

**SUMMARY MINUTES
MEETING OF NTIS ADVISORY BOARD
OCTOBER 30-31, 2008
5285 Port Royal Road
Springfield, Virginia 22161**

Participants

NTIS Advisory Board Members

Dr. John J. Regazzi, Chair	Professor and Former Dean, College of Information and Computer Science, Long Island University
Dr. C. Beth Fitzsimmons	President, Information Strategists, LLC
Mr. Kent Smith	Management Consultant, Former Deputy Director, National Library of Medicine (NLM)

National Technical Information Service/NTIS Staff

Bruce Borzino	Deputy Director
Shannon Burrington	Associate Director, Office of Business Development
Doug Campion	Senior Advisor
Wendy Campion	Supervisor, Customer Relations and Subscriptions
Don Hagen	Associate Director, Office of Product and Project Management
Ellen Herbst	Director
Mary Houff	Chief Financial Officer
Jill Johnson	Administrative Assistant
Steve Needle	Senior Policy Advisor
Daniel Ramsey	Supervisor, Manufacturing
Keith Sinner	Chief Information Officer

NTIS Advisor

Ms. Bonnie Carroll	President, Information International Associates
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OPENING OF MEETING

The Chair opened the meeting at 10:15 a.m., and called on the Director who welcomed the members and introduced the NTIS Staff. The Director stated that she wished to provide the Board with the NTIS FY2008 Highlights.

The Director pointed out the NTIS's Basic Statutes, Advisory Board Charter and NTIS Organizational Charts were included in the Briefing Binder for information and use. She advised the Mission, Vision, Strategic Goals, Strategic Initiatives and Challenges have not changed. NTIS continues to implement projects to support the mission and strategic goals.

NTIS FY2008 Update

There were no major legislative impacts.

NTIS now reports to the Secretary of Commerce through the Director of NIST as a result of the termination of the Technology Administration.

The organizational structure changed to take advantage of our resources in the Office of Program and Product Management by adding the Cataloging and Indexing Division as support.

NTIS continues its excellent performance on the President's Management Agenda and performance measures. All areas are "green" on the President's Management Agenda and NTIS met or exceeded its performance measures.

Major areas of focus in FY08 were market requirements and renewed outreach and reputation enhancement. This was accomplished through investment in two senior managers; creating newsletters; increased interaction with the Federal Depository Libraries; increased educational e-mail; focus groups; webinars and speaking engagements. Key lines of business that were focused on include the National Technical Reports Library, Federal Energy Data and E-Learning.

NTIS completed major improvement in the user search experience on NTIS website.

Basic technology infrastructure will be upgraded with the FY08 purchase of a new telephone system, several new servers and desktop/laptop purchases.

Major productivity improvements were realized through cross-functional project teams documented and recommended changes in several key processes, i.e., harvesting, abstracting, cataloging, and indexing.

Major changes have taken place regarding Facilities. We successfully indexed and moved historical collection archive and identified excess space and returned to GSA. We also documented requirements for future facility needs in support of a move to a new facility within the next two years.

A detailed review of specific accomplishments for FY08 was presented.

The areas of focus in FY2009 include the launch of the National Technical Reports Library; the relocation of the NTIS facility and continued emphasis on education and outreach to the library community and to other Federal Government agencies.

GOVERNANCE:

The Advisory Board Charter expires in June 2009. NTIS will work with the Department of Commerce for the renewal of the charter.

The Advisory Board suggested staggering the terms of the board members to insure continuity, beginning with the current vacancy. The Board is chartered to have five positions. Currently four positions are filled.

The Board also suggested continuing with two in-person meetings with one meeting to review updated operation in March or April and one meeting to review year end performance and strategic plans for the coming year in October.

*****End of Minutes*****