Kogut called the meeting to order at 10:03am.

1. Welcome and Additions to Agenda:

   Added a potential visit from Yvonne Chandler after introductions. Also added Sheree Crosby from Cabell’s Directories after Introductions.

2. Introductions:

   Everyone introduced themselves.

3. Sheree Crosby:

   Sheree provided information on Cabell’s Directories, an academic research database. Cabell’s Directories provides a list of journals with information on where to publish manuscripts, which Sheree noted would be useful for faculty members going for tenure. The directories also include acceptance rates. She mentioned several additional benefits of this resource, including the assistance this service provides with publishing for faculty and graduate students. Cabell’s Directories mostly has information on journals in the sciences and business, but they are also looking into the humanities.

4. TLA Executive Board Liaison – Yvonne Chandler

   Yvonne was not present. Moved on to the next agenda item.

5. Vote on last meeting’s minutes.

   O’Toole moved to approve the minutes. Tidwell seconded. The motion passed.

6. Appointment of Webmaster:
Hollie Gardner agreed to serve as Webmaster and attended the necessary training during Annual Assembly. O'Toole moved to approve her as Webmaster. Tidwell seconded. The motion passed.

7. Budget Report from Secretary/Treasurer

Final numbers for budgets came out on Saturday, July 14, 2012. Income was significantly lower than expected, leading to discrepancies in the proposed budget from June versus what the RT will actually be able to accommodate.

These numbers come from the Expanded General Ledger, 7/1/2011-6/30/2012:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Beginning Fund Balance</td>
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<tr>
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To accommodate differences, several cuts were made to expected expenses. Approved changes follow below:

- Lowered the TALL Texan donation to $500.
- Lowered the Legislative Day donation to $150.
- Altered planned programs for 2013 Annual Conference (proposed programs and approved programs listed below).
  - Eliminated eReader program, as another program for Annual Conference meets this need.
  - Library Support Staff RT offered to co-sponsor *Personal Style with a Professional Twist* (originally titled *Dress for Success*).

O'Toole motioned to table the budget vote until the conclusion of the stipend discussion. Gardner seconded. Motion passed.

8. Report from RRT Stipend Ad-Hoc Committee and discussion:

Discussed the RRT Conference stipend and the need to simplify the form. Approved changes follow:

- Addition of a disclaimer mentioning a focus geared toward professionals and support staff.

Gardner inquired about the possibility of splitting the stipend into two and offering one to professionals and one to support staff. Due to budget constraints, RRT cannot afford more than $500 toward this stipend and splitting it would not go far enough for one
person. The Executive Board agreed that adding a focus would encourage applicants and allow for emphasis on various levels of employment and locales in selecting awardees.

- Deleted question 17 and requirement for a resume/vita.
- Deleted library university address, phone, supervisor contact, and questions 9-11. Awardees can provide this information afterwards.
- Changed RRT membership question to TLA membership. Committee members can look up length of membership and membership to RRT based on this information.
- Included an e-mail contact on the form for letters of recommendation.
  - Noted that RRT can create interactive forms now that a Webmaster is in place.

Hepner proposed having a current RRT member available to talk with the awardee about scheduling during Annual Conference and introducing him/her to people.

Recommenders for applicants need to be contacted one week after the application deadline.

The current chair will appoint the committee chair for the stipend committee. Hepner suggested that the committee should have no more than five members, including the chair. One member must be the previous year’s recipient. Volunteers for this year include Erin O’Toole (Chair), Anthony Micchelli, John Hepner, Hollie Gardner, and Melissa Place.

The stipend for the 2013 budget will come out of this year’s budget, though other groups are financed by vendors. Noted this possibility for the future.

O’Toole moved to keep the current amount for the stipend. Place seconded. Motion carried.

Hepner moved to approve the application with current changes. O’Toole seconded. Motion carried.

9. Return to budget discussion:

O’Toole moved to approve the budget with the current changes. Tidwell seconded. Motion carried. Tomlin will submit a new budget request form reflecting changes following the meeting.

10. Report from Planning Committee:

Changes will be sent next to the Bylaws and Resolutions Committee, and then they will go to ballot for voting. Place motioned to approve. O’Toole seconded. Motion carried.

11. Report from Nominating Committee:

O’Toole called for suggestions to serve on nominating committee for next year.
12. Report from Publicity/Membership Committee:

    Hepner completed minutes for the Publicity/Membership Committee which includes finances. Hepner noted there were some conflicting numbers on membership.

13. Adjournment:

    Meeting adjourned at 11:42am.
## Budget Changes

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<th>Category</th>
<th>2010-2011 (budgeted)</th>
<th>2010-2011 (actual)</th>
<th>2011-12 (budgeted)</th>
<th>2011-12 (actual)</th>
<th>2012-13 (budgeted)</th>
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<td>Continue to work with TLA on transforming our By-Laws into Operating Procedures.</td>
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<td>Sponsor events to celebrate the Reference Round Table's 50th Anniversary.</td>
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<td>Investigate offering a TLA Conference stipend.</td>
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<td>Notes:</td>
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</table>

1 Prior to Annual Assembly.
1) $400 (combining speaker gifts, booth giveaways, and $100 for the Texas Reference Source Award winner plaque).

2) Pre-conference Expenses.

3) Numbers for 2011-12 actual not yet updated from Annual Conference.
Applicant will attach resume or Vita

1. Full Formal Name:
2. Work Phone
3. Personal Phone
4. Primary Email

5. Library or University Name:
6. Library or University Address:

   Library or University Phone:
7. Immediate Supervisor/Professor:

8. E-Mail (Supervisor/Professor):

9. Home Mailing Address:
10. Home Phone:
11. E-Mail:

12. Number of Years as a TLA Member:
13. Number of Years as a Reference Round Table Member:

14. Outline your current duties or responsibilities, specifically those relating to reference (300 word limit please):

15. Give a statement as to why you need this stipend (300 word limit):
Explain how attending the 2013 TLA Annual Conference will benefit you professionally (300 word limit):

Please list your library/information science related continuing education classes you have completed in the last three years:

Submit Two Letters of Recommendation

To complete the application process, please secure two letters of recommendation from persons connected to your place of employment, volunteer duties or educational institution. An incomplete submission will be eliminated from the review process.

Please read the following requirements carefully, then sign and date the application.

If selected as the winner of the $500 Texas Library Association Reference Round Table Conference Stipend for the upcoming TLA Annual Conference, I agree to all the following requirements:

- I am a current paid member of the Texas Library Association and Reference Round Table.
- My work, volunteer, or educational interests involve reference/research service.
- I am a professional librarian, paraprofessional, library/information science graduate student, or volunteer.
- Apply the $500 stipend first toward the registration expenses, including any required pre-conferences, and then toward other conference expenses.
- Volunteer to staff the Reference Round Table booth at Annual Conference for two hours.
- Attend the Reference Round Table business meeting and Executive Board meeting at Annual Conference.
- Attend the Reference Round Table sponsored and co-sponsored programs, pre-conferences, and events at Annual Conference.
- Submit a report evaluating the conference, stating whether it fulfilled your expectations and what was learned that can be used in the recipient's library or university. The report must be submitted electronically or by mail to the Reference Round Table Conference Stipend Committee Chair within 30 days after the Conference.
- Serve on next year’s selection committee for the stipend award.

Signature:
(Electronic “Signature” acceptable)

Date:
Your completed application form and accompanying letters of recommendation must be postmarked on or before January 31. Applications may be submitted electronically.

Submit to:

Constance Matheny  
Chair of Reference Round Table Annual Conference Stipend Committee  
1703 Timber Brush Trail  
Austin, Texas 78741  
Voice: 512-590-0911 or 512-463-4214  
constance.matheny@cpa.state.tx.us

Other members of the Reference Round Table Stipend Committee include:

- Ashlynn M. Kogut, Chair of the Reference Round Table, University of Houston Clear Lake, Neumann Library  
- John C. Hepner, Chair of Reference Round Table Publicity Committee, Texas Woman’s University (Retired)
1. **Similarities: Reference Librarians and Private Investigators**

The work of Private Investigators (PIs) falls into 3 categories: Research, Interviews & Surveillance. Learn how to use PI techniques in research and reference, how PIs can benefit from skills and knowledge of librarians, and PI-related opportunities, all meshed with tales of surveillance and investigation. Business meeting follows this program.

dona weisman, NTLP Director of Consulting Services and Shelly Tucker, PI and storyteller

Reference RT – all expenses approx. $600

2. **eReaders – Stories from the Field (pending additional co-sponsors)**

This session showcases stories from librarians who are using ereaders at their libraries. Hear how librarians are using ereaders for staff training, providing reference service, and using ereaders to enhance public service.

Angela Colmenares, Librarian, Sam Houston State University, academic and public librarian also potential speakers.

Reference RT – all expenses approx. $600

3. **Dress for Success**

See stylish outfits for conference attendance, job interviews, and day-to-day work wear modeled by real librarians (including men) after consulting with a Nordstrom personal shopper. The Nordstrom representative will advise on dressing for different budgets as well as how to wear the same outfit for different occasions.

Co-sponsored with Special Libraries Division ($300), College and University Libraries Division ($300), New Members Round Table ($200), Reference RT ($300)

4. **Interactive Tools and Digital Outreach that Wows Patrons**

Today, information professionals should go beyond basics and create measurable value for patrons. Texas's chief revenue agency, the Comptroller of Public Accounts, enhances public information access using a variety of digital tools and social media. See how CPA communicates complex data and economic trends with e-mail, online maps and visualizations.

Michael Castellon, Texas Comptroller of Public Accounts

Co-sponsored with Special Libraries Division, cost split 50/50 (approx. $350)

5. **Free Legal Forms Online**

The web offers a gamut of legal forms and guides. Free sites range from Texas and local governments to associations and popular legal portals. This session explores resources that provide forms patrons want

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2 Prior to Annual Assembly.
for probate issues (wills, powers of attorney, guardianship), corporation formation, child support, real estate and taxes.

Kris Helge, Texas Wesleyan University School of Law
Co-sponsored with Special Libraries Division, RRT paying only for speaker gifts (approx. $50)

6. Business Reference 101 Pre-conference

*Thorough introduction to business reference including basic business concepts, serving entrepreneurs, business databases, free business resources, and social media for business research.*

April Kessler, University of Texas at Austin, SMU Librarian depends on time of conference
Co-sponsored with Special Libraries Division, cost split 50/50, (approx. $500, depends on amount of registrants and there is the potential that revenue will be generated)

**Conference Programs Budget**

Budgeted $2300 for conference expenses

- $600 – Similarities: Reference Librarians and Private Investigators (AV and speaker gifts)
- $600 – eReaders Stories from the Field (AV and speaker gifts)
- $300 - Dress for Success (AV and speaker gifts)
- $350 - Interactive Tools and Digital Outreach that Wows Patrons (AV and airfare)
- $50 - Free Legal Forms Online (speaker gifts)
- $500 - Business Reference 101 Pre-conference (AV, catering and speaker gifts)

**$2400 – Total Estimated Conference Program Expenses**
Reference Round Table 2013 Conference Programs

1. Reference Librarians and Private Investigators: Not That Different
The work of Private Investigators (PIs) falls into 3 categories: Research, Interviews & Surveillance. Learn how to use PI techniques in research and reference, how PIs can benefit from skills and knowledge of librarians, and PI-related opportunities, all meshed with tales of surveillance and investigation.

dona weisman, NTLP Director of Consulting Services and Shelly Tucker, PI and storyteller
Reference RT – all expenses approx. $600

2. Personal Style with a Professional Twist
Hear a Nordstrom personal stylist advise on dressing for different budgets as well as how to wear the same outfit for different occasions. See stylish outfits for job interviews and day-to-day work wear modeled by real librarians (including men) after consulting with a Nordstrom personal stylist, a free service.

Co-sponsored with Special Libraries Division ($300), College and University Libraries Division ($300), New Members Round Table ($200), Reference RT ($300), Public Libraries Division ($300), Library Support Staff Round Table ($100)

3. Interactive Tools and Digital Outreach that Wows Patrons
Today, information professionals should go beyond basics and create measurable value for patrons. Texas’s chief revenue agency, the Comptroller of Public Accounts, enhances public information access using a variety of digital tools and social media. See how CPA communicates complex data and economic trends with e-mail, online maps and visualizations.

Michael Castellon, Texas Comptroller of Public Accounts
Co-sponsored with Special Libraries Division, cost split 50/50 (approx. $350)

4. Free Legal Forms Online
The web offers a gamut of legal forms and guides. Free sites range from Texas and local governments to associations and popular legal portals. This session explores resources that provide forms patrons want for probate issues (wills, powers of attorney, guardianship), corporation formation, child support, real estate and taxes.

Kris Helge, Texas Wesleyan University School of Law
Co-sponsored with Special Libraries Division, RRT paying only for speaker gifts (approx. $50)

5. Business Reference 101 Pre-conference
*Thorough introduction to business reference including basic business concepts, serving entrepreneurs, business databases, free business resources, and social media for business research.*

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3 Approved at Annual Assembly.
April Kessler, University of Texas at Austin, SMU Librarian depends on time of conference
Co-sponsored with Special Libraries Division, cost split 50/50, (approx. $500, depends on amount of
registrants and there is the potential that revenue will be generated)

Conference Programs Budget

Budgeted $2300 for conference expenses

$600 – Similarities: Reference Librarians and Private Investigators (AV and speaker gifts)
$300 - Dress for Success (AV and speaker gifts)
$350 - Interactive Tools and Digital Outreach that Wows Patrons (AV and airfare)
$50 - Free Legal Forms Online (speaker gifts)
$500 - Business Reference 101 Pre-conference (AV, catering and speaker gifts)

$1800 – Total Estimated Conference Program Expenses
Texas Library Association
Reference Round Table

OPERATING PROCEDURES

SECTION I – NAME

The name of this organization is the Reference Round Table (RRT) of the Texas Library Association (TLA).

SECTION II – OBJECTIVES

The purpose of the Reference Round Table shall be to advance the informational, bibliographical, and research services of all types of libraries within the state of Texas.

SECTION III – MEMBERSHIP

Any member of the Texas Library Association may select membership in the Reference Round Table. Officers must be current members of TLA and RRT.

SECTION IV – ADMINISTRATION

A. Elected Officers
1. The elected officers of Reference Round Table shall be Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, Councilor, Alternate Councilor, and Immediate Past Chair.

2. Officers shall assume office immediately following the Texas Library Association Annual Conference and shall serve a term of one year or until a successor is elected. The Councilor and Alternate Councilor shall serve three years or until a successor is elected.

3. The duties of Reference Round Table officers shall be as follows:

a. **RRT Chair** serves a one-year term of office immediately following TLA Annual Conference and extending through the next Annual Conference.

Duties:

- Provides general oversight for all activities of the unit.
- With the exception of the Nominating Committee and the Program Committee, makes all committee appointments for the year as Chair. This usually is done toward end of term as Vice-Chair/Chair-Elect so that committees are appointed by the end of the TLA Annual Conference when the appointments take effect. Committees to which RRT members need to be appointed routinely each year are the Planning Committee, Texas Reference Source Award Committee, RRT Conference Stipend award Committee, and Publicity/Membership Committee. If a nomination has been received for the Lois Bebout Reference Service Award, an ad hoc committee will need to be appointed, which will be disbanded after its recommendation has been received and considered by the RRT Executive Committee.
- RRT Webmaster, Assistant Webmaster, and Texas Reference Sources General Editor appointments must be approved by the full Executive Committee. These individuals are eligible for continuous reappointment if performance is deemed satisfactory. Reappointment consideration for each of these appointments needs to be an agenda item for the Executive Committee meeting during every TLA Annual Conference.
- Attends all chairs and conference planning orientation and training sessions. Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
- Submits the Incoming Officer Report Form by one week after the TLA Annual Conference. The form is in the “Officer Resources” section of “About TLA” on the TLA website.
- Notifies the RRT Webmaster of names and contact information for all committees and the Executive Committee within one week following TLA Annual Conference.
- Schedules all RRT meetings at Annual Assembly and Annual Conference in consultation with the Executive Committee and committee chairs. An Executive Committee meeting is to be scheduled for each gathering. Some committees meet at Annual Assembly and some will also need to meet during TLA Annual Conference. It is preferable to schedule all committee meetings to occur before the Executive Committee meeting. A short RRT general membership meeting usually is held at the end of the RRT program at the TLA Annual Conference. If a longer meeting is needed, a separate RRT Membership meeting should be scheduled to occur at a time immediately after the RRT program. A notice should be posted to the RRT Officers distribution list and emailed to all committee chairs prior to the scheduling deadline to determine if any additional meeting times are needed. The scheduling request form for Annual Assembly will be available under the officers section of the TLA website. This is normally due around May 15. Scheduling requests for Annual Conference committee meetings and programs are generally due around June 15.
- Prepares and disseminates agendas and schedules for all Executive Committee meetings and for the round table’s general membership meeting at Annual Conference. Posts agendas on the RRT officers and members distribution lists and on the MyTLA Groups RRT website.
- In consultation with the Secretary/Treasurer, prepares an annual budget for e-mail approval by the Executive Committee. The Budget Request Form is in the “Officer Only Section” of the “Members Only” section of the TLA website and it is due at the TLA Office by the date specified each year.
- Presides at the annual general membership meeting and all Executive Committee meetings.
- Approves all unit expenditures/invoices. The Reimbursement Form for submission to the TLA office is located in the “Officer Resources” section of “About TLA” on the TLA website.
- Forwards copies of all reimbursement forms to the Secretary/Treasurer so that she/he can monitor the TLA unit financial statement.
- Co-Chairs the RRT Program Committee. The Chair may not serve as chair for any other RRT committee.
- Submits to the TLA Conference Program Committee online conference forms around June 15.
- In the spring, sends notification to all newly elected officers and thanks all who agreed to stand for election.
- Checks to be sure all current Executive Committee members, the RRT Webmasters, and other RRT committee chairs and committee members are included on the RRT Officers listserv.
- Forwards any notice from TLA Exhibits Office asking whether RRT wants to have an exhibit booth to the Publicity/Membership Committee Chair and the designated Booth Coordinator in the committee.
b. **RRT Vice-Chair/Chair-Elect** serves a one-year term of office immediately following TLA Annual Conference and extending through the next Annual Conference.

Duties:

- Attends all chairs and conference planning orientation and training sessions. Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
- Serves as Co-chair of the Program Committee, working closely with the RRT Chair on planning the next conference program(s) for the unit.
- Appoints three members to the Program Committee for a two-year term and begins developing programming ideas with the Program Committee for her/his term as RRT Chair. The Vice-Chair/Chair-Elect may not serve as chair for any other RRT committee.
- Attends and participates in all RRT Membership and Executive Committee meetings.
- In the absence of the RRT Chair, chairs general membership meetings and Executive Committee meetings.
- Assumes office of RRT Chair if the office is vacated.
- Appoints committee chairs and members for the year of office as Chair and notifies individuals of their appointment. This usually is done toward the end of the term as Vice-Chair/Chair-elect so that committees are appointed by the end of the spring TLA Annual Conference when the appointments take effect. Committees to which RRT members need to be appointed routinely each year are Planning Committee, Texas Reference Source Award Committee, RRT Conference Stipend Award Committee, and Publicity/Membership Committee. If a nomination has been received for the Lois Bebout Reference Service Award, an ad hoc committee will need to be appointed, which will be disbanded after its recommendation has been received and considered by the RRT Executive Committee.

c. **RRT Immediate Past Chair** serves a one-year term of office. The term begins immediately following TLA Annual Conference and extends through the next Annual Conference.

Duties:

- Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in
the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.

- Attends and participates in all RRT Membership and Executive Committee meetings.
- Chairs the Nominating Committee and appoints its members. Since committee appointments take effect immediately following Annual Conference, the appointment of Nominating Committee members usually should be made in the spring prior to Annual Conference while still serving as Chair.
- Sends ballot information to the TLA Office by TLA-established deadlines, usually in December or January.
- Ensures that candidates submit biographical information by TLA-established deadlines, usually in December or January.

d. The RRT Secretary/Treasurer serves a one-year term of office immediately following TLA Annual Conference and extending through the next Annual Conference.

Duties:

- Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
- Attends and participates in all RRT Membership and Executive Committee meetings.
- Assists the RRT Chair in preparing an annual budget for approval by the Executive Committee.
- Checks the TLA quarterly revenue and expenditure reports on the “Officers Only Section” of MyTLA on the TLA website. Notifies the RRT Chair of any discrepancies. Some reports may appear only one week before Annual Conference and Annual Assembly. The final annual financial reports through June 30 will be posted in July.
- Prepares and disseminates minutes with any supplemental attachments (committee reports, etc.) from all Executive Committee meetings and the annual business meeting to the TLA Office within two weeks after the meetings. This is accomplished through initial posting on the RRT Officers distribution list at which time corrections should be solicited from officers. After corrections are made, the draft minutes are sent to the Webmaster for posting on the RRT website and also posted on the RRT Members distribution list and the MyTLA Groups RRT section.
- Brings, distributes, and collects a sign-in sheet for Executive Committee meetings. The compiled list of attendees is included in the minutes.
- Prepares and submits instant minutes to the TLA Office immediately after Executive Committee and general membership meetings conducted at Annual Conference and Annual Assembly. The form is available in the “Officer Resources” section of “About TLA” on the TLA website.
• Presents minutes and a treasurer’s report for distribution at the Executive Committee meetings and the annual general membership meeting.
• Following approval of minutes, submits the final approved copy to the TLA office for archiving with any supplemental attachments (committee reports, etc.), to the RRT webmaster for posting on the RRT website, and also posted on the RRT Members distribution list and the MyTLA Groups RRT section. The approved minutes replace the draft minutes on the website.
• Reminds all committee Chairs to complete Instant Minutes forms for all committee meetings held during Annual Conference and Annual Assembly.

e. **RRT Councilor** serves a three-year term of office. The term begins immediately following TLA Annual Conference and extends through Annual Conference three years after taking office.

Duties:

• Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
• Attends and participates in all RRT Membership and Executive Committee meetings.
• Attends and participates as a voting member in all Council meetings at Annual Assembly and Annual Conference.
• Keeps membership posted on pending issues and actions of the TLA Council through reports at Executive Committee meetings, postings to RRT Officers and Members distribution lists, and postings to the MyTLA Groups RRT section.

f. **RRT Alternate Councilor** serves a three-year term of office. The term begins immediately following TLA Annual Conference and extends through Annual Conference three years after taking office.

Duties:

• Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
• Attends and participates in all RRT Membership and Executive Committee meetings.
• Attends TLA Council meetings as a non-voting participant unless the Councilor is unable to attend, in which case the Alternate Councilor assumes all duties of the Councilor.

B. Appointed Officers

1. **RRT Webmaster** is appointed by the RRT Executive Committee during the Executive Committee meeting at each Annual Conference to serve a one-year term beginning immediately following TLA Annual Conference and extending through the next Annual Conference. The Webmaster is eligible for reappointment each year at the discretion of the Executive Committee.

   **Duties:**
   - Updates and maintains the RRT website in coordination with the TLA Webmaster. Provides that all website content is current and accessible. RRT historical files are maintained and updated by an Assistant Webmaster.
   - Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
   - Attends and participates in all RRT Executive Committee meetings as an ex officio non-voting member.
   - Serves as a member of the Publicity/Membership Committee and reports on website activities, problems, and recommendations at both Publicity/Membership Committee and Executive Committee meetings.
   - Maintains contact with all committee Chairs.
   - Attends TLA training sessions for unit webmasters and keeps up-to-date on TLA website procedures and requirements.

2. **Assistant Webmaster** is appointed by the RRT Executive Committee during the Executive Committee meeting at each Annual Conference to serve a one-year term beginning immediately following TLA Annual Conference and extending through the next Annual Conference. The Webmaster is eligible for reappointment each year at the discretion of the Executive Committee.

   **Duties:**
• Updates and maintains the RRT historical files.
• Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
• Attends and participates in all RRT Executive Committee meetings as an ex officio non-voting member.
• Serves as a member of the Publicity/Membership Committee and reports on website activities, problems, and recommendations at both Publicity/Membership Committee and Executive Committee meetings.
• Attends TLA training sessions for unit webmasters and keeps up-to-date on TLA website procedures and requirements.

3. **General Editor of Texas Reference Sources Online** is appointed by the RRT Executive Committee during the Executive Committee meeting at each Annual Conference to serve a one-year term beginning immediately following TLA Annual Conference and extending through the next Annual Conference. The General Editor is eligible for reappointment each year at the discretion of the Executive Committee.

Duties:

• Updates and maintains *Texas Reference Sources Online* web pages. Submits revised webpages to the TLA Webmaster for loading on the *TRSO*website.
• Appoints and replaces section editors, maintains section editor resources and instructions, and directs their section reviews. Reminders are sent to section editors twice each year.
• Downloads and reads the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. Reviews resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.
• Attends and participates in all RRT Executive Committee meetings as an ex officio non-voting member.
• Reports on *TRSO* activities, problems, and recommendations at Executive Committee meetings.
• Attends TLA training sessions for unit webmasters and keeps up-to-date on TLA website procedures and requirements.
• Serves as a member of the Texas Reference Source Award Committee

C. Executive Committee
1. The RRT Executive Committee is comprised of all elected officers, including the Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, Councilor, Alternate Councilor, and Immediate Past Chair. The appointed Webmaster, Assistant Webmaster, and General Editor of Texas Reference Sources Online serve as non-voting ex officio members of the Executive Committee. The Executive Committee meets during TLA Annual Assembly and Annual Conference. It administers the business of the round table when it is not in session.

2. Chairs of all RRT committees, the Texas Reference Sources Online General Editor, and the RRT Webmasters shall be required to submit to the Executive Committee meeting at each TLA Annual Conference an annual report summarizing their activities.

D. Elections

1. The Nominating Committee, appointed by the Immediate Past-Chair, shall present a slate of candidates for all offices. The annual ballot shall consist of at least one candidate each for the offices of Vice-Chair/Chair-Elect and Secretary-Treasurer. Every three years, at least two candidates for the office of Councilor also need to be selected.

2. Officers shall be elected by electronic ballot in the spring.

3. For each office, the candidate receiving the highest number of votes shall be elected to that office. For the office of Councilor, the candidate receiving the highest number of votes shall be elected Councilor; the candidate with the second highest number of votes shall become the Alternate Councilor. The membership shall be notified of the election results in the spring following the election.

4. In the event of a tie vote for any office, a run-off election will be held at the next Annual Conference Reference Round Table membership meeting.

E. Vacancies
1. If a vacancy occurs in the office of the Chair, the Vice-Chair/Chair-Elect shall become Chair for the remainder of that term and shall also serve the term to which the Vice-Chair/Chair-Elect had been elected.

2. If a vacancy occurs in the office of Councilor, the Alternate Councilor shall serve out the term of Councilor.

3. If a vacancy occurs in any of the other elected offices, the Chair, with the approval of the Executive Committee, shall fill the vacancy by appointment until the next general election.

4. If a vacancy occurs in both the Chair and Vice-Chair/Chair-Elect positions, the RRT Councilor will assume the duties of both offices until the next RRT election.

SECTION V – MEETINGS

A. A general membership meeting shall be held annually during the TLA Annual Conference. A quorum shall consist of the members present. Additional general membership meetings may be held as deemed necessary by the Chair, a majority of the Executive Committee, or upon petition of thirty (30) RRT members.

B. RRT Executive Committee meetings shall be held during both the TLA Annual Conference and the TLA Annual Assembly. A quorum shall consist of a majority of the elected officers. Additional meetings may be held as deemed necessary by the Chair or a majority of the Executive Committee.

SECTION VI – COMMITTEES
A. General Committee Chair Duties

- All committee chairs shall download and read the materials from the “Incoming Officers Briefing” in the “Officer Resources” section of “About TLA” on the TLA website. All committee chairs shall review resources available in the “Officer Resources” section of “About TLA” and in the “Officers Only Section” of MyTLA.

- Chairs of all committees submit a written annual report of committee activities, accomplishments, and actions at the Executive Committee meeting during the TLA Annual Conference. A copy of the report is to be given to the RRT Secretary/Treasurer for inclusion with the minutes of the meeting. A copy also is to be submitted to the RRT Webmaster for posting on the committee website. If the committee Chair is unable to attend the Executive Committee meeting, the report is to be submitted to the RRT Secretary/Treasurer, the RRT Chair, and the RRT Webmaster prior to the meeting.

- Chairs of all committees submit instant minutes to the TLA Office by the TLA-established deadline (usually during conference or within one week after conference) for all meetings conducted at Annual Conference and Annual Assembly. The form is available in the “Officer Resources” section of “About TLA” on the TLA website. Full minutes for committee meetings should be submitted to the TLA office and to the RRT Webmaster when completed.

- Chairs of committees may convene committee meetings during the TLA Annual Assembly. Meetings also may be held during the TLA Annual Conference. Virtual meetings may be substituted. All committee meetings are “open meetings” at which anyone is welcome to attend except for the awards committees and the Nominating Committee, which are routinely considered “closed meetings” with attendance limited to committee members only.

- Committee Chairs are to notify the RRT Vice-Chair/Chair-Elect about any committee members who are eligible to be reappointed and about committee vacancies which will need to be filled for the next year. Chairs also should advise the Vice-Chair/Chair-Elect about any committee members who would be recommended to be appointed as the next committee Chair and about any other RRT members who are known to be interested in being appointed to the committee to fill vacancies. These recommendations should be made at least two weeks prior to the Annual Conference after which new appointments will go into effect.

- Committee Chairs are expected to maintain virtual contact with committee members between meetings and may conduct many or some committee tasks through virtual contact. The RRT Members distribution list is useful for soliciting input from, or sending notices to, RRT members about committee activities. The RRT Officers distribution list is useful for soliciting input from, or sending notices to, RRT officers.

B. Standing Committees
The standing committees of the Reference Round Table shall be as outlined below. Standing committee members, except for members of the Program Committee, shall serve a one year appointment to commence immediately after the TLA Annual Conference.

Chairs attend the TLA Annual Assembly (usually in July). Some committees may also meet during the TLA Annual Conference (usually in April).

Members of committees also are expected to attend if the Chair has scheduled a meeting for a committee during Annual Assembly or Annual Conference. Virtual participation may be substituted for physical participation at these meetings except for committee chairs.

1. Nominating Committee

The Nominating Committee shall annually submit a list of candidates for election. The RRT Immediate Past-Chair shall appoint the members of the Nominating Committee and chair the committee.

- The RRT Immediate Past Chair normally makes appointments to this committee in the spring prior to completing her/his term as RRT Chair.
- Every year at least one candidate each needs to be selected to stand for election for Vice-Chair/Chair-Elect and for Secretary/Treasurer. Every three years at least two candidates need to be selected to stand for election for Councilor/Alternate Councilor. The candidate with the most votes is elected Councilor; the candidate with the next highest number of votes is elected Alternate Councilor.
- Potential candidates for office may be identified through the RRT Volunteer forms submitted to the Vice-Chair/Chair-Elect. The incoming Nominating Committee Chair should consult with the incoming RRT Chair to determine if any volunteers for elected office were received.
- It is preferable for Vice-Chair/Chair-Elect candidates to already be familiar with RRT through prior service on committees or other elected or appointed office.
- The committee may choose to meet during Annual Assembly, but much of the committee work will need to be accomplished virtually to meet TLA ballot deadlines, which are usually in December or January. Generally, it is best to have candidates for all offices selected by the end of November.

2. Planning Committee
The Planning Committee shall coordinate strategic planning and unit assessments for the Round Table and shall maintain and update the RRT Operating Procedures.

- With input from RRT officers, committees, and members, the committee shall draft a Strategic Plan for RRT to coordinate with the TLA Strategic Plan. The draft will be subject to approval by the RRT Executive Committee and the RRT membership.
- The committee will review the adopted Strategic Plan annually and, with input from RRT committees and officers, will report progress annually toward meeting goals and objectives to the Executive Committee and the RRT membership.
- The committee will submit revisions to the Strategic Plan to the Executive Committee and the RRT membership for comment and approval.
- With input from RRT officers, committees, and members, the committee will develop draft Operating Procedures for RRT. The draft will be subject to approval by the RRT Executive Committee and the RRT membership.
- The committee will review RRT Operating Procedures annually and submit any recommended changes for approval by the RRT Executive Committee and the RRT membership.
- With input from RRT officers, committees, and members, the committee will draft the RRT unit assessment for review and approval by the Executive Committee. Unit assessments will be submitted when required by TLA. Assessments will be sent to the RRT Webmaster for posting on the RRT website.
- The Chair of the committee will submit draft and adopted copies of both the RRT Strategic Plan and the RRT Operating Procedures to the RRT Webmaster for posting on the RRT website.
- The Chair of the Committee will send copies of adopted versions of the RRT Strategic Plan and the RRT Operating Procedures to the TLA Bylaws and Resolutions Committee and to the TLA Office for their files.

3. Program Committee

The Program Committee shall develop, organize, and coordinate arrangements for RRT programs and preconferences at annual conferences.
• The Program Committee is co-chaired by the RRT Chair and the RRT Vice-Chair/Chair-Elect, who each appoint three members at the beginning of their term as Vice-Chair/Chair-Elect.

• Unlike other RRT committees, members of the RRT Program Committee are appointed for two-year terms.

• Members of the Program Committee will always be working on at least two programs: one for the next Annual Conference and one for the Annual conference after that. The Co-chairs have the option of splitting the committee into two subcommittees, with the appointees of each Vice-Chair/Chair-Elect working solely on the program for the TLA Annual Conference occurring in the year when that Vice-Chair/Chair-Elect serves as Chair of RRT. Any preconferences will also be planned by the Program Committee.

• TLA Program Planning Committee deadlines are very explicit and the Co-Chairs are responsible for ensuring that all program planning forms are submitted and deadlines are met for each conference program and preconference. The RRT Program Committee Co-Chairs are responsible for arranging RRT program defense representation at each TLA Annual Assembly. Program defense presentation times usually are assigned by the TLA Program Planning Committee.

• Co-Chairs are responsible for providing the RRT Webmaster with information about upcoming programs and preconferences for the RRT website. Publicity about programs also is to be posted to the RRT Members distribution list and to the MyTLA Groups RRT section several weeks prior to each Annual Conference.

4. Publicity/Membership Committee

The Publicity/Membership Committee shall evaluate and recommend measures to promote membership in the Round Table, supervise the setup and staffing of the RRT Booth at annual conferences, create and update publicity materials for the Round Table, and advise the RRT Webmaster.

• The committee supervises the RRT exhibit booth at Annual Conferences. One committee member should be designated as the coordinator/contact for the booth arrangements. The RRT Chair and the TLA Exhibits office need to be provided with the name and contact information for the booth coordinator.

• While exhibit booths for TLA units routinely include one table and one chair, the RRT booth often needs more than the minimum which should be requested when queries about booth requirements are sent out from the TLA Exhibits Office, usually in late January or February.

• The TLA Exhibits Office usually sends an email query each summer to the RRT Chair asking if RRT wants to have an exhibit booth at the next Annual Conference. The RRT
Chair should forward the query to the Publicity/Membership Chair and to the designated Booth Coordinator. If the Booth Coordinator does not receive the query, she/he should contact the RRT Chair about it.

- A call for volunteers to staff the booth should be posted to the RRT Members listserv and the MyTLA Groups RRT section in late January or February. A second call for volunteers should be posted in March. It is best to have two persons scheduled each hour the booth is open, but one person per hour is acceptable. The hardest times to cover are the RRT program time and the RRT Executive Committee meeting time. The booth volunteer schedule needs to be available at the booth, and volunteers should be asked to initial the times they are present.
- Supplies for the booth (including the Texas Reference Source Award books, leaflets, posters, RRT banner, ribbons, etc.) are stored with the Booth Coordinator between conferences and the Coordinator transports them to the Annual Conference. If this is not feasible, other arrangements for storage and transport may need to be made with the TLA Office.
- Booth setup time is the preconference day, which is generally Tuesday between 8 a.m. and 5 p.m. Take down time is generally Friday between noon and 5 p.m. after the exhibits close. Setup and take down days may vary. At least one week prior to the conference, the Booth Coordinator needs to provide the TLA Exhibits Office with the name(s) of the person(s) who will be setting up and taking down the booth.
- The RRT Webmaster and Assistant Webmaster also serve as members of this committee.
- The committee periodically reviews and updates the RRT membership brochure and volunteer form.
- The committee makes recommendations for membership promotion activities and premiums.
- The committee advises the RRT webmasters about the design and content of the RRT website.

5. RRT Conference Stipend Award Committee

The RRT Conference Stipend Award Committee evaluates applications for the annual $500 conference stipend for a member of RRT to attend a TLA Annual Conference and selects a recipient. The purpose of the stipend is to help a RRT member with financial need attend the TLA Annual Conference and to encourage ongoing interest in and involvement with RRT activities.

- Requirements for the recipient of the award include:
  - Must be a member of TLA and the Reference Round Table.
- Must be involved in reference service.
- Must be a professional librarian, paraprofessional, library assistant, library/information school student, or volunteer.
- Apply the $500 stipend first toward registration expenses, including any required pre-conferences, and then toward other conference expenses.
- Volunteer to staff the Reference Round Table booth at Annual Conference for two hours.
- Attend the Reference Round Table general membership meeting and the Executive Committee meeting at Annual Conference.
- Attend the Reference Round Table sponsored and co-sponsored programs, pre-conferences, and events at Annual Conference.
- Submit a report evaluating the conference, stating whether it fulfilled their expectations and what was learned that can be used in the recipient's library or university. The report must be submitted electronically or by mail to the Reference Round Table Conference Stipend Committee Chair within 30 days after the Conference.
- Serve on the next year's selection committee for the stipend award.
- Applications must be submitted to the committee Chair electronically or postmarked for postal delivery by January 31 each year.
- The Chair of the committee distributes submitted forms to each committee member for evaluation.
- The committee members select one candidate to receive the $500 award.
- The Chair notifies the recipient of their selection and counsels on how to claim the award and helps the recipient plan their schedule for the conference.
- The Chair or a designated committee member is responsible for helping to orient the recipient at the conference and for introducing the recipient at the Executive Committee and General Membership meetings during the conference.
- The Chair includes the recipient’s conference evaluation report with the committee annual report each year.

6. Texas Reference Source Award Committee

The Texas Reference Source Award Committee shall administer the nomination and selection process for the award. All informational documents pertaining to this award, such as nomination criteria, submission procedure, and selection requirements, shall be available from the Chair of this committee and posted on committee and award webpages.

- The Texas Reference Source Award Committee recognizes an outstanding reference tool in Texas history, culture, or commerce. “Reference tool” encompasses bibliographies,
indexes, encyclopedias, and other scholarly apparatus regardless of format. The purpose of the award is to recognize truly superior accomplishments in research and scholarship. For possible consideration, a source must be published or accepted for publication within the three years immediately preceding the closing date for nominations. Selection is based on scholarship, style, and contribution as a Texas reference source.

- Only one award is given each year. Materials that cover a very narrow topic or are suited for only one type of library are generally not selected for this award. New editions with substantial updated material may be considered, although reprints may not.
- The committee solicits nominations, which are due on or before September 1 each year. Nominations may be received from publishers, committee members, other librarians, and members of the general public.
- Much of the committee’s work will need to be accomplished virtually, but the Chair of the committee is expected to attend RRT Executive Committee meetings. At the committee Chair’s discretion, a meeting of the committee may be scheduled for Annual Assembly.
- The committee Chair contacts publishers such as university presses and others who publish reference materials pertaining to Texas. Many of these exhibit at the TLA Annual Conference and will have catalogs and websites readily available. The Chair emails the publishers with links to the Texas Reference Source Award page and nomination form.
- In addition, the committee publicizes the nomination process throughout the Reference Round Table and TLA as a whole. Publicity can be in the form of newsletter articles, listserv postings, etc.
- The committee Chair is responsible for securing from publishers any copies of the nominated sources needed for committee members to review and one copy for the RRT exhibit booth. Committee members will be expected to make maximum use of their nearby libraries or interlibrary loan to examine copies of titles being considered. If a committee member does not have access to a nominated title, the committee Chair will mail a copy to the committee member.
- The committee may choose to allow selected nominations to hold over until the next year, provided that the nominated materials will have been published within three years of the following September 1.
- The Chair delivers the committee recommendation for the award to the Executive Committee by January 1 for virtual approval by the RRT Executive Board.
- The Chair is responsible for arranging for plaques to be produced for the winning reference source (one plaque for the author or each author and one plaque for the publisher). The standard text and design for the plaques is available from the plaque supplier: Denton Trophy House, 201A South Elm Street, Denton, Texas 76201 (tel. 940-565-0505). The receipt and completed reimbursement form should be given to the RRT Chair, who will submit them to the TLA Office. The Reimbursement Form is available in the “Officer Resources” section of “About TLA” on the TLA website.
- The committee Chair arranges for the author or editor or a representative of the publisher to accept the award, which is given at Annual Conference at the beginning of
the main RRT program. If the representative(s) are not registered for Annual Conference, the Chair will need to arrange for them to receive a pass at the TLA registration booth.

- The publisher is asked to display the award at their exhibit booth and is encouraged to publicize the award received in any way possible.
- The committee Chair arranges with the RRT Assistant Webmaster to have information updated on the Texas Reference Source Award history webpage.
- The *Texas Reference Sources Online* General Editor is a member of this committee.

C. Ad Hoc Committees

1. Ad Hoc committees may be created as needed by the RRT Chair, with the approval of the Executive Committee. The RRT Chair shall appoint the members and designate the chair of each ad hoc committee.

2. The committees shall serve until their charges have been completed and reports have been accepted or until such time as the Executive Committee designates.

3. A Lois Bebout Reference Service Award ad hoc committee shall be appointed by the RRT Chair when at least one nomination for the award is received by the Chair. The committee shall evaluate the nominee's documentation and shall advise the Executive Committee on whether the nominee should be approved as an award recipient.

**SECTION VII – PARLIAMENTARY AUTHORITY**

The rules of procedure as stated in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Reference Round Table in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and Standing Rules of the Texas Library Association.

**SECTION VIII – AMENDMENTS TO THE OPERATING PROCEDURES**
These Operating Procedures may be adopted or amended at any general membership meeting of the unit by a majority vote of the members present or through mail or electronic balloting by a majority of all votes received, provided that a notice of at least 30 days has been previously given and such changes are consistent with the Bylaws and Standing Rules of the Texas Library Association.

--Approved by RRT Planning Committee, Monday, 16 July 2012

--Approved by RRT Executive Committee, Tuesday, 17 July 2012
AGENDA

1. Attendance/Introductions

2. Website
   a. Progress on website

3. Exhibit Booth
   a. 2012 Staffing Report (revised)
   b. Promotional items and raffle
      Badges or pins
      Pens
      Postcards + postage
   c. Revision of panel
   d. Brochure revisions

4. 50th Anniversary
   a. Ideas
      • Helium balloons, confetti, streamers for booth
      • A reception in the 5-6:30 p.m. time range either in conference center, conference hotel, or nearby restaurant
      • Birthday cake at reception
      • Special 50th anniversary premium giveaway
      • Program related to RRT history
      • Gold theme (RRT ribbons in gold instead of blue)

5. Membership promotion [284 members as of July in MyTLA; 746 in member search by organization]
   a. Other membership promotion options
Attendance:  John C. Hepner, Chair  
Matt Butler [by phone]  
Yvonne Chandler  
Hollie Gardner  
Jeffrey Levy  
Connie Matheny  
Anthony Micchelli

The Chair called the meeting to order at 2:35 p.m.

TLA listed 381 members of RRT as of 15 April, but listed only 284 members through MyTLA on 14 July and 746 members in the member search by organization in 14 July.

1. WEBSITE

John Hepner announced that Hollie Gardner was going to be the new RRT Webmaster. He reiterated that the Publicity/Membership Committee acts as her advisory board. Some recent website changes in preparation for her appointment included setting up separate pages for each of the RRT committees with provision for posting committee rosters, minutes, annual reports, working documents, and forms. A list of the Texas Reference Source Award books was added to the TRSA committee page. The TRSA nomination form and the volunteer form were linked in a box on the right of the RRT home page.

2. EXHIBIT BOOTH

A revised and updated booth staffing report was presented. Booth related expenses for the 2012 booth totaled $873.47 and estimated total booth expenses for the 2013 conference are expected to be approximately $600. One hundred membership brochures will need to be printed and the exhibit display panel will need to be replaced to update content. A few additions have been made to the brochure: the RRT home page address was added in two locations and the TRSONline web address also was added. Anthony Micchelli provided a QR code which can be attached to the membership brochure and its use tracked. He suggested we also could use one on the exhibit display panel. He will set up the tracking files for use data and set up QR codes for relevant RRT resources. From the use data we will be able to document how much the QR codes are being used by mobile devices to access our resources. The portion of the exhibit panel dealing with the RRT Newsletter is now obsolete and the web address for the RRT home page is incorrect. One possible replacement for the newsletter section would be to highlight the RRT website. Committee members were asked to examine the PowerPoint slide of the panel and make suggestions for changes.

We have 150 keychain wallets remaining, which should be adequate for the 2013 conference. The committee discussed what we might want to use after the supply of these is depleted, especially for the 2014 50th anniversary conference. We could order
more of the wallets, but we couldn’t get a different color from our current supplier. Badges, pins, pens, pencils, and lighted keychains are all possibilities. The primary considerations for choosing promotional premiums are a) cost below $500 and preferably below $300, b) significant number of items received for the price paid, c) interest or uniqueness of the item in relation to other premiums distributed by other exhibitors, and d) customization or branding of item for RRT. Committee members were encouraged to check Positive Promotions, Janway, Café Press, and Oriental Trading Company websites to see what was offered that we might find of interest. While discussing other items, Hollie and Anthony found a source to produce buttons cheaply and Anthony volunteered to create a button for RRT.

The raffle for the two books at the 2012 booth was a success: we had 87 entries. donations for a 2013 raffle were discussed, including asking for a vendor donation. The sense of the group was that we preferred to use something more closely relevant to RRT like a Texas Reference Source Award book. Jeff Levy volunteered to check with Greyhouse press to see if they would be willing to give us two copies of Profiles of Texas if it becomes the next TRSA winner: one copy would be added to the TRSA books exhibit and the other would be raffled.

Booth traffic was encouraging documented by the 87 raffle entries, 150 keychain wallet distributions, and 75 membership brochure distributions.

3. 2014 50TH ANNIVERSARY

The proposal to decorate our booth with 50th anniversary helium balloons, streamers, banners, and confetti was accepted. We will acquire the relevant materials from party supply shops. A gold theme will be used for decorations when possible. The TLA office staff will be asked about the possibility of having RRT ribbons produced in gold background color for the 2014 conference.

John had consulted with the RRT Program Committee about who should be responsible for planning the proposed 5-6:30 p.m. reception at the 2014 conference. It was decided that the Program Committee and the Publicity/Membership Committee would work together on the reception planning in conjunction with TLA conference arrangements staff. The committee recommendation to coordinate the reception to follow the primary RRT program at the 2014 conference was favorably received. The possibility that the 2014 Conference Program Committee and TLA might also be interested in the event was raised, as was the possibility that we might be able to secure a reference vendor sponsorship for the reception. Although not finally decided, the committee agreed that an estimated reception attendance of 100-200 persons was a good basic starting point. A 50th anniversary cake at the reception was also favored.

After discussing various options, the committee was most favorable about creating a slide show review about RRT history to project at the reception. Also suggested was sending special invitations to attend the reception to all past chairs of RRT and to
recognize them with a special decal or button and present them as a group at the reception.

4. MEMBERSHIP PROMOTION

The committee discussed various possibilities to increase membership numbers for RRT. Membership has decreased recently for TLA as a whole and most if its units (including RRT). Fewer members results in lower dues income for units. RRT used to have a blog, but it was not continued in the new website because MyTLA was supposedly taking over its function. One constituent group needing attention is library school students, who do not appear to be reached as effectively as they should because of the expansion of online course work. Targeting instructors teaching reference-oriented courses and those teaching basic library profession courses was suggested as a possible starting point. Hollie talked about her idea of creating a video about the benefits of state association membership using librarians talking about their experiences. She was thinking about approaching NMRT to work with her. She suggested a video focusing on just RRT benefits could be imbedded on the RRT website and provided to library school instructors as a resource for classes. The committee was enthusiastic in its endorsement of the project.

The meeting was adjourned at 4:21 p.m.

--Submitted by John C. Hepner, Chair
A call for volunteers to staff the RRT exhibit booth was posted to the RRT Member Distribution List (reference@txla.org) Friday, 3 February 2012, 7:23 a.m.:

Greeters needed for RRT Booth

RRT will have an exhibit space (booth 1235) at the 2012 TLA Annual Conference April 17-20 in Houston, and we need some volunteers to help staff the booth for various hours during the conference. The exhibits will be open Tuesday (April 17) 6:30-8:30 p.m.; Wednesday (April 18) 10:15 a.m.-5 p.m.; Thursday (April 19) 9 a.m.-4 p.m.; and Friday (April 20) 9 a.m.-Noon. Note that 8 a.m.-9:50 a.m. and 1:00 p.m.-1:50 p.m. Thursday are RRT program times. Please contribute an hour or two of your time to help us show everyone what RRT is doing for them. This is lots of fun and a great way to meet new and interesting people. Plus you get to promote membership in RRT - the more members we have, the more we can do. To volunteer some time, email John Hepner, Booth Coordinator, at heplib@hotmail.com

A second call for booth staffing volunteers was posted to the RRT membership listserv Friday, 13 March 2012, 11:40 a.m.:

Greeters still needed for RRT Booth

I still need volunteers to help staff the RRT exhibit booth at the TLA Annual Conference in Houston, so if any of you have been holding back, now is the time to let me know you are ready to participate. Slots are still open Tuesday (April 17) 6:30 p.m.-8:30 p.m.; Wednesday (April 18) Noon-5 p.m.; Thursday (April 19) 1 p.m.-4 p.m.; and Friday (April 20) 9 a.m.-Noon. Please contribute an hour or two of your time to help us show everyone what RRT is doing for them. This is lots of fun and a great way to meet new and interesting people. Plus you get to promote membership in RRT - the more members we have, the more we can do. To volunteer some time, email John Hepner, Booth Coordinator, at heplib@hotmail.com

--John Hepner
Booth Coordinator
Reference Round Table

An email reminder about the RRT booth staffing was sent to all volunteers Monday, 9 April 2012, 7:24 a.m.:

RRT Booth staffing reminder

Thank you for volunteering to staff the RRT exhibit booth during the TLA Annual Conference in Houston next week!

Here is the staffing schedule to date indicating when you are scheduled to be at the booth:

Tuesday, April 17

6:30-7:30 pm
7:30-8:30 pm

Wednesday, April 18
<table>
<thead>
<tr>
<th>Time</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:15-11 am</td>
<td>Ryan Cassidy, Erin O'Toole</td>
</tr>
<tr>
<td>11-Noon</td>
<td>Ryan Cassidy, Erin O'Toole</td>
</tr>
<tr>
<td>Noon-1 pm</td>
<td>Mindy Tomlin</td>
</tr>
<tr>
<td>1-2 pm</td>
<td>Mindy Tomlin</td>
</tr>
<tr>
<td>2-3 pm</td>
<td>Hollie Gardner</td>
</tr>
<tr>
<td>3-4 pm</td>
<td>Hollie Gardner</td>
</tr>
<tr>
<td>4-5 pm</td>
<td>Carlton Nelson, Hollie Gardner</td>
</tr>
</tbody>
</table>

Thursday, April 19

<table>
<thead>
<tr>
<th>Time</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-10 am</td>
<td>Anthony Micchelli</td>
</tr>
<tr>
<td>10-11 am</td>
<td>Anthony Micchelli</td>
</tr>
<tr>
<td>11-Noon</td>
<td>Cathe Spencer</td>
</tr>
<tr>
<td>Noon-1 pm</td>
<td>Cathe Spencer</td>
</tr>
<tr>
<td>1-2 pm</td>
<td>Ronald Stigall</td>
</tr>
<tr>
<td>2-3 pm</td>
<td></td>
</tr>
<tr>
<td>3-4 pm</td>
<td></td>
</tr>
</tbody>
</table>

Friday, April 20

<table>
<thead>
<tr>
<th>Time</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-10 am</td>
<td></td>
</tr>
<tr>
<td>10-11 am</td>
<td></td>
</tr>
<tr>
<td>11-Noon</td>
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</tbody>
</table>

I will cover some of the vacant times. We may get additional volunteers during the conference.

The RRT booth number is 1330 (NOTE: this is a change from our initial booth number assignment). I will have a schedule sheet at the booth. Please initial your name on this schedule at the appropriate time to confirm you were there. You do not need to wait for the next person to arrive at the booth before leaving at the end of your time. If you have a program or meeting to get to, please feel free to leave 5-10 minutes before your time is up.

In addition to the display panel and the Texas Reference Source Award books, the RRT booth will have new membership brochures, volunteer forms, the new RRT coin purse, ribbons, and candy. We will need to be judicious in distributing the coin purses: we have a limited supply. Feel free to distribute brochures and volunteer forms when the opportunity arises. Volunteer forms may be filled out and left at the booth if a member wants to; otherwise they may be mailed to the RRT Chair-elect. Extra supplies will be under one of the tables. Note that the Texas Reference Source Award books at the booth are display copies only and not to be given away.

Talking points for RRT membership are in the brochure. Note that we welcome anyone interested in reference service: you don't have to be "reference librarian" to join. Have fun plugging membership in RRT!

We greatly appreciate your willingness to help us have a presence at our booth in Houston!

--John

John C. Hepner
Exhibit Coordinator
Reference Round Table
Additional slots were filled after the reminder notice was sent. Thirteen volunteers participated in staffing the booth. Of the 19 hours of booth time to be covered, volunteers were available for 18 hours:

Tuesday, April 17

6:30-7:30 pm  Ashlynn Wicke
7:30-8:30 pm  John Hepner

Wednesday, April 18

10:15-11 am  Ryan Cassidy, Erin O'Toole
11-Noon  Ryan Cassidy, Erin O'Toole
Noon-1 pm  Mindy Tomlin
1-2 pm  Mindy Tomlin
2-3 pm  Hollie Gardner
3-4 pm  Hollie Gardner
4-5 pm  Carlton Nelson, Hollie Gardner

Thursday, April 19

9-10 am  Anthony Micchelli
10-11 am  Anthony Micchelli
11-Noon  Cathe Spencer
Noon-1 pm  Lisa Muilenburg
1-2 pm  Ronald Stigall
2-3 pm  Lisa Muilenburg
3-4 pm  Jeff Levy

Friday, April 20

9-10 am
10-11 am  John Hepner
11-Noon  John Hepner, Jeff Levy

“A Thank You from the Reference Round Table” email message was sent to our RRT booth staffers on Saturday, 21 April 2012, at 12:13 p.m.:

On behalf of the Reference Round Table (and myself), here’s a Texas-size “Thank you” for staffing our exhibit booth during the TLA Annual Conference in Houston! We really appreciate your willingness to contribute some of your convention time to help us provide a personal presence at our booth. You made a difference!

I hope you all had a good experience and lots of fun.

--John Hepner
RRT Booth Coordinator

The raffle for autographed copies of Texas: A Historical Atlas was a success. A total of 87 entries were dropped in the box. The winners each received one of two autographed copies of the book. The drawing was accomplished after the closing of the exhibit hall. The winners were:
Sue Goodwin  
Lone Star College, Kingwood, Texas

and

Holly Matherne  
Legacy Christian Academy, Beaumont, Texas

An announcement of the winners was posted on the MyTLA RRT page on Saturday, 21 April 2012, at 11:41 a.m.

The books were mailed to each winner Monday, 23 April 2012, at a total cost of $20.26.

One hundred RRT coin purses were handed out at the booth, leaving a remainder of 150 to be used in the future. Seventy-nine leaflets were distributed at the booth, leaving 21 for future use.

Booth expenses for the 2012 conference were:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space rental</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Freeman booth setup</td>
<td>$317.00</td>
</tr>
<tr>
<td>Candy, book replacement, printing</td>
<td>$278.02</td>
</tr>
<tr>
<td>Key rings</td>
<td>$228.45</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$873.47</td>
</tr>
</tbody>
</table>

2013 exhibit expenses beyond space rental and booth setup fees are expected to include printing of 100 more leaflets and printing of an updated exhibit panel, both likely to cost approximately $200. Total booth expenses for the 2013 conference are expected to be approximately $600.

--Submitted by John C. Hepner, Booth Coordinator, to the RRT Executive Committee and to the RRT Public Relations/Membership Committee during the TLA Annual Assembly, July 2012.