

**IAWA Board of Advisors Executive Meeting
Dean's Conference Room, Cowgill Hall, Virginia Tech
18 May 2005**

Present Heather Ball, Kay Edge, Marcia Feuerstein, Eileen Hitchingham

Absent Terry Clements, Donna Dunay, Dan Palmer, Paul Knox, Gail McMillan, Scott Poole

Guests Milka Bliznakov

Call to Order & Approval of Minutes

Chair M. Feuerstein called to order and noted that three voting advisors were present making a quorum. She reviewed the agenda and asked for additions or changes. No additions or changes were made to the agenda. Kay Edged moved to approve the agenda as presented, M. Feuerstein seconded it and the motion was passed.

Review of Previous Minutes

H. Ball noted that the final version of the minutes from the previous meeting were already distributed and approved via email.

Review of Draft Charter

Regarding the draft charter, M. Feuerstein sent recommendations to M. Bliznakov and presented the draft charter that she wrote in 2002. Feuerstein organized the charter following 2002 guidelines while Bliznakov's organization was different. They will check to see if this needs to follow a consistent format. Those present engaged in a lengthy discussion about the wording and issues related to the draft document. The group agreed to add language to the document describing the collaborative work between IAWA advisors (as "guardians" of the IAWA collections) and Special Collections staff, which is necessary in order to process gifts of archives intended for the IAWA collection. M. Bliznakov requested that any suggestions or comments on the draft be sent to her by the end of the week. She would compile all suggestions in a final document, which Heather Ball will send to the full Board of Advisors for reviews. The final charter will be voted on at the annual meeting.

Annual Meeting Dates

The annual meeting is tentatively scheduled for October 29-30, 2005.

Other Business

K. Edge has received a few verbal commitments for newsletter articles, as well as an article from Milka.

The deadline for nominations has passed and H. Ball is putting together the ballot for this year's election, which will be mailed to all voting advisors following the guidelines established by the By-Laws.

M. Feuerstein reported that T. Clements put together a list of all expenditures that she has recorded. M. Feuerstein will need any updates to the expense report from the Board of Advisors.

Meeting Adjourned

M. Feuerstein concluded the meeting and called for a motion to adjourn. K. Edge called for the motion, M. Feuerstein seconded the motion, and the motion was carried. The meeting was adjourned at 2:20pm.

Minutes submitted by H. Ball.