



A Chapter of the American Association of Law Libraries

# SCUTTLE

Volume 17, Issue 1

Winter 2007

**Note:**

This Winter 2007 issue of the Scuttle should have been published earlier this year. Minutes of meetings held in December 2006 and March 2007 are the main contents of this issue. The Spring/Summer issue of Scuttle will be published shortly. I apologize for the lapse in sharing our Chapter's news and history.

Please send articles and announcements of interest to me by October 15, 2007 to be included in the Fall newsletter.

Mary Killoran

Be sure to note an excellent article, *Competitive Intelligence: An Effective Tool for Law Firms*, by our own Wanda McDavid. It begins on page 51 of the April 2007 issue of The Colorado Lawyer. "Great job as always Wanda!" (Jennifer Hammond, in an e-mail bringing this to the attention of CoALL members.)

Colorado Association of Law Libraries  
Board Meeting  
December 7, 2006 4:30 p.m.  
University of Colorado Law Library

In Attendance: Tom Seward (President), Karen Selden (Vice-President/President-Elect), Goldie Burton (Secretary), Jennifer Hammond (Treasurer), Matthew Elisha (Member at Large), Nancy Sensel (Member at Large), and Theresa Baker, Webmaster.

President Tom Seward called the meeting to order at 4:37.

The September Board Meeting and General Meeting Minutes were approved.

The Treasurer's Report was heard and is appended to these minutes.

Membership Chair Tamara Tureson reported to Tom that CoALL's membership is up to 96, eight of which are new.

The Spotlight Committee has solicited sponsorship for this year's "Spotlight on Your Career: Communication" from the following vendors: Lexis (contributing bags with the CoALL logo, pens, and \$1,056 to pay for the luncheon); West (contributing \$600 to pay for the breakfast; and W.S. Hein & Co. (\$100 and pens). The committee has recruited all their speakers except one for the panel "Negotiation with Vendors". Tracy has designed a nice poster and registration form. Meryl Runion will deliver the main presentation on "Wake Up and Smell the Power: How Candor Is Your Key to Outrageous Success." A committee member will send a save-the-date message to the CoALL list soon.

Colleague Connection is April 4. That committee is still looking for a speaker after the original speaker was forced to cancel.

The new Brownbags are going well, are well-attended and people are reporting positive impressions after they attend.

The Finance Team's proposals were heard and are appended to these minutes. Because they addressed the scholarship, Patty Wellinger's Grants and Scholarship Report was heard and discussed in conjunction with the Finance Team's proposals. The proposals include raising the scholarship amount and including significant involvement with CoALL as a criterion for future awards. The Board voted to award Chris Hudson the full amount allotted for the year: \$340. The board discussed but tabled a decision on adjusting the travel grant and VIP funds. Patty agreed to participate on the Finance Team to the extent possible.

We'll aim for having our next meeting in March.

[NOTE: Scholarship information and application have been redacted from the Scuttle due to inclusion of personal information.]

**Colorado Association of Law Libraries**  
 Treasurer's Report – Jennifer Hammond  
 9/25/06-12/06/06

**07/01/06-12/06/06**

<u>Beginning Balance:</u>	09/25/06	\$11,078.24
 <u>Funds Received:</u>		
	Membership Dues	\$ 425.00
 <u>Funds Paid out:</u>		
	Spotlight speaker deposit	\$ 1,000.00
	USPS – PO Box fee (12 mos.)	\$ 46.00
	Holiday party caterer deposit	\$ 100.00
	AALL liability insurance	\$ 97.00
		\$ 1,243.00
 <u>Ending Balance:</u>	12/07/06	\$10,385.24

**\*Not yet cleared\***

Deposits:	\$ 35.00 – membership dues
	\$ 5.00 – holiday party guest fee
	\$100.00 – contribution to Spotlight - William S. Hein & Co.
 Balance:	\$ 5.00 – return of holiday party guest fee
	\$10,520.24

**Janus Funds Update:**

As of 09/30/06: \$4,166.37

**Finance Committee Proposals  
CoALL Board Meeting  
December 7, 2006**

**To vote on:**

**Proposal 1:** It appears that the reason the Janus Funds account was created was primarily to get a better return on the money than a savings account. After a bit of research we propose closing the Janus Fund account and moving the money to staggered (as far as maturity dates) CDs that will earn more and be easier to access. We propose having several staggered CDs with a total balance of approximately \$8,000 - \$10,000 to begin with (depending on money needed for CoALL's predictable yearly expenses and a buffer). This will require moving some of our current checking account funds to the CDs as well. We recommend staggering the terms of the CDs, so that every 3 - 6 months, one of the CDs matures to keep our funds accessible. (Goldie/Matthew)

**Proposal 2:** We propose increasing the scholarship amount to \$1000 for one recipient every year. These funds would come from the general CoALL account with any additional interest from the CD(s) added onto the \$1000 original amount. (Patty)

**Proposal 3:** As an avenue of marketing our profession, we propose creating a committee or utilizing a current committee (marketing) to offer a CLE program for the legal community. we would like to arrange an annual event, that presents information useful to law firm managers and/or established lawyers or others in the legal community that we are currently not reaching. See application forms from Supreme Court website. (Tracy/Jen)

**Proposal 4:** We propose continued and increased advertising of our events (BRAG, Spotlight, Internet Legal Research CLE, etc.), and also we propose that we start issuing press releases about these events. In particular, we propose some sort of advertising for the our 30th anniversary, possibly something to hand out with our logo, etc. (Tracy)

**General discussion / questions for the board:** (Jen)

- should we recognize all retiring CoALL members or just past CoALL officers who are retiring, or just take it on a case by case basis?
- what is the current travel grant?
- when was the last time dues were raised? How much? Why

# Colorado Association of Law Libraries

## Board Meeting

March 22, 2007; 4:00

Croc's Mexican Bar and Grill

### AGENDA

- I. Call Meeting to Order
- II. Committee Reports
- III. Spotlight Wrap-Up
- IV. Ad Hoc Finance Committee Final Recommendations
- V. Fall Event?
- VI. Colleague Connection Update (April 4<sup>th</sup>)
- VII. AALL Board Member Visit - Anne Myers (May 10<sup>th</sup>)
- VIII. Other Business
- IX. Schedule Next Meeting

Colorado Association of Law Libraries  
Board Meeting  
March 22, 2007 4:00 p.m.  
Croc's Bar and Grill

In Attendance: Tom Seward (President), Karen Selden (Vice-President/President-Elect), Kay Waelde (Past President), Jennifer Hammond (Treasurer), Goldie Burton (Secretary), Matthew Elisha (Member at Large), Theresa Baker, Webmaster, Tracy Leming, PR Chair, and Tamara Tureson, Membership Chair.

President Tom Seward called the meeting to order at 4:05.

The December, 2006 Board Meeting and General Meeting Minutes were approved.

Treasurer: The Treasurer's Report was heard and is appended to these minutes. Per Finance Committee recommendation, a motion was raised and approved to put \$5,000 into a CD at the highest available, one-year rate. The funds will come from the liquidation of CoALL's Janus mutual fund, any difference between it and \$5,000 to be taken from the CoALL checking account. Goldie will send interest rates for CD's to the Board.

Membership: Chair Tamara Tureson reported to Tom that CoALL's membership is up to 98, two of which are new since December.

Nominations: Tom is going to appoint a three-member Nominations Committee composed of Caryl Shipley, Karen Selden, and Rachel Kuipers.

Public Relations: Tracy has collected several examples of objects to which CoALL could attach its logo and give as gifts. Tracy suggested that CoALL plan the celebration of its anniversary. Ideas for timing the celebration included celebrating our anniversary in June at our annual meeting, another time that is convenient, or, possibly, all year-long. Theresa Baker is going to design a pin to submit to SLA. Tom asked whether we're recording and pursuing more in-kind donations of advertising space. Tracy will get a price for a tablecloth with CoALL's logo. The Board agrees in advance to spend up to \$300. The Board votes that we should have a contest to come up with a catchphrase for CoALL, celebrating its anniversary, but we will wait to publicize this until we can confirm which anniversary it is.

Awards: Patty sent her report. CoALL received a thank-you note from Chris Hudson. No one applied for a SWALL grant. She asks whether we should take the money allotted to the SWALL grant and use it for an SLA grant. The members discussed and approved the idea of giving grant money (formerly assigned to SWALL specifically) for any AALL professional development activity, including Chapter activities. AALL offers grants for attending its annual meeting. The deadline is April 2. The Board discussed and then tabled a decision on whether to keep scholarship at \$1,000 or change it to two scholarships for \$500. The Board voted to raise AALL registration grant to cover the cost of a basic registration. The Board voted to amend its awards policies to give some flexibility over the amount of travel money available to cover some of the costs of the current CoALL President, if necessary, to attend the AALL annual meeting and to codify it in the bylaws for future CoALL Presidents.

Webmaster: Theresa has been going through and scanning material Martha Campbell bequeathed to the CoALL Archives.

BRAG: The agenda and program is set for this year's BRAG. The poster and registration form are prepared, as well as the ads running in The Colorado Lawyer. Tracy Leming is still working on Law Week Colorado to give us ad space.

Spotlight: Spotlight 2007 was very well-received by all who attended. Because fewer students attended this year than last, we didn't make as much money as last year. Nevertheless, it was a valuable program and its subject matter attracted mid-career participants. The Spotlight Committee's reports were heard and are appended to these minutes.

Proposition 3 tabled until May

"Fall Events" tabled.

Other business: medical librarians who came to Spotlight would like a legal research for the non-law librarian class. Karen is going to look into options, including the ideal length of such a program.

The Legal Marketing Association ("LMA") is co-sponsoring an event in May with CoALL and the speaker is from Thomson-West, so we don't need to spend the \$200 we already approved to sponsor it.

The next Brown Bag is at HRO on “following up.” People who cannot attend in person can teleconference in.

The next meeting will be Thursday, May 10, when Anne Myers, AALL V.I.P. is visiting. We would like to have someone in downtown Denver host the meeting.

Meeting Adjourned at 5:15

## Colorado Association of Law Libraries

Treasurer’s Report – Jennifer Hammond  
Meeting March 22, 2007

### 12/07/2006 - 03/21/2007

Beginning Balance: 12/07/06 \$ 10,385.24

Funds Received:

Membership Dues	\$ 535.00
Spotlight registrations	\$ 1,580.00
Spotlight sponsorship	\$ 1,756.00
	\$ 3,871.00

Funds Paid out:

Spotlight costs	\$ 2,625.86
Holiday party costs	\$ 656.58
Reimbursements	\$ 15.00
Scholarship award	\$ 340.00
	\$ 3,637.44

Ending Balance: 12/07/06 \$ 10,618.80

Still waiting on:

Deposits: \$230.00 in Spotlight registration fees

\$10,848.80

Janus Funds Update:

As of 09/30/06: \$4,166.37

**2007 Spotlight Financial Summary**  
**Jennifer Hammond CoALL treasurer**

## Totals:

Cost:

\$ 3625.86

Revenue:

\$ 3566.00

Difference:

\$ 59.86 cost to CoALL

## Breakdown:

Costs:

\$ 767.29	lunch + tip
\$ 402.50	breakfast
\$ 0	printing donated
\$ 0	venue donated
\$ 250.00	parking for attendees
\$ 168.34	speaker gifts
\$ 2000.00	keynote speaker fee
\$ 37.73	keynote speaker accommodations

Revenue:

\$ 140.00	late registrations (\$35 each)
\$ 1440.00	early registrations (\$30 each)
\$ 230.00	registrations not yet collected
\$ 600.00	Westlaw sponsorship
\$ 100.00	Hein sponsorship
\$ 1056.00	Lexis sponsorship



**Spotlight on  
your Career  
- Colorado  
Association  
of Law  
Libraries**

Jennifer Hammond -  
CoALL treasurer

	<b>2006</b>		<b>2007</b>
price of registration			
early/student	\$25.00		\$30.00
late	\$30.00		\$35.00
total cost	\$2,734.91		\$3,625.86
total revenue	\$3,470.00		\$3,566.00
difference	\$735.09	profit	\$59.86
			loss
breakfast	\$560.00		\$402.50
lunch	\$959.64		\$767.29
printing	\$0.00		\$0.00
venue	\$0.00		\$0.00
parking	\$0.00		\$250.00
gifts	\$187.37		\$168.34
speaker fee	\$500.00		\$2,000.00
keynote costs	\$527.90		\$37.73
Early registrations	\$1,700.00		\$1,440.00
Late registrations	\$270.00		\$140.00
Westlaw sponsorship	\$1,200.00		\$600.00
Lexis sponsorship	\$0.00		\$1,056.00
Hein sponsorship	\$0.00		\$100.00
Unpaid registrations	\$0.00		\$230.00