**IFLA Division II Meeting Minutes**

**Date: July 16th, 2019**

**9:00 AM (U. S. Eastern Standard Time)**

**Attendees:** Ann Okerson (D II Chair), Peter Bae (D II Secretary), Diane Beattie, Gaelle Bequet, Peter Collins, Danielle Culpepper, Jérôme Fronty, Alenka Kavčič-Čolić, Margret Plank, Helen Vincent.

**Meeting Venue:** Zoom Online Meeting Platform

The discussion began with several officers reporting on their Sections' (News Media, Preservation & Conservation, Rare Books) meetings following the Action Planning workshop in Den Haag in June. Others reported they will soon have meetings of their committees.

Ann reminded the group that by July 31st, each committee should send her an email message with 1-3 focus areas that the members will undertake during the coming two years. IFLA is requesting that the Action Plans should be ready immediately after the end of WLIC, for submission to the new Division Chairs and IFLA HQ. The Action Plan (along with elections for new officers) should be the first priority of each committee's business meeting in Athens. The more preparatory work that can be done in advance, the more smoothly the process will go.

As an example, Ann shared an initial draft action plan template submitted to IFLA HQ by the IT Section. Claire McGuire, the new IFLA Professional Officer, then offered comments to focus the plan much more sharply, and these comments were also shared.

Each Focus Area in each Action Plan should tie to IFLA’s new Strategic Plan and direction. Also, each item should be an activity the committee can accomplish, with a measurable result.

During discussion about the IFLA strategic plan, some expressed concern that "cultural heritage" was not specifically mentioned. The group then discussed how to make a close connection between "cultural heritage" and IFLA's Strategy; there are possibilities in several places.

Jerome Fronty then emphasized the importance of a broad engagement of all section members.

Participants inquired about the IFLA WLIC 2020 location. Ann replied that three possible candidate sites are being reviewed; selection will be made by the end of July and be announced immediately on IFLA-L.

Ann recommended attending several meetings during the WLIC, for example: Officers’ Briefing meeting (Saturday), Division Meeting (Sunday), Officers Training session (Tuesday). New officers can attend all these meetings, and a bus will be ready for the Saturday off-site meeting location (Officers' Briefing and Committee meetings). People do not need to register the congress to take the bus.

Meeting adjourned at 9:57 am (U. S. Eastern Standard Time).