

Minutes of CAFLL Annual Meeting Sunday July 16, 2017, Cannon & Belle Restaurant, Austin Hilton,

9:30 a.m. – 11:00 a.m.

Attendance:

Joan Howland (U. Minnesota), Wei Luo (Washington U.), Billie Jo Kaufman (American U.), Sherry X. Chen (Boston College), James Duggan (Tulane), Bob Hu (St. Mary's), Alex X. Zhang (Stanford), Frank Liu (Duquesne), George Prager (NYU), Anne Mostad-Jensen (North Dakota), Evelyn Ma (Yale) and Filippa Anzalone (Boston College)

Minutes

1. James and Wei called the meeting to order and thanked CAFLL honorary chair, Joan Howland, for her service to CAFLL and a token of thanks was presented to Joan.
2. Billie Jo reported on CAFLL budget: a current balance of \$17,696.15 (including disbursement to Chinese CAFLL for expenses in Hangzhou conference and wiring charge).
3. Programs Committee
Recaps of the June Hangzhou Conference:
 - close to 90 registrants
 - Positive feedback about programs, presentations, keynote speeches and Q&As
 - Positive feedback from Chinese attendees reported as well
 - A big thank-you to Alex Barton of Boston College Law Library for preparing the program brochure
 - Frank noted that librarians from the Chinese Procuratorate Library attended the conference so CAFLL has expanded beyond academic libraries. It will be the 10th Anniversary for US CAFLL in 2019, coinciding with the next biennial conference to be held in the US.
4. Nominations Committee:
 - A change of the Bylaw to extend the term of the Treasurer for an additional year was proposed by James and was approved. Billie Jo will stay on as CAFLL Treasurer. (Attachment 1)
 - Change of Executive Board membership (Attachment 1)
 - Kara Philips stepped down as CAFLL Executive Board member and Secretary
 - 2 current CAFLL Executive Board members (Filippe and Evelyn) have finished their 3-year term and are eligible for re-election to the Executive Board.
 - The Nomination Committee recommends current Executive Board member Ning Han (Concordia) to assume the duties of CAFLL Secretary starting July 1, 2017.
 - Femi Cadmus (Cornell) was nominated as a new Board member
 - No additional nomination was received and the motion to approve the nominations passed.

5. Formation of Bylaw Revision Committee
 - Filippe (Chair), with Anne Mostad-Jensen and Sherry Chen, will form the new bylaw committee to look into amending the existing bylaw to extend the term of the Board Treasurer
6. Planning for the 2019 6th Biennial Conference
 - Venue will be at the American University which is 10 minutes by Metro from the AALL Washington DC Conference Headquarters Hotel and Convention Center
 - Outreach and fundraising was discussed
 - Programs Chairs are to be determined
7. Membership and Public Relations Committee
 - An article on CAFLL will be submitted for publication in Spectrum
8. Translation and Publications Committee
 - Will translate the article into Chinese for the website
9. Resource Sharing Committee
 - Vicki's Proposal for CAFLL Conference Paper Series was discussed (Attachment 3)
 - The repository can include other than conference papers, materials used for presentations and PowerPoint slides
 - Motion to approve the Paper Series was approved
10. Internship and Externship Committee
 - Sherry reported on discussion with Joan Liu who is now at the Fudan University School of Law Library
 - There are teaching opportunities to offer virtual legal research classes e.g. by Skype
 - Some funding support sources are available
 - There is interest in Chinese law libraries to have US and International Law legal research online classes
11. Meeting was adjourned 11 am.

Submitted by:

Evelyn Ma, CAFLL Board member

Attachment 1

Email from Chair of Nomination Committee 2016-2017, Sergio Stone, dated 6/13/2017

Dear CAFLL Members,

Thank you for your continued support of Chinese and American Forum on Legal Information and Law Libraries (CAFLL) and for making the 5th biennial CAFLL Conference in Hangzhou a tremendous success.

Kara Phillips' term as CAFLL Secretary expires on June 30, 2017. On behalf of the entire membership, I extend my deepest appreciation and thanks to Kara for her extraordinary devotion to CAFLL over the years and her splendid work as Secretary.

Filippa Anzalone and Evelyn Ma's terms as Executive Board members also expire on June 30th.

The Nomination Committee recommends that Femi Cadmus (Cornell), Filippa Anzalone (Boston College) and Evelyn Ma (Yale) be nominated for three year terms beginning July 1, 2017. Both Filippa and Evelyn are eligible for reelection to the Executive Board. Femi Cadmus would fill the vacancy left by Kara's retirement from the Board. The Nomination Committee also recommends current Executive Board member Ning Han (Concordia) to assume the duties of CAFLL Secretary starting July 1, 2017.

The purpose of this message is to notify CAFLL members of these nominations and ask if anyone else would like to be considered as a nominee. Anyone interested in being considered should contact me by June 30, 2017. If no one expresses any interest, the four current nominees will each begin to serve their terms on July 1, 2017. If any other members express an interest in serving on the Board, a ballot will be circulated with the names of all candidates for Board positions. CAFLL members would then vote for their preferred candidates.

Many thanks to Kara Phillips and Evelyn Ma for their excellent work on behalf of the Nomination Committee. Please contact me if you have any questions about the nomination process.

We look forward to seeing you at the CAFLL annual meeting in Austin (date, time, and location to be determined).

Best regards,

Sergio

Sergio Stone
Chair, CAFLL Nomination Committee
Deputy Director
Robert Crown Law Library
Stanford Law School
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Attachment 2

**Chinese and American Forum on Legal Information & Law Libraries
Annual Meeting
Sunday July 16, 2017
Cannon & Belle Restaurant, Austin Hilton
9:30 a.m. – 11:00 a.m.**

- I. **Call to Order – Wei Luo and James Duggan**
- II. **Introductions - officers, board members, and other attendees**
- III. **Report by the Treasurer – Billie Jo Kaufman**
- IV. **Report on 2017 Conference in Hangzhou, China – Bob Hu and Filippa Anzalone, Program Co-chairs**
- V. **Committee reports**
 1. **Nominations Committee** - Sergio Stone, Chair
 2. **Bylaws Revisions Committee** – Chair to be Named
 3. **Finance and Fundraising Committee** - Billie Jo Kaufman, Chair
 4. **Membership and Public Relations** - Robert Hu, Co-chair and Evelyn Ma, Co-chair
 5. **Education and Conference Planning Committee** - Filippa Anzalone, Co-Chair and Robert Hu, Co-chair (any additional information not covered in Item IV above)
 6. **Translation and Publications Committee** - Evelyn Ma, Co-chair and Alex Zhang, Co-chair
 7. **Resource Sharing Committee** - Vicki Szymczak, Chair
 - Proposal for Conference Paper Series (Attached)
 8. **International Exchanges** - Sherry Xin Chen, Chair
- VI. **2019 Conference Planning**
- VII. **Other Matters**

Purpose: To collect, organize, and record educational conference presentations and provide an open access publication outlet to speakers presenting their ideas at the CAFLL Biennial Conference. It is hoped that the activities generated through this Conference Paper Series will eventually pave the way for organizing an interdisciplinary, refereed journal.

Format: The series will exist in digital form and will include mixed media materials including video, audio, PDF, or other formats as they become common and efficient to use. CAFLL will acquire an ISSN number for this series.

Publication Schedule: The publication will be released within six months following a conference meeting.

Content: The content of the series will contain either a full paper/transcript of a speakers' presentation or a substantial summary of their presentation. Powerpoint or equivalent presentation files are expected, but not required, to accompany a submission. If a presentation is recorded in full in either or both audio or video (AV Files), the recording will be made available through a link in conference series.

Written submissions should be single spaced with 12pt Times New Roman font and 1 inch margins on all four sides in Microsoft Word format. Final submission must be given to CAFLL within six months following a CAFLL conference.

Each full paper/transcript should include: Abstract, Introduction, Analysis, Conclusion or Recommendation and References. Each full paper/transcript must conform to an acceptable referencing style in the discipline, preferable the current version of *The Bluebook: A Uniform System of Citation*. References will appear as endnotes to the paper.

A substantial summary should consist of a two to eight paragraph description of the presentation that includes a detailed description of the topic, the reason why this topic is relevant to conference attendees, and a summary of the conclusion or recommendation made in the presentation. Each summary should also include a bibliography of references that conform to an acceptable referencing style in the discipline, preferably *The Bluebook: A Uniform System of Citation*.

Publication Organization: The Table of Contents for each issue will be located on the CAFLL web site with files stored on a convenient server location accessible to participants in both the People's Republic of China and the United States. Submissions will be arranged in the order of presentation for each annual meeting and will include entries for all presentations concluded at

the annual meeting in the Table of Contents. The Table of Contents will indicate what has been included in the subject issue for each entry. Each issue will be numbered sequentially. Pagination will not be continuous between issues and will begin with page 1 for each issue. A cumulative speaker and subject index to the publication will be maintained for the series and curated by the Editor.

Copyright: Authors/Speakers will grant CAFLL a non-exclusive license to include their materials in the CAFLL Conference Paper Series, affirm that they possess the copyright on such material and hold CAFLL harmless as to any claims of copyright infringement. Material made available through the CAFLL Conference Paper Series will be made available to the public with a Creative Commons International No Derivative copyright designation (see <https://creativecommons.org/licenses/by-nd/4.0/>).

Although CAFLL does not preclude authors from publishing their papers in other journals, conference proceedings or other publications, authors/speakers must acknowledge that their papers were first published as part of the CAFLL Conference Paper Series. If an author has submitted or published related work elsewhere, or does so during the term between their presentation and publication of the issue in which their material will be published, the author/speaker must provide CAFLL with details.

Language Choices: Content may exist in English or Chinese, or both.

Editors: Submissions will be published substantially in the form submitted. Editorial changes will be largely limited to style, grammar, and form edits; if written submissions are deficient, editors will advise and require speakers/authors on what is required to meet publication standards.