

Minutes of inFIRE Business Meeting

Chicago, Illinois, May 2, 2001

Committee Activity Update

Janet Green reported: Andrea Kiene attended the fall Committee meeting to assist with the plans for the spring annual conference. There are four new members: Packer Engineering (Sara Tompson); Safety Engineering Laboratories (Laura Logan); Gage-Babcock & Associates (Alexandra Jones); Ontario Fire College (Judy Humphries). A draft Handbook of the policies and procedures that have been adopted through the years is being compiled and a draft copy prepared for the annual meeting. It will be posted on the inFIRE web site in the future. It was decided to present an award to honor members who have contributed significantly to inFIRE as they retire. It was named for the first recipient, Nora Jason, who has retired from Fire Research Information Services, NIST. A plaque and a gift were presented to Nora. The International Association of Fire Chiefs has closed their information center and Ann Kelly has left the organization. She was honored as past chair and current treasurer for all her hard work and effort for inFIRE. A gift was sent from inFIRE. Committee member changes for the annual meeting will be outgoing committee member Lian Ruan and new member Susan Walker. InFIRE pins have been distributed to all members and will be included in the registration packets at the annual conference and given to all speakers.

Reports from volunteers

Treasurer - Lian Ruan

Ann Kelly, previous treasurer, reported that the balance was \$3989.58 for 2000. Expenses included \$361.69 for the committee meeting, ? for a retirement gift for Nora Jason, ? for a gift for Ann Kelly, \$400.00 for the inFIRE pins. Lian Ruan reported that the balance was \$3526.79 when she took office as treasurer and her expenses were \$17.00 to open a checking account.

Membership coordinator - Elizabeth Hides

Sent confirmation of four new members: Packer Engineering, Ontario Fire College, Gage-Babcock & Associates, Safety Engineering Laboratories, Inc. Member institutions with new librarians are NFPA, Teresa Frydryk; University of Canterbury, Christine McKee; and NIST, Regina Burgess, acting representative with the retirement of Nora Jason.

Accessions Lists monitor - Chris Dahms

Chris has set up an EXCEL spreadsheet to record those who submit Accessions Lists. He has attempted to contact everyone who has not sent an Accessions List and will continue to monitor this requirement for membership.

Communications coordinator - Susan Walker

Sent out updated departmental profiles and will send an email after the annual conference asking for changes, updates, corrections, etc. Also sent the current Union List of Serials to the new members. Lian Ruan has offered to provide the staff to enter the union list into a data base which will be hosted on their web site and will be password protected. She will be coordinating updates to the union list in the future. Susan was very grateful to Lian for taking over this responsibility.

Brochure - Gwen Schagrin

Gwen passed out a draft of the new brochure. It was decided to ask the membership their needs for brochures and in addition, to make it available on the web site in a .pdf format so individuals can print them as needed. Jill Don has asked for and received permission to include the brochures in the registration packets for the upcoming World Fire Fighter Games to be held in Australia.

Electronic mailing lists - Gillian Bullock

Reports there are no problems with the mail lists. She is able to monitor and update any bounced messages within 24 to 48 hours.

Web site - Martha Gunnarson

Has set up a secure area on the inFIRE website that will be password protected. She will be able to post information such as the treasurer's report and the Handbook and is open for suggestions for other uses.

2001 Conference proceedings - Mike Culhane/Lian Ruan

When Mike and Lian have compiled all the information for the conference proceedings, it will be posted on the website.

Other activities

2002 and 2003 conferences

Chris discussed his preliminary planning arrangements for next year's (2002) meeting proposed for England or Scotland. It was suggested that we try to join forces with FIG and have the conference either in London with the London Fire Brigade as sponsor or Moreton-in-Marsh with the Fire Service College as sponsor, with a day trip to visit the British Energy nuclear facility. Chris, with the help of Mike Culhane, will continue the planning to check on hotel and airfare prices, sponsors, a date, etc. and report to the committee in September. The 2003 meeting is tentatively planned to be held in conjunction with NFPA in Miami. The 2004 meeting is tentatively planned for Perth, Australia.

Incorporation: Gordon Greenway from the Derry, New Hampshire Fire Department Library, has offered to investigate the procedures for incorporation of an organization such as inFIRE.

Promotional activities

Teresa Frydyck, Janet Green, and Martha Gunnarson will serve as a subcommittee to represent inFIRE in some way at the International Fire Safety Science Symposium to be held at WPI in June 2002. It was also suggested that we submit a proposal for a presentation at an SLA conference.

Meeting adjourned.

Submitted by Susan F. Walker