

Leadership Exchange, Dec. 10, 2004

President Art Lichtenstein opened the second half of the Leadership Exchange after a 15 minute break at 11:34 a.m. Art explained to everyone present the purpose of and the contents of the ArLA manual that was handed out to all the new Division, Roundtable, and Committee Chairs. A question was raised about some dates listed under the 2005 Calendar of Events. The October dates should read Oct. 2 as the Executive Board meeting. Kareen Turner, ALPS chair, also mentioned that the ALPS Spring Conference should read May 16-18 instead of May 18-20.

Art spoke of the Committee chairs and committees that he still needed. He is still looking for a Public Relations Committee Chairperson.

Art went through the manual looking for other changes that needed to be made. Sandy Olson pointed out that she is not the President-Elect of ArLA as stated in the new manual but that it should read Diane Hughes. It was also mentioned that Lynn Calhoun was the Information Technology Roundtable chairperson and Donna Daniels was the College & University Roundtable chairperson. Art and Jamie Melson both stressed how important it is to use the monthly report forms to turn in a report at each board meeting rather than just a verbal report because otherwise it may not be included in the minutes.

Art recognized and welcomed Jennifer Coleman, ArLA Executive Director, to the meeting since she was delayed in getting to the first part of the Leadership Exchange. Jennifer asked that everyone check the new manual for missing or incorrect information. Art stressed the importance of brand new chairpersons seek out the help and advice of the "veterans" that are on the board.

Loretta Edwards, past president, introduced Bob Razer as the new ArLA archivist.

Art announced the Executive Committee Meeting in January and the next full board meeting is in February.

Meeting was adjourned at 11:57 a.m.

**Respectfully submitted,
Jamie Melson
Secretary/Treasurer**