



**Tuesday, June 29, 2010; 8:30-12:00**

**CRRA All-Members Meeting**

**Location:** Georgetown University. Murray Room on the 5th floor of Lauinger Library<sup>1</sup>

**Proposed Agenda**

*Please note: Times are Eastern Time (ET)*

**8:30 – 9:00** Coffee, light refreshments

**9:00 – 10:00**

- Welcome, introductions (Jennifer Younger)
- Status report on the [2009/2010 Strategic Plan](#)<sup>2</sup>, adopted at the July 2009 meeting at Loyola University Chicago (Pat Lawton)
- Catholic portal demo (Eric Lease Morgan)
- Review and discuss CRRA [Planning Document 2010/2011](#) (Pat Lawton)

**10:00 – 10:20** Break

**10:20 – 11:15** Discuss, refine, and adopt goals and objectives for the Strategic Plan 2010/2011 (Pat)

**11:15 – 12:00** Discuss Board-established [Principles of Membership](#) and activities for growing the membership (Jennifer)

**12:30** Lunch at Georgetown Faculty Club

Join your colleagues for lunch (on your own) and great conversation.

***During your visit to Georgetown, be sure to visit Georgetown's Rare Books exhibit entitled "Check It Out: The Origins of the Georgetown University Library."***

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**Contact info in Washington:** Pat Lawton (cell) 608.698.2519;

Jessica Pierce, Executive Assistant to the University Librarian, Georgetown University 202-687-6851

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<sup>1</sup> Please note: A valid government-issued ID is required to enter Lauinger Library.

<sup>2</sup> User name: catholic; pswd: portal

### Process for Developing the CRRA Strategic Plan

1. Digital Project Librarian (Pat) creates a [draft plan](#), based on the previous year's [2009/2010 Strategic Plan](#) and emerging priorities. **completed**
2. CRRA Committees convene to develop areas of the draft plan. Collections and Scholars committees advise on *Collection themes (#1)* and *Collection scope (#2)*; Digital Access advises on *Data input and ingestion (#3)* and *Search functionality and display (#4)*, the Board advises on *Growth plan and outreach (#5)*. **completed**
3. Pat revises the draft plan, based on committee recommendations. **completed**
4. **At the annual meeting in June, members discuss the draft plan, refine and adopt goals and objectives for the 2010/2011 Strategic Plan.**
5. Based on member discussion at the annual meeting, Pat revises the draft plan, which then becomes the Strategic Plan. Pat posts the Strategic Plan to the Admin<sup>3</sup> area of the CRRA website.
6. Jennifer and Pat draft target dates and responsible party or parties for 2010/2011 goals and objectives.
7. Jennifer and Pat consult with committees on target dates and responsible party or parties for 2010/2011 goals and objectives.
8. The completed Strategic Plan 2010/2011 is distributed to members and posted to the Admin area of the CRRA website. (Pat; July 31, 2010)

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### Proposed Protocol for adding new members to the CRRA

Jennifer Younger and Pat Lawton June 14, 2010

To carry out the mission, the CRRA will grow the membership. The [Principles of Membership](#) identify the criteria for membership and are the foundation for reaching out to prospective members.

All participants of CRRA member institutions are welcome to participate in identifying prospective new members. For purposes of opening up the process of identifying and exploring membership possibilities, but also of coordinating all respective efforts to create a smooth process, all CRRA participants are asked to inform Jennifer and/or Pat about prospective new members in addition to any direct conversations they might have with individuals at institutions about the potential for CRRA membership. In the near term, it is especially important that we recruit members who have the collections, capacity and ability to enable discovery on a continuing basis so that the portal will more quickly grow in value to scholars. While it is too soon to know if there will be more institutions who meet the membership criteria than we can productively bring into the CRRA, our coordinated efforts will ensure that we appropriately identify, explore and ultimately invite institutions to become CRRA members.

When the discussions with an institution reach the point that inviting an institution to join is the next step, the Board will vote on offering membership. Second, the Board has determined that the Board chair send out the official letter of invitation and membership packet.

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<sup>3</sup> <https://www.catholicresearch.net/admin/> Username: catholic; pswd: portal