



Board Meeting Minutes

Tuesday, June 7, 2021

Meeting slides

Agenda

Attendees: Rachel Cooke, Cindy Gruwell, Julie Hornick, Elana Karshmer, Alyssa Koclanes, Cristy Moran, Nancy Schuler, Steven Wade, Clarissa West-White

Call to Order

Amendments to the Agenda

Approval of the Agenda

Old Business

1. Review May meeting minutes
2. Review May meeting Action Items
 - a. Next meeting Board members will form a task force to start reviewing bylaws.
 - b. Board has created a taskforce to look at the Board email distribution list and potential new web service to replace Wild Apricot: Steven, Elana, and Nancy.
 - i. Nancy shared for the taskforce:
 - ii. Met a couple of weeks ago. Did some research on the existing platform, including FSU hosted listservs, archives there, and the WA platform.
 - iii. Nancy compared WA FACRL website other other chapters: Memberclicks, WA, Wordpress, etc. Cost comparison shows no real benefit to moving website to another platform. Recommendation to keep WA based on pricing and the way we use it.
 - iv. One recommendation (later on agenda) is possibility to use Google for Nonprofits for the Drive, folder and files management.
 - v. Nancy will look at training dates for getting us all trained on the use of WA which can maximize benefit.
 - vi. Listserv: WA has ability to create groups but not intended for internal communication. Google Groups a possibility at least for the FACRL Board listserv (Board members already have access to the Drive), but recommendation is to wait until we set up a Google for Nonprofits so we can have a listserv tied to an organizational account in Google.
 - vii. Separating from a single institution is the preference for FACRL at this time. Nancy suggests moving the archive to any Google Drive we move into (*if we move into that*).
 - viii. Idea to consider for the future: Slack or other platform for posting and communicating within membership. But this will be a future idea.
 - ix. **Action item:** Alyssa and Nancy will start the process of signing up for Google Nonprofit.

- c. Rachel will link the committee charges/ guidelines documents from the FACRL.org page where they're listed and include the email addresses of Board members.
 - i. Nancy completed and Rachel tested.
 - ii. Committee charges will need to be updated as they are renewed, reviewed, or created (for new committees).
- d. Board members to review the draft of Programming Committee Guidelines and email her any changes or update the typos on the document. Alyssa will also send the Virtual Conference Logistics Committee guidelines as well for our consideration.
 - i. **Action item:** Carry forward to next meeting.
- e. Sponsorship committee needs a Board liaison volunteer. Call for a Board volunteer and anyone can reach out to Elana to volunteer.

New Business

- 1. Call for proposals FACRL 2021 Conference (Clarissa)
 - a. Updates were incorporated including suggestions to update the due dates for upcoming dates based on the date that CFP will go out.
 - b. Due date: July 9 for proposals, Aug 15 to notify accepted presenters.
 - c. **Action item:** CFP will be posted on the website and will post to the membership through WA and in the member listserv and committee members will share to different national listservs as well.
- 2. Call for taskforce to review bylaws (Elana)
- 3. Creation of a Diversity Officer (Elana)
 - a. #2 and #3 combined.
 - b. Julie, Alyssa, and Cindy will work with Elana will work on the bylaws review and possibility of creating a Diversity Officer.
- 4. Discussion on annual reporting guidelines (Elana)
 - a. Rachel will lead and has ideas for plans for this with a very short.
 - b. Action item for next meeting.
- 5. Google for Nonprofits (Alyssa)
 - a. Discussed upthread. Action item already added.
 - b. Alyssa gave history. FACRL applied for a 5013c nonprofit status so that we could get Google for Nonprofits account.
- 6. July meeting/ July 4th holiday (Elana)
 - a. Discussion on updating meeting date/ time.
 - b. **Reminder:** July meeting updated to Tuesday - July 6th at 2PM.

Officer/Liaison Reports

- 1. President - Elana Karshmer
 - a. NA
- 2. President-elect - Rachel Cooke
 - a. NA
- 3. Past-President - Alyssa Koclanes
 - a. Chapter topics by Alyssa and Nancy shared via email.
- 4. Secretary - Cristy Moran

- a. NA
- 5. Treasurer - Valerie Boulos
 - a. We have \$18,441.57 in accounts. This is almost \$5,800 more than in May 2020. Few costs and regular income. We don't "need" to spend that money so unless we have something that comes up there's no recommendation for spending.
- 6. Communication Manager - Nancy Schuler
 - a. NA
- 7. Legislative - Deborah Prosser
 - a. NA

Committee Reports

- 1. Membership - Heather Bush
 - a. NA
- 2. Marketing and Communications - Nancy Schuler
 - a. Have not yet met.
- 3. Nominations - Alyssa Koclanes
 - a. NA
- 4. Programming - Rachel Cooke
 - a. Meeting tomorrow.
- 5. Conference Program - Clarissa West-White
 - a. Committee is working well together including new members that are contributing.
 - b. Elana has considered keynote speakers and will bring names to committee later.
 - c. Any suggestions from committee can be sent through email. Currently we have funds so it's worth considering who would be good for FACRL to speak to.
- 6. Sponsorship - Valerie Boulos
 - a. NA
- 7. Scholarship - Julie Hornick
 - a. Roster is set but they won't be meeting until closer to conference.
- 8. Virtual Conference Logistics - Nancy Schuler
 - a. First meeting tomorrow. Sandy Avila is chairing.
 - b. Some things that they'll think about is sponsorships and engagement throughout. Thoughts on those welcome.

Review Meeting Outcomes and Action Items

- 1. **Action item:** Alyssa and Nancy will start the process of signing up for Google Nonprofit.
- 2. **Action item** (carried forward to next meeting): Board members to review the draft of Programming Committee Guidelines and email her any changes or update the typos on the document. Alyssa will also send the Virtual Conference Logistics Committee guidelines as well for our consideration.
- 3. **Action item:** CFP will be posted on the website and will post to the membership through WA and in the member listserv and committee members will share to different national listservs as well.
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Announcements

- Next online Board Meeting: July 6, 2021, 2PM