



**Board Meeting Minutes**  
**Tuesday, August 11, 2020**  
[Meeting slides](#)

**Agenda**

**Attendees:** Alyssa Koclanes, Elana Karshmar, Cristy Moran, Valerie Boulos, Guy Cicinelli, Rachel Cooke, Mark Marino, Heather Bush, Julie Hornick

**Call to Order**

**Amendments to the Agenda**

**Approval of the Agenda**

**Old Business**

1. Review [July meeting minutes](#)
2. Review July meeting Action Items
  - a. FLA offices haven't received any checks although the address is correct on the WA (Valerie & Guy).
  - b. Alyssa discussion about vendors at conference with Craig ongoing.
  - c. FALSC advocacy letter has been updated and Alyssa will send out via email to membership. Will discuss later in the meeting.

**New Business**

1. [Virtual Conference Platform](#) (Alyssa)
  - a. Based on the feedback from last year's conference we'd like to continue concurrent breakout sessions, an interactive poster session (as per program committee recommendation), and vendor session. Looked at different platforms. At link Alyssa provided an overview for Hopin Virtual Event Platform which had been recommended. Zoom wouldn't meet our needs. Alyssa recommends based on cost effectiveness and our conference needs.
  - b. Start subscription in September to do a trial run with presenters.
  - c. We would have to cap and have a threshold and then see how much interest we have and then increase the threshold. Looks like it's the most affordable and well short of what we would pay for an in-person conference.
  - d. Question about what an organizer is in order for us to determine our actual cost.
  - e. Alternative: Zoom for presentations and Google Meet rooms for the posters. There isn't a single platform otherwise that would accommodate our needs.
  - f. Another possibility: Having individual presenters provide their own individual Zoom rooms... but that may complicate logistics. Alyssa would like FACRL to provide the platform being used.
  - g. FLA is using their own web platform which comes with an LMS so that's how they're

holding their 2020 conference. It's a mix of live and pre-recorded sessions.

- h. **Action item:** Alyssa will find out if we can have Hopin schedule a demo for us and a trial with the hopes of making a decision at the end of this week or beginning of next week.

### **Officer/Liaison Reports**

1. President - Alyssa Koclanes
  - a. Still waiting to hear back from Steinbrenner Field about deposit.
  - b. Rachel may be able to connect Alyssa with a contact with a contract lawyer for getting movement on this.
2. President-elect - Elana Karshmar
3. Past-President - Craig Amos
4. Secretary - Cristy Moran
5. Treasurer - Valerie Boulos
  - a. We have money for the software for the conference.
  - b. Still working with Affinipay to set up new accounts will need to order business checks (\$75-80) for scholarships, etc.
  - c. **Action Item:** Valerie will reach out to FLA about the coffee deposit for the 2020 conference to see if we can carry it forward to the 2021 conference.
6. Communication Manager - Guy Cicinelli
  - a. New registration site is ready to go, only needs review to go live.
  - b. Awaiting the registration types/ tiers for the vendor registration.
  - c. Hopin may require its own registration system to be used. We may be able to charge attendees on WA but then have attendees register as users for the Hopin platform.
  - d. **Action Item:** Alyssa will find out from Hopin about the registration tool from the vendor and if/how we must use it.
  - e. Once program committee gets confirmation that everyone's accepted to present the info will be sent to Guy with tracks, etc. for the agenda/ program page on website.
7. Legislative - Deborah Prosser
  - a. Elijah Scott's message: FALSC continues to operate on carry forward funds. Transition plan for funding till the end of the year with each institution putting some money forward to fund it - sharing costs.
  - b. Going forward the hope is that the legislature will come up with a funding plan.

### **Committee Reports**

1. Membership - Rachel Cooke
  - a. NA
2. Marketing and Communications - Guy Cicinelli
  - a. NA
3. Nominations Committee- Craig Amos
  - a. NA
4. Conference Program Committee - Cristy Moran
  - a. The program selections have been sent to all. The committee is waiting to send out the acceptance and get confirmations. Alyssa in communication with the committee since the program platform will be among details shared with the presenters (pending acceptance).

- b. Cristy has reached out to the Membership Committee for membership demographics/ type of institution since it seems from the proposal list that there is one (Alyssa corrected: there are several) 2-4 year/ community college presentation.
5. Sponsorship Committee - Craig Amos
  - a. Need to decide the sponsorship tiers - Alyssa and Craig in discussion about this.
  - b. The vendor lunch period/ room is something that we'd like to continue to have in the virtual conference.
6. Scholarship - Julie Hornick
  - a. NA

### **Review Meeting Outcomes and Action Items**

1. **Action item:** Alyssa will see if the Scholarship Committee needs members.
2. **Action Item:** Membership Committee can reach out to pending members to see if they mailed in payment. In the meantime, "activate without payment."
3. **Action Item:** Review *all* spots on the website where the mailing address appears for renewal and update them (Guy).
4. **Action item:** Alyssa will find out if we can have Hopin schedule a demo for us and a trial with the hopes of making a decision at the end of this week or beginning of next week and will ask about the registration tool and if/how we must use it.
5. **Action Item:** Valerie will reach out to FLA about the coffee deposit for the 2020 conference to see if we can carry it forward to the 2021 conference.

### **Announcements**

- Next online Board Meeting: September 8, 2020 at 3PM