



1997

SEAALL Handbook Revision Materials, 1997

SEAALL

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From: Self <Single-user mode>
To: Donna Bausch, Joyce Janto, Jim Heller, Connie Matzen
Subject: SEAALL Handbook - Calendar questions
Copies to: Mary McCormick
Date sent: Wed, 26 Feb 1997 01:12:21

I continue to work on the SEAALL Handbook in anticipation of distributing it at the Tallahassee meeting. At the moment, I'm trying to establish the optimum publishing schedule for the Southeastern Law Librarian, as the need to publish information in the newsletter affects several of the other dates in the calendar.

I propose the following (recognizing that individual personal schedules and the shifting date of the SEAALL spring meeting may cause anomalies to occur occasionally):

May -- copy due for Spring issue, delivery in June
allows for printing of full year Treasurer report (Apr-Mar)
and publication of minutes from spring meeting, announcement of
service to seaall winner, scholarship winners, incoming committees

Aug -- copy due for Summer issue, delivery in Sept
allows for quarterly Treasurer report (Apr-Jun) and publication
of minutes from business meeting at AALL

Nov -- copy due for Fall issue, delivery in Dec
allows for quarterly Treasurer report (July-Sep) and slate of
candidates (final by Nov 1) -- Bylaws amendments to be voted on
at the SEAALL meeting would have to appear in this issue to
meet the 90 day notice requirement

Feb -- copy due for Winter issue, delivery in Mar
quarterly treasurer report (Oct-Dec); info on spring meeting,
bylaws amendments to be voted on at AALL meeting would have to appear
in this issue

While the issue descriptions (Spring Summer, etc) may need to be adjusted somewhat, I'm more concerned at this point if anyone sees problems with this schedule. The current schedule is April copy, delivery May; July or Aug copy, delivery Aug or Sept; Oct copy, delivery Nov; Jan copy, delivery Feb.

Thanks.

Hazel

From: "Mary McCormick" <mmccormi@law.fsu.edu>
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Wed, 26 Feb 1997 15:35:32 +0000
Subject: Re: SEAALL Handbook - Calendar questions
Priority: normal

Hazel,

Were I to continue editing the newsletter, those timeframes would be fine.

It was great to see you and Tim! See you next month.

Mary

From: "Hazel L. Johnson" <hjohnson@tusc.net>
To: dbausch@leo.vsla.edu, janto@uofrlaw.urich.edu, jshell@mail.wm.edu, cmatzen@smithlaw.com
Date: Wed, 26 Feb 1997 01:13:00 +0000
Subject: SEAALL Handbook - Calendar questions
Cc: mmccormi@law.fsu.edu
Priority: normal

I continue to work on the SEAALL Handbook in anticipation of distributing it at the Tallahassee meeting. At the moment, I'm trying to establish the optimum publishing schedule for the Southeastern Law Librarian, as the need to publish information in the newsletter affects several of the other dates in the calendar.

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Thanks.

Hazel

From: jshell@FACSTAFF.WM.EDU
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Wed, 26 Feb 1997 16:49:17 +0000
Subject: Re: SEAALL Handbook - Calendar questions
Priority: normal

Hazel -

First, I agree that the "season" of the issue should be changed so that it fits with the date the issue is received. If we adopt your schedule, I suggest the March issue is designated the Spring issue, the June issue is Summer, the Sept. issue is Fall, and the Dec. issue is Winter.

Because we sometimes meet in March (witness the 1998 New Orleans meeting), I agree that for notice purposes the issue must come out in December. You've identified other good reasons to adopt the schedule you suggest. Additionally, if the editor(s) is in academia, they often have more time in April/May and July/August to put together those two issues.

Therefore, I endorse your proposal. Please send it to Donna and current editor Mary McCormick to get their input too.

Jim

--

Jim Heller
William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

From: "Joyce Manna Janto" <janto@uofrlaw.urich.edu>
Organization: University of Richmond
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Fri, 28 Feb 1997 11:33:48 EDT
Subject: Re: One more Handbook question
Priority: normal

Hazel,

The current articles and bylaws do not specify a membership year. I think we all assumed that the fiscal and membership years would be the same. I don't believe that we considered, or were even aware, that this has tax implications.

Joyce

From: "Connie M. Matzen" <cmatzen@smithlaw.com>
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Subject: RE: One more Handbook question
Date sent: Fri, 28 Feb 1997 11:03:12 -0500

Jim asked that the dues notice be sent with the ballot in order to save postage. I did not even consider other consequences...and assumed that the dues year had been changed to correspond with the fiscal year. I do not know Richard's thoughts on this. However, sending the dues notice at the same time created some confusion, not to mention being a pain for my staff who stuffed the envelopes. I have gotten dues notices back, and Richard got one ballot.

Connie Matzen
Director of Library Services
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan
P.O. Box 2611, Raleigh, NC 27602-2611

(919) 821-6658 / FAX (919) 821-6800 / E-mail cmatzen@smithlaw.com

>-----
>From: Hazel L. Johnson[SMTP:hjohnson@tusc.net]
>Sent: Wednesday, February 26, 1997 10:44 PM
>To: Connie M. Matzen; dbausch@leo.vsla.edu; jshell@mail.wm.edu;
>janto@uofrlaw.urich.edu
>Subject: One more Handbook question
>
>I am trying to determine the chapter's membership year.
>
>The chapter 'fiscal' year is April 1 to May 31. This is set out in
>the articles/bylaws and establishes when tax returns are due to the
>IRS and the State of Florida.
>
>According to information in the Treasurer's section of the Handbook
>that I believe came from Kathy Heberer and Sue Burch, the previous
>two treasurers, the chapter membership year has run from June 1 to May
>31. Dues notices were sent in April, to be paid by June, with anyone
>not paying by Sept 1 to be deleted from membership list.
>
>I remember discussing this with Kathy and learning that shifting
>this around can sometimes cause us to have to pay taxes because the
>income from the spring meeting often arrives before the end of the
>fiscal year and invoices have been paid after the end of the fiscal
>year. I ask this because the dues notice which came with the ballot
>this year did not specify a membership year. However it arrived
>much earlier than usual and seemed to signal a change in policy. If
>this is a change in policy, have the tax implications been
>considered?
>
>Also, if this is a change in policy and the membership year has been
>modified, I need to know the following:
>
> Month to send dues notices
> When dues are to be paid
> When non-paying members will be deleted from the membership list.
>
>Thanks
>
>Hazel
>
>
>*****

From: jshell@FACSTAFF.WM.EDU
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Mon, 10 Mar 1997 16:58:25 +0000
Subject: Re: Bd action on selected Handbook procedures
Copies to: dbausch@leo.vsla.edu
Priority: normal

HAZEL, I JUST GOT OFF THE PHONE WITH DONNA, AND HERE ARE OUR COMMENTS:

- > Item 1: In her comments during the review last fall, Joyce
- > suggested that the chapter reimburse for ordinary expenses in an
- > attempt to encourage participation by members who might not have the
- > support of their organizations. She suggested the chapter might
- > reimburse copying, postage and phone costs. She also suggested that
- > the chapter might need to set a limit.

WE WILL PUT THIS UP FOR DISCUSSION AT THE BOARD MEETING IN APRIL. YOU'LL HAVE TO LEAVE IT "BLANK" FOR NOW.

- >
- > Item 2: Life membership procedure -- Is there one? Shouldn't there
- > be one? Is someone (Membership committee?) working on creating one?

DONNA WILL PUT HER NEW MEMBERSHIP CHAIR IN CHARGE OF SETTING PROCEDURES. I GUESS YOU COULD PUT IN THAT CRITERIA FOR LIFE MEMBERSHIP ARE DETERMINED BY THE MEMBERSHIP COMMITTEE WITH APPROVAL OF THE BOARD, AND LEAVE IT AT THAT FOR NOW..

- > Item 3: Establish a budget procedure -- this has been talked about,
- > but as far as I know, no official procedures have been established.

THE BUDGET TYPICALLY INVOLVES THE ANNUAL MEETING (WHICH IS USUALLY DESIGNED NOT TO LOSE MONEY, AND POSSIBLY TO MAKE A LITTLE) AND THE ELLIOTT SCHOLARSHIP. THE FORMER CAN'T REALLY BE FINALIZED UNTIL DECEMBER WHEN THE LOCAL ARRANGEMENTS COMM. AND PROGRAM COMM. GET THEIR AGENDAS SET.

THE LATTER WE CAN DECIDE AT THE SPRING MEETING. OTHER PROPOSALS REQUIRING EXPENDITURES HAVE BEEN RARE, BUT OF COURSE THIS MAY NOT ALWAYS BE THE CASE.

THE DIFFICULTY IS THAT THE NEW COMMITTEES HAVEN'T TIME TO PREPARE INITIATIVES IN TIME FOR THE SPRING MEETING. PROPOSALS REQUIRING MONEY WOULD HAVE TO BE PRESENTED ON AN AD HOC BASIS, MAKING A TRUE "BUDGET" DIFFICULT TO ESTABLISH UP FRONT.

THIS TOO IS SOMETHING WE CAN TALK ABOUT AT THE SPRING MEETING

- > Item 4: What is the membership year (as differentiated from the
- > fiscal year)?

SAME AS FISCAL YEAR: APRIL 1 - MARCH 31. (AT LEAST I COULD ANSWER ONE OF THE QUESTIONS).

--
Jim Heller
William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 lnet: jshell@facstaff.wm.edu

From: jshell@FACSTAFF.WM.EDU
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Tue, 11 Mar 1997 08:21:23 +0000
Subject: Re: Bd action on selected Handbook procedures
Priority: normal

Hazel,

We can discuss and problems at the Board meeting. Assuming that the problems are not insurmountable, I can announce.

Jim

From: "Hazel L. Johnson" <hjohnson@tusc.net>
> To: jshell@facstaff.wm.edu
> Date: Mon, 10 Mar 1997 17:22:30 +0000
> Subject: Re: Bd action on selected Handbook procedures
> Priority: normal

> You know I rarely ask questions that are easily answered --
>
> Re item 4 -- correlating the membership year with the fiscal year
> and mailing ballots and dues notices together seems to have caused
> some (probably not many) problems for Richard and Connie -
> items sent to the wrong place (ballots to Richard etc). According to
> the previous info membership year has in the past run from June to
> May -- Has there been some 'official' change and shouldn't this type
> of thing be announced to the membership?

> Hazel

>

>

> *****

> Hazel L. Johnson
> Law Library Services Consultant voice: 205-339-7514
> 4709 Lakeview Estates Drive fax:
> Northport, AL 35476 email: hjohnson@tusc.net

>

>

--

Jim Heller
William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

From: Self <Single-user mode>
To: Ebba Jo Sexton <ebbajo@pop.uky.edu>
Subject: Re: Newsletter schedule to go in Handbook
Date sent: Sat, 15 Mar 1997 18:58:51

Ebba Jo --

Thanks for the info - we can use this as a guide and you and Amy can adjust accordingly - I'll put a copy of the Handbook section on the newsletter in the mail to you today. It's scheduled for distribution in final format at the Tallahassee meeting, but copies haven't been made yet, so if you find anything really out of whack, let me know and I can still correct it.

Hazel

Date sent: Mon, 17 Mar 1997 09:50:09 -0500 (EST)
To: hjohnson@tusc.net
From: Ebba Jo Sexton <ebbajo@pop.uky.edu>
Subject: Newsletter schedule to go in Handbook
Copies to: amy@pop.uky.edu

Dear Hazel,

Amy Osborne and I think your proposed schedule for the Newsletter will be fine. The May date makes more sense, since the SEAALL meeting is in April. We can use Conference reports, etc. to fill that issue. The only month that is rather rushed is August-Sept., but we can get it in production early, before the academic rush of late Aug.-Sept.

Ebba Jo