

## Bosler, Jerry

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**From:** Michael C Piper [aj0386@wayne.edu]  
**Sent:** Tuesday, June 11, 2002 12:38 PM  
**To:** Ann Walaskay; Ann Walaskay; Scott P. Muir; Patricia L. Orr; Leo A. Papa; Bosler, Jerry; Bosler, Jerry; Duryea Callaway; Anaclare Evans  
**Subject:** RE: DALNET Planning Team: meeting 11. Follow-up



Committee

Review.Recommendatio... Dear DALNET Planning Team colleagues,

Thanks for another productive meeting. Here is my understanding of our agreements:

- 1) Committee recommendations report. A revised version 7 is attached for your review. In going over this one last time, I noticed that our narrative says to retire the Catalog Authority Design Task Force, but this group was still in the Org Chart on page 5. So I omitted it from the chart. I think this accurately reflects your wishes, correct?
- 2) Prepare for 24 June DALNET Board meeting. The Planning Team okayed the committee recommendations, and authorized me to present them to the Board on 24 June. After the IHDC meeting tomorrow, Ann, Leo, Scott and I will discuss these once more, in case IHDC suggests changes that need to be reflected in our document.
- 3) Committee re-organization: Proposed next steps. In addition to contacting committee members with letters of appreciation, we will continue developing charges for the Project Managers and the other groups, for consideration at future Board meetings.
- 4) Who can create a committee? Only the Board? What is the Board's preferred role with regard to committees? Our suggestion is that the Board establish standing committees, while the Project Managers would appoint ad hoc task groups with defined deliverables and time limits and approve their charges. I will use Debbie Adams' note on this topic on a basis for discussion at the 24 June Board meeting so we'll have a clear understanding as we proceed with the re-organization.
- 5) Is the Board Secretary position still needed? Our preliminary conclusion is that the Secretary post can be eliminated, as long as we have established an effective official process of recording and maintaining minutes. I will check with Mary Ann to confirm her support for this approach. Per Dee's email on this topic, I'll also check with WSU Legal to determine if Board can eliminate the Secretary position.
- 6) The DALNET Planning Team has two other assignments:
  - \* At the April 2002 Board meeting, submit recommendations on member feedback strategies to nourish the planning process. This includes finding creative ways to involve members continuously in planning through meetings, committee work, Web collaboration, etc.
  - \* Create an annual "planning calendar" and document a DALNET "planning tool set," to be submitted at the May 2002 DALNET Board meeting.

We agreed to defer these assignments until after we meet with PM and IHDC. Another possibility will be to pick up these items at the planning retreat late this year.