

inFIRE Committee Meeting, Norwood MA, November 7, 1999 – Minutes

Committee members present: Mike Culhane; Janet Green, Chair; Martha Gunnarson; Lian Ruan; Gwen Schagrin.

Minutes from the May 1999 Committee Meeting were read and accepted.

Thoughts on the 1999 Conference:

Well planned, good mix of business/pleasure, beautiful setting. (Gwen)

Conference Organizer (Diana Robinson) was stressed out. Timing was an issue – early start times, long drive from hotel. (Mike)

Rushed and hectic. (Lian)

Time issues: timing varied from day to day. One day allowed only 20 minutes for lunch. One day everyone was an hour late. But, one of the better conferences, slow pace, mix of papers and activities allowed for moving around; vs. the “machine-gun” presentation of papers at some earlier conferences. (Janet)

Proceedings on the Web

Nora Jason suggested keeping the same cover page format. Discussion followed – not everyone likes the 1998 border. Maybe just recommend that editors conform to existing or similar format. Gwen proposed making the format optional. Janet suggested bringing this up at the 2000 Business Meeting, to see what the membership wants. Guidelines on proceedings are needed. [Note: Guidelines were drawn up after the 1998 conference.]

Chris Dahms did the 1998 cover page, Nora and crew did the scanning into pdf format. Possible space considerations for the future – files could be zipped, stored on CD-ROM, archived somewhere other than the inFIRE web site. Mike offered to host the archive.

Mike suggested that the editor put everything in MS Word (or compatible) which can be easily converted to pdf format and sent to the Webmaster. Authors will be asked to provide electronic and hard copies (8.5” x 11”)

[transcription of minutes continues; Feb. 15, 2000]

Discussion of possible overseas attendees.

[Aside: Susan Walker is no longer using InMagic, has switched to an Access database. She needed a circulation interface. As a result, she needs a respite for the accessions list.

Editor needed for 2000 proceedings. Janet will send an e-mail asking for volunteers.

Cover, table of contents, papers in MS Word, WordPerfect, Excel, PowerPoint formats. Need to insist on electronic submissions from authors.

Janet will run draft e-mail past the committee.

Proceedings should include a history of inFIRE → put on the web site instead of with each proceedings.

General feeling that editors had done an outstanding job of producing the online proceedings.

Nora needs to update the 1999 Conference attendees list .pdf file

Conference Evaluation

Round Table discussion

→ less enthusiastic response. Gwen thought it was more interesting for newer inFIRE members. Suggestion to put earlier in the conference to open things up. Have a time limit – minimum and maximum – 5 minutes. Have a moderator (not from the hosting agency) – Ann or Nora? Maybe give speakers a one-minute warning (flash-cards?)

Begin with brief explanation of organization, who patrons/clients are.

Change name: "Getting to know you" "Meet and greet"

Mike wants: 1) welcome from his director
2) Round Table

Possibility of hiring a bus was discussed – 10 minute drive from hotel to site – no problem with taxi availability (1 hour to walk) --
Maybe bus in a.m., on your own in p.m. – taxis.

Standardize daily starting times

Definitely willing to present: Lian, Nora, Chris, Jack, 2 from NRC

Ann might have a contact in Ottawa to talk about fire service in Canada

Janet would like to hear someone from CISTI, and to have a tour

Lian: try to get conference schedule out as soon as possible – wants to speak earlier

As a handout for attendees only (not included in proceedings) – get phone, fax #'s and e-mail addresses from speakers.

Online registration form as an option in addition to hard copy mailed out.

Chris may be setting something up for 2001 (London) [Actually Scotland]

Volunteer – have reports from everyone. [no idea what this is about]

Martha will send out e-mail requesting 1-2 line description of organization for organization page on web

New Fire Service College librarian: Margaret Fuller.

E-mail list – don't want to regulate it too much (no need for moderated list)

Janet will delegate/contact Ann and Susan about possible articles for outside publications.

2000 Conference

Call for papers – done

Hotel is set

Some papers lined up already (7)

Possible tours: CISTI, Fire Lab at IRC, Parliament & Parliament Library – talk about fire protection of the library

Other options: National Gallery (Library?)

Museum of Civilization

Mint

National Library of Canada

Museum of Nature

War Museum

Shared catalog for Canadian Heritage

1999 – Montour Falls -- Lots of variety, presentations better in the morning.

	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	Committee Meeting	8-12 Welcome, 3 papers	9-12 Presentations, group photos, Alex the accelerant- sniffing dog	8:30-10 2 presentations 10-12 Business meeting	Optional trip to Corning Glass
PM	Committee Meeting 6-7 Reception	1-2:30 2 papers 2:45-4:30 Round table 4:30- Wine banquet	12:45-1:45 paper 2- Cornell trip	1- Optional trip to Seneca Falls	

1998 – Australia (Mike liked panel sessions.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
AM	[no Committee Meeting]	9-12:30 Welcome, Keynote, 2 papers	9-12:30 4 papers	9-12:30 2 papers, 1 panel	9-12 2 papers, 1 panel	9:45-12:30 3 papers
PM	5:30-7:30 Reception – Fire Museum	1:30-4:30 3 papers 4:30-5:30 Concurrent papers (3)	1:30-4:30 3 papers	1-5 Field trip: County Fire Authority and Park	1-1:30 Demo 1:30-3 2 papers 3:30-4 group photo 4-5:30 Dunes (time?) Banquet at Zoo	

2000 Ottawa

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Advisory Committee Meeting, NRC	8:45-9:15 NRC Registration and coffee 9:15 Welcome 9:45-10:45 Round Table 10:45-11:05 Break 11:05-12:15 Round Table	8:45-9:00 NRC Session intro 9-10 Paper 10-10:20 Break 10:20-11:20 Paper 11:20-12:20 Paper or Panel	8:45 Hotel Lobby walk to Parliament 9-10:30 Tour Parliament 10:45 Bus to NRC 11-11:20 Break 11:20-12:20 Paper	8:45-9 Session intro 9-10 Paper 10-10:20 Break 10:20-12:30 Business meeting 12:30-12:45 Wrap-up
Lunch	Lunch (inFIRE pays)	12:15-1:15 Lunch buffet in room	12:30-1:20 Lunch	12:30-1:30 Lunch	12:45-1:45 Lunch
PM	Advisory Committee Meeting Reception at Hotel 1 hour (inFIRE pays)	1:15-2:15 Paper 2:15-2:35 Break 2:35-3:35 Paper 4-4:30 Visit IRC Library 6:30 Meet in Hotel Lobby (walk to restaurant) 6:45- Banquet	1:20-3:30 CISTI tour 3:30-4 Walk back, Break 4-5 Paper Dinner on your own	1:30-2:30 Paper 2:30-3:30 Panel 3:30-3:50 Break 3:50-4:50 Paper Dinner on your own	

What night are stores open late?

11 paper/panel slots:

so far: Lian, Chris, Nora, Scott Mellon, Jack Watts, David Torvi

Possible panel topics: Technology, Digitizing, Electronic Resources, Licensing Agreements

Registration fee to include:

Bus transport to NRC for 4 days

4 lunches

7 breaks

Banquet

Lunches for speakers

inFIRE pays for:

Committee lunch on Monday

Reception Monday evening

Speaker gifts

Plaque for Mike as host

Registration fees for previous hosts (Diana, Nina)

(In the past, registration fees covered the fees for previous hosts. Proposed and voted that inFIRE money be used for this for 2000)

Checklist

1. Call for papers
2. Don't necessarily need Keynote speakers. May or may not need formal invitation.
3. Hotel – Lord Elgin \$90 Canadian -- check e-mail for booking deadline [actually \$95]
4. Meeting room – no cost to inFIRE
5. Lunches – invite speakers – registration fee
6. Photographer – no fee to inFIRE
7. Banquet/Social Activities – available for guests. Optional tours: Gray Line, etc.
8. Finalize Agenda – send out reminder in mid-December

Moderators

Tuesday – needed for Round Table (Ann?) and afternoon sessions (introductions, time management)

Wednesday – AM & PM

Thursday – AM & PM (Nora?)

Friday – AM (Nora also?)

Preliminary information -- dates, hotel, etc.

Preliminary program – 1st week in February [well, nearly]

Hotel web site <http://www.lordelginhotel.ca>

NRC does name tags

Payment to be made in Canadian Funds.

Mike will put together attendee list

Committee membership to be indicated on name tags

Gifts for speakers

Suggestion: Have year of inFIRE paid conference registration for host optional as to current year or later year. Voted and approved.

Mike chooses current year.

Publication of proceedings → by Sept. 1st

2001 Conference

London? [i.e., Edinburgh]

Oklahoma City?

Financial report

Current balance: \$4,278.61

Voted to accept report. Janet will check on local bank requirements for non-profit organizations.

Mike will sent out hotel info e-mail [done]

Janet will sent RSVP e-mail for potential attendees.

Dual pricing → reduced cost for inFIRE members (Ann thinks there was 2-tier pricing before – Fairfax?)

inFIRE member or nonmember presenter → same

non-inFIRE member ca. US\$30 extra fee

VOLUNTEER REPORTS

Membership

Loss Prevention Council Library and Information Centre
Borehamwood, Herts, UK
Judy Rebbeck
Judy@lpc.co.uk

Janet will e-mail her, including call for papers, ask her to distribute to FIG.

A 2nd application was not fully completed, doubtful that it is from a library.

Accessions List – Chris Dahms

Ask him to send e-mail to let members know he needs to be on the mailing list for paper copies

Communications/Union List – Susan Walker

Very busy – needs extension on accessions list. Library profiles were sent out for updating – she hopes to have something out before January 2000.

Duties of Communications Coordinator: Maintain profiles and contact information, facilitate communication problems, announce changes to membership.

Brochure – Lian

Status quo

E-mail List – Gillian

Old list still alive, trying to find and delete [done]

Committee went through e-mail list: not on: FORINTEK, Ontario, Andrea (RJA), AFPA, BRE, FSC

Need correction: Schirmer, FM

Follow-ups will be made.

Correct address is infire@its.csiro.au

Mike will hold off on hotel announcement until changes made.

Web – Martha

[most still need to be done]

Archives of proceedings, minutes, check links, check hits. Add history page (update blurbs from previous proceedings)

Guidelines, new pictures, call for papers (link from main page)

Change needed on inFIRE application form – add question mark after “SLA membership”

Archives – Chair

Ann sent the archives to Janet. Janet has been adding material, working backwards through time. Not done yet.

Review of inFIRE reference documents

Conference checklist – 2 tiered structure

Suggestion that documents be dated.

Chris should note email/paper/both for accessions lists

Membership responsibilities updated

Janet will set up distribution list for changes, additions to membership: Martha, Chris, Gillian, Susan, Elizabeth.

Gwen will look at redesigning the brochure

Union list – Electronic format to be made available by request, should be issued every 2 years. Janet will contact Susan. Hopefully she will be able to produce the list before the May meeting. Committee will discuss procedure for follow-up with libraries that did not respond to request.

OTHER ACTIVITIES

inFIRE and SFPE

SFPE website will be changed

2002 International Safety Science 7th International Symposium -- to be held at WPI

Planning committee: John Hall, NFPA; Robert Bill, FMGlobal; Jonathan Barnett, WPI (standing in for Dave Lucht?)

Possibility of paper, poster session by inFIRE? Work/Benefit ratio is questionable. Arlene Barnhard suggested topic: How researchers could work more effectively with information/library professionals.

Gwen suggested revisiting issue at May Business meeting.

Published articles about inFIRE

None so far as we know. Encourage members to do this in their organizational literature. Should be sent to Committee Chair for clearance before submitting for publishing.

Membership

How to increase? Need to do follow-ups, promotional letter needs to be drawn up. Will be followed up at May Business meeting.

inFIRE Promotional Merchandise -- lapel pins, coffee mugs, key chains, pencils/pens, flashlights.

Janet will ask Susan for more information.

Abstracting/Indexing

Who is abstracting or indexing what? What dates are covered? Possible project for inFIRE. Gwen proposed doing a survey. The Committee encourages her to do so. Will discuss further in May. Eventually to be published in a library publication.

New Business – None

Committee Tasks

Martha – will check for hotel e-mail, examples of registration forms [done]

Minutes done by end of November. ...

Web updates.

Lian – presenting a paper at 2000 meeting.
Send brochures to Janet
Write and publish article
Letter / Promotional letter

Gwen – Highlights of 1999 Conference
Survey
Contacting members for e-mail addresses (members not currently on mail list)
Write article for Fire Engineering

Mike – plan meeting
Send out hotel info [done]

Janet – contact Ann and Susan re: articles
Have Ann send call for papers for her membership
Find out if Ann has contact in Ottawa
Have Susan put call for papers in Speaking of Fire
Have Arlene put call for papers in NFPA pubs.
Remind Jack about 2000 paper
Send e-mail asking for proceeding editor
Have Nora provide proceedings guidelines
Remind Nora about 2000 paper
Ask Kathleen Almand to put call for papers in SFPE pubs.
Write up new conference evaluation sheet
Ask Ann how to send money to Canada
Send e-mail for proposed attendance
Research non-profit banking options
Note to membership about new member, loss of Mike Kroll
Ask Ann to write up history for web site
Send member requirements list out to membership
Ask Chris to remind membership that he needs to be on accessions list mailing lists
Give Chris updated accession list guidelines
Remind Chris about 2000 paper
Have Susan put together Union List
Ask Susan about Lapel pins, etc.
