

**DALNET Executive Committee Meeting Minutes**  
**Monday, March 28, 2005: 1:30 p.m. - 4:00 p.m.**  
**Botsford General Hospital**  
**Zieger Administration Building, Classroom A/B**

**UNAPPROVED**

In Attendance: D. Adams, C. Agnew, M. Auer, B. Harris, L. Mancini, D. Murphy, M. Sheblé,  
J. Wrosch, S. Yee

1. **Call to order - 1:35 p.m., D. Adams**

2. **Approval of Executive Committee Minutes for September 20, 2004**

**Information**

There were items from the August 16, 2004 meeting that required followed-up:

- a. Merit pay for J. Wrosch (item 3): Salary increase was approved
- b. Bonus compensation for G. Marck (item 9b): Bonus was approved and paid
- c. Horizon security issues (item 6): Update is needed

In the future, a "Follow up" section will be included in the minutes for decisions that require further action.

**Actions**

Motion from M. Auer: Move to approve September 20, 2004 Executive Committee minutes  
Motion passed unanimously

3. **Nominations and voting process - D. Adams**

**Information**

The Executive Committee reviewed and discussed the DALNET Board Nomination and Election procedures. D. Adams will make the suggested revisions and submit the revised document to the Executive Committee to vote on via email. Following the Executive Committee vote, the procedures will go to the Board for approval at the April 11, 2005 Board meeting.

4. **Current officers and two-year terms - D. Adams**

**Information**

Discussion was held regarding how to implement the two-year terms for the current Board officers under the new bylaws. The decision was made to stagger the election of the officers: the election of the Chairperson and Secretary will take place in even number years and the election of the Vice Chairperson will take place in odd number years. Since the three current Board officers were all elected in 2004, there will have to be a transition year. The election for the Vice Chairperson will occur in October 2005; elections for Chairperson and Secretary will occur in October 2006. M. Sheblé and C. Agnew agreed to remain in office for a second year.

5. **Review DALNET Vision, Mission, Values- M. Sheblé**

**Information**

The DALNET Benefits are useful for both current and potential members. The benefits need to be incorporated into the DALNET Strategic Plan as well as reviewed to determine if

they are still true and are saying what we want. The Strategic Plan also needs to be reviewed and updated, in particular the goals and objectives. A taskforce comprised of Board members, J. Wrosch, and someone from the Project Managers is needed to review the Strategic Plan. There is a companion document authored by the Project Managers that should be reviewed along with the Strategic Plan.

The goals and objectives should be included in public area of the DALNET website without deadlines. Another document for internal use would include dates/deadlines. It was noted that it would be nice to have an addendum to the Strategic Plan on the website indicating which goals have been completed. J. Wrosch agreed to add "completed" to goals that have been achieved and "in process" to those that have not been completed.

### Actions

Motion from M. Sheblé: Recommendation to Board to create a task force that is charged with looking at the Strategic Plan, the benefits, make revisions and incorporate a process to update the Strategic Plan.

Motion seconded by L. Mancini

Motion passed unanimously

## 6. Financial Report – R. Harris

### a. WSU and DPL payouts from reserves

There have been no payouts to DPL; they have opted to net out against their distribution. WSU has not initiated a payout yet. There is approximately \$1.6 million in the DALNET Reserves as of February 28, 2005. After the payouts to WSU and DPL, approximately \$833,701 remains for DALNET specific reserves. DPL's DALNET fees of \$15,000 were paid from their reserve amount.

### b. WSU contracts

R. Harris distributed the proposed third amendment to the DALNET Online System Agreement. This amendment extends the agreement until September 30, 2006. This agreement has yet to be reviewed by WSU lawyers and it should be treated confidentially. WSU legal will probably not accept a single document for all members, whereby the Board mutually agrees to the agreement. R. Harris will ask if there is a less painful way of effecting the mutual agreement.

### c. Current financial report

B. Harris distributed and discussed the document "DALNET Revenues and Expenses for the Year-to-Date Period Ended 2/28/2005". DALNET has a balanced budget as of February 28, 2005. A transfer of \$11,348 was made from the Operating Reserve to balance the budget. DALNET will end up with a projected surplus of \$69,075 and we will not have to dip into the ILS Reserve Fund. B. Harris placed \$10,000 of this (from Member Fees) under the Program Initiatives Reserve Fund to begin the discussion on Member Fees and the growth of the Program Initiatives Reserve Fund.

The draft document shows that Member Fees were split between the ILS Operation Reserves (\$65,000 – ILS members) and the Program Initiatives Reserves (\$10,000 – non-ILS members). Discussion followed on how to grow the Program Initiatives Reserve. We need to have flexibility with the initiatives funds, with the understanding that funds can be transferred into another account if a deficit occurs. One option to

grow the Program Initiatives Reserve is to take a percentage from all member fees, 20 percent or another agreed upon percentage amount. We need to decide how to allocate member fees, both ILS and non-ILS, with a balance between affordable and reasonable. In making these decisions, we need to look at the non-ILS costs and how much it cost to run the current ILS.

We are spending less on salaries and software and hardware maintenance. Revenues are a little higher because DPL will be on Horizon for seven months instead of six. DALNET is also collecting more money from TLN than what we are paying out for MiLE. However, in the future, the MILE Board may be revising the allocation formula. A portion of Lewis College of Business's capital contribution (\$5,750) went into the Operating Reserve. Lewis College of Business has opted for a financial arrangement with interest.

d. **2005/2006 and 2006/2007 budgets**

The revised FY 2005/2006 budget is less than the original budget due to decreases in software maintenance, hardware maintenance, and salaries. Salaries are less because the secretary position is half time and the second librarian position will not be filled. We may need to rethink filling this position as we go through the strategic planning process. We will not lose the systems librarian position if it is not filled for some time. If there is money in the budget, we can create a position. We can contract for up to twenty-five percent of A. Evans' time or someone else's on an as needed basis. The cost for contracting with A. Evans is \$20,000, which would be charged back to WSU. We do not have to contract with just A. Evans; we can outsource with someone else and not just for the systems librarian position.

The FY 2006/2007 budget is a draft, intended for discussion not approval. Based upon the seven percent increase allocation decided last fall, we will basically break even by FY 2006/2007, with a projected deficit of \$2,044. We will break even two years earlier than expected, by having a leaner operation. The \$2044 deficit for FY 2006/2007 may be more of a \$9000 positive depending upon WSU and DPL. Any surplus will be added to the reserves.

In the draft budget IT support will remain at the same level for coming years, but we will need to look at increasing it in 2010/2011. We will also have to look at increasing or decreasing member fees in 2010/2011.

7. **Brainstorm DALNET projects - tabled**

8. **DALNET Updates - J. Wrosch**

a. **Single Database Task Force**

The project is moving on schedule. The Task Force has not identified any showstoppers. The new server is up and running and we will be switching over in the next couple of weeks.

b. **Staffing**

The DALNET office is fully staffed; every position has been filled. S. Bowers has started and is doing a wonderful job.

c. **Horizon/HIP upgrades**

Upgrades were completed in February and March. No more upgrades will occur before the merge.

9. **Next Meeting and Adjournment**

The next Executive Committee meeting will be in May. The exact date will be set by email.

Meeting adjourned at 3:52.

*Minutes submitted by Crystal Agnew, April 7, 2005.*

*Approved by the DALNET Executive Committee, June 6, 2005.*