee agreed CRRA must assume all liability for compliance and other issues. We are exploring Director's & Officers' Liability Insurance for CRRA as a means of being able to indemnify ND and this will likely be on the Board agenda in December.

- Article III in the Bylaws says "The Board of Directors may delegate any of its powers to one or more officers, committees, or members of the CRRA, subject to such limitations as the Board may impose." The discussion on whether Board ratification is required resulted in consensus that the Board should affirm its understanding, acceptance and support for the MOU as presented (effective as of August 25, 2011).
- **Outcome: Tyrone moved, Theresa seconded, and the Board unanimously affirmed its understanding, acceptance and support of the MOU as presented.**

4. Chair's report: Review of schedule and plans for Board meetings and retreat in December 2011

- Janice described her plans for a Board workshop on Dec. 13. Budget planning was mentioned as one topic.
- Issues likely to be on the agenda for the Board meeting the next morning, Dec. 14, include a preliminary report and request for input from the Five Year Strategic Planning TF, D&O liability insurance, tax-exempt status and/or incorporation.
- The dates, times and locations of Board meetings will be distributed via email.

5. Discussion of Strategic Plan: Goals for 2011-2012 (CRRA Strategic Plan_2011-12_DRAFT_050311.pdf attached and accessible at

http://www.catholicresearch.net/info/CRRA%20Strategic%20Plan_2011-12_DRAFT_050311.pdf

Background information:

- Members, including 7 Board members, discussed the strategic plan and goals at Saint Joseph's University, March 2011 and revised accordingly in the second draft dated 050311.
- Thirty-five members agreed on three top priorities:
 - 1.4 (&2.2) Draft a plan for increasing digital content in the portal.
 - 1.2 (& 2.1) Facilitate continual updating of member records and content.
 - 4.2 (related 4.1; 4.3) Develop a sustainable business plan, a five year strategic plan, and grow membership.
- CRRA committees have started their work in September using the goals in this plan.
- The development of a five year plan is separate from this year's strategic plan and goals. The Five Year Strategic Planning Task Force has been appointed and will hold its first meeting on September 22, 2011.
- In June 2011, the Board agreed to review and approve at its first Board meeting in 2011/12.
- **Desired outcome: Board approves the Strategic Plan: Goals for 2011-12 (dated 050311)**

Discussion included the following observations, questions and responses.

- Some implementation goals are listed under two broad goals which resulted in double numbering.
- Under the implementation goals, the bulleted goals are better described as objectives. Good to set measurable targets. Understanding them as objectives was accepted as a friendly amendment.
- It was proposed to lower the target for new members from the Catholic college and university community from 50 to 15 or 20. The higher number was set in part for revenue but also due to not knowing if libraries joining in a group might be counted as a single member or multiple members. This question hasn't been discussed yet. There was agreement to set the target at 15, knowing it could always be exceeded.
- **Artemis moved the strategic plan be approved as amended, Janice seconded and the motion passed unanimously.**

6. Budget for FY2012 (Projected Budget FY2011_2012_jyrev_082411(2).pdf attached)

- Review of assumptions, dues revenue, planned expenditures and contingency fund
- Board agreed in June that distribution and approval via email is possible if not sufficient time for discussion in Board meeting
- **Desired outcome: Board approves Budget for FY2012**

On behalf of the Budget and Personnel Committee, Artemis opened the discussion with key points.

- The Committee recommends the Board approve the budget as projected for this year.
- Revenue is sufficient to cover projected expenditures.
- Supplies and expenses show a large annual increase in expenditures. Subcategories will be created to provide more detail in the budget on these expenditures.
- There is a substantial cash balance carried forward from last year.
- Overall, as has happened in prior years, the budget is likely to be under spent.
- The Committee recommends setting up a reserve fund and to consider budgeting additional dollars going forward.
- There are multiple reasons for having a reserve fund, including to support the organization in emergencies and to subsidize hardship circumstances of members.
- She confirmed the reserve fund was established with voluntary institutional contributions with dollars contributed over and above the regular dues.
- The CRRA funds are in an interest-bearing account with the interest going to the University.
- **The Board unanimously approved the FY2012 budget as presented.**

7. Update from Executive Director on CRRA committee and staff, membership outreach, and plans for symposium on Advancing Catholic Scholarly Research, Nov. 9-10, Duquesne University

The *Update to the Board September 2011* was distributed via email on September 19, 2011 to the Board. The Board discussed three topics: (1) the symposium to be held at Duquesne University, (2) a proposal to form a task force to develop a plan for enhancing access to and expanding the digitization of Catholic newspapers in support of this year's goal to develop a plan increasing digital content in the portal, and (3) growing the membership.

Desired outcome: Board supports setting up a task force to develop a plan for enhancing access to and expanding digitization of Catholic newspapers.

- CRRA is co-sponsoring the symposium *Advancing Catholic scholarly research*, Nov. 9-10 at Duquesne University. Duquesne University is providing financial support to enable broad participation. The symposium is a forum for learning about trends in Catholic scholarly research as well as an effective means of engaging with institutions about the CRRA. Already there are participants from Belmont Abbey College, Columbia University Burke Theological Library, Benedictine University, Claretian Missionaries Archives U.S.A., Sisters of Joseph Archives, and the University of Pittsburgh, all of which are institutions in scope for content contribution and prospective membership.
- The proposal to develop a plan for enhancing access to and expanding the digitization of Catholic newspapers comes from members and committees, all of which strongly support it as a means of reaching the goal in the strategic plan of creating a plan for more digital content in the portal. Pat and Jennifer have worked with Terry Ehling, CRRA Strategic Consultant, and the Committees on funding opportunities and project scope. The first step is to send a prospectus to a funding agency to determine its possible interest in the project. If we are encouraged to submit a full proposal, the Board will be asked to review at that stage

(December) and indicate its support for continuing. Board members called this an excellent idea and expressed their support for setting up a task force inclusive of the names recommended by Jennifer and Pat. The board asked for a progress report in mid-October and the opportunity for input. **Outcome: the Board approved setting up a task force.**

- On growing the membership, Jennifer reviewed the process and discussions held with directors at institutions inquiring about membership, which include a discussion of the *Principles of Membership*, mission, making content available and dues. She sends information about prospective members periodically to the Board via email for review, discussion and a Board decision on whether to extend membership. She will send the first group toward the end of September. Janice and Artemis have suggested the Board consider forming a membership committee. Other Board members concurred with this suggestion and agreed it would be a good topic for future meetings.