AGENDA

1. Welcome

2. Approval of Agenda

3. Approval of Minutes of Board Meeting, December 2009

4. Business Arising from December Meeting
   See Appendix A for action items.

5. New Business
   - Follow-up: Board Retreat, June 13 2010
     - Vision statement
     - Status of Communications Committee
     - Other
   - Nominations for new Board Members - Joan Lippincott
   - Website Redesign - Joan Lippincott
   - New Membership Data Base – possible demonstration of new event management system (15 minutes)
   - ETD 2011 - Hussein Suleman
   - ETD-db and Preservation - Gail McMillan
   - Determining and Tracking Publishers Policies re ETDs
   - Metadata - Ana Pavani

6. Committee Reports and Discussions
   - Awards - John Hagen, Christine Jewell
   - Conference - Sharon Reeves
• Executive - Ed Fox
• Finance - Scott Eldredge, Austin McLean
• Membership - Eric Van de Velde
• Nominating - Joan Lippincott

7. Working Group Reports and Discussions
• WG on International Activities - Tony Cargnelutti, Peter Schirmbacher
• WG on Strategic Planning - Bruce Cochrane, Gail McMillan
• WG to Revise the ETD Guide - Christine Jewell, Max Read

8. Information Roundtable
   US ETD Association (USETDA) - John Hagen
   Other?

9. Country Reports (time permitting)
Appendix A

Action items from Board meeting of December 2009

ACTION: Communications and Finance Committees discuss funds for website development.
Responsible: (Suzie Allard, Austin McLean)

ACTION: Committee Chairs develop charge statements to go on the website, and a message to potential volunteers.
Responsible: Joan Hagen, Christine Jewell, Suzie Allard, Sharon Reeves, Ed Fox, Austin McLean, Eric Van de Velde, Joan Lippincott

ACTION: Executive Committee schedule conference call between now and June.
Responsible: Ed Fox

ACTION: Membership committee to ask Suzie about database of members, and find out about funds to hire someone to assist her with this.
Responsible: Eric Van de Velde, Suzie Allard, Gail McMillan, Eloy Rodrigues, Nan Seamans

ACTION: Bruce will re-send email to gather input on strategic goals, modified based on this discussion, and will set deadlines for response.
Responsible: Bruce Cochrane

ACTION: Christine and Max will send a proposal for revision of the ETD Guide to the Board for approval.
Responsible: Christine Jewell, Max Read

ACTION: Board members will each provide a bio, with link either to personal pages or to a page on the NDLTD site.
Responsible: All Board members

ACTION: the Membership Committee will work with the Finance Committee to try to improve our budget.
Responsible: Eric Van de Velde, Austin McLean and respective committee members

ACTION: Finance Committee should investigate what the University of Texas expects from NDLTD if conference doesn’t break even.
Responsible: Austin McLean and committee members

ACTION: Ana will ask the Peruvian conference organizers for a representative to join the International working group.
Responsible: Ana Pavani
ACTION: the International Working Group was asked to develop lists of contacts and institutions to whom survey re. ETD activity in their areas will be sent.
Responsible: Tony Cagnelutti, Peter Schirmbacher and committee members

ACTION: Ana will translate the survey into Portuguese and Spanish, and Tony will translate into Chinese.
Responsible: Tony Cagnelutti, Ana Pavani

ACTION: The Conference Committee will consider how to rotate past Conference chairs off the committee; it definitely needs to be smaller.
Responsible: Sharon Reeves and committee members

ACTION: Ed will organize additional Executive meetings.
Responsible: Ed Fox

ACTION: Sharon will change the committee structure and members lists on the website.
Responsible: Sharon Reeves

ACTION: complete the changes to EDT-MS and publicize them. Thom will lead the EDT-MS group in this.
Responsible: Thomas B. Hickey

ACTION: Communications Committee will assist Thom and Hussein to publicize the new ETD-MS.
Responsible: Suzie Allard, Thomas B. Hickey, Hussein Suleman

ACTION: We should do joint press release on OCLC, OAIster and WorldCat harvesting changes.
Responsible: (Not assigned)

ACTION: Publicity for next conference: make sure announcement about conference goes out with membership renewal info.
Responsible: (Eric Van de Velde)