

minutes

Chinese and American Forum for Legal Information and Law Libraries		
January 7, 2022	3 PM EST	Zoom
Meeting called by	Alex Zhang	
Type of meeting	Board Meeting: Executive Committee to Develop Informal Infrastructure to Retain Continuity	
Facilitator	Alex Zhang	
Note taker	Vicki Szymczak	
Timekeeper	Vicki Szymczak	
Attendees	Alex Zhand, Co-Chair Billie Jo Kaufman, Co-Chair, Outgoing Treasurer Frank Liu, Executive Coordinator Linda Wen, Incoming Treasurer Vicki Szymczak, Secretary	
Agenda Item: Treasurer's Report		
Speakers	Discussion	
Billie Jo Kaufman	<p>Kaufman gave the treasurer's report informing the Board of current assets and expenses.</p> <ul style="list-style-type: none"> • Balance of Funds as of 1/7/2022 = \$14,052.84 • Expenses since 1/2020 = 1,266.32 • Receipts since 1/2020 = \$500.30 <p>Kaufman will prepare and submit the 2021 Tax Return for the organization.</p> <p>Kaufman alerted the Board that the current list of members is based on the last time membership dues were collected in 2020 and is not necessarily up-to-date. This discussion was held over into Agenda Item 2: CAFLL Mission - Present and Future</p> <p>Kaufman officially relinquished Treasurer duties and welcomed Linda Wen as incoming Treasurer for the organization following a December 6, 2022 unanimous decision of the CAFLL Board of the whole.</p>	
Linda Wen	<p>Wen thanked the Board for her appointment and is looking forward to her new role as Treasurer.</p>	
Action Items	Person Responsible	Notes
Kaufman and Wen will physically meet at a Wells Fargo Bank (required by Bank) to formally transfer banking duties from Kaufman to Wen.	Kaufman and Wen	

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Agenda Item: CAFL Mission – Present and Future		
Speakers	Discussion	
Frank Liu, Facilitator	Discussion	
Open Discussion of the whole	<p>Group reviewed its own role in meeting, acknowledging the meeting was called to encourage methods to revitalize the organization after a soft, COVID sabbatical. Members desired official recognition by Executive Board.</p> <p>Attendees reviewed current mission statement and discussed if we were currently meeting our mission and if there is a need to revisit the mission. This led to a discussion on strategic planning. A consensus grew around strategic planning as a way to move the organization forward, regain recognition, and focus efforts in a positive direction.</p> <p>Frank Liu confirmed that our Chinese colleagues believe our mission remains valid and that academic and professional exchanges should continue; also confirming that the PRC is supportive of this type of exchange.</p>	
	<p>A discussion about waning membership ensued. Attendees noted that membership has been traditionally tied to our biennial conferences. Without the conferences, we are not producing programming or reasons for parties to continue or begin membership in the organization. Current membership list is out-of-date. It was noted that only U.S. Law Library Directors were current members. Points for consideration included:</p> <ul style="list-style-type: none"> • Marketing to Vendors (Secretary Szymczak was assigned to create a vendor list for this purpose.) • If we want our Chinese colleagues to become members (no conclusion) • Develop a tier structure for new librarians and librarians not involved in senior management (i.e., \$50 for new members) • Developing opportunities for members outside of the board to shoulder programming and infrastructure work • Creating informal opportunities for engagement between conferences • Establishing scholarships for attendees to the conferences <p>Attendees agreed that review of the mission statement and strategic planning would help create directions for membership recruitment and retention as well as fund raising. Further discussion about using our conferences to recruit members and raise funds was held over to Agenda Item: Planning the Next Conference</p>	
Action Items	Person Responsible	Notes

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Recommend an assessment of the current mission statement and strategic planning to full Executive Board. Suggest appointing a subcommittee for this exercise following the 2022 webinar series.	Co-Chairs Kaufman and Zhang	
Request Executive Board to formally recognize Executive Committee to Develop Informal Infrastructure to Retain Continuity and its current membership to assist aligning the organization with its mission statement.	Co-Chairs Kaufman and Zhang	
Kaufman offered to assist Membership Committee Chair Evelyn Ma to update list, removing retirees, etc.	Evelyn Ma, Membership and Public Relations Committee Chair	
Recommend to the Executive Board to recruit assistance for the Membership and Public Relations Committee Chair	Co-Chairs Kaufman and Zhang	
Agenda Item 3: Plan the 2022 Conference.		
Speakers	Discussion	
Open Discussion of the Whole	Frank Liu confirmed that our Chinese colleagues would like to participate in the planning of the 2022 May webinars, and hope that a conference could be held in the U.S. in 2023. Based on past conferences, the attendees agreed that it should be held in connection with the 2023 AALL conference to be held in July, 2023, in Boston, Massachusetts.	
Action Items	Person Responsible	Notes
Present in-person 2023 conference proposal to the Executive Board.	Co-Chairs Kaufman and Zheng	