



## **FACRL Board Meeting Minutes**

**Tuesday, September 11th, 2018; 3:00 pm EDT**

GoToMeeting: <https://attendee.gototraining.com/r/5994424536025109250>

Dial in number: 1 (669) 224-3412; Participant code: 736-133-077

[Meeting slides](#)

**Invitees:** Craig Amos, Sandy Avila, Lisandra Carmichael, Kim Copenhaver, Sarah DeVille, Becky Donlan, Michelle Demeter, Jaime Goldman, Suzette Spencer, Alyssa Koclanes, and Michael Meth,

**Absent:** Mike Meth and Lisandra Carmichael

### **Call to Order**

Meeting was called to order at 3:01 pm by Board President, Becky Donlan.

### **Amendments to the Agenda**

No amendments to the agenda.

### **Approval of the Agenda**

Agenda approved.

### **Old Business**

1. Approval of minutes from the [August 14th](#) Board Meeting

FACRL Board Meeting minutes for August 14th approved as received.

### **New Business**

1. Marissa Ball AND Scott Schmucker's resignations and replacement of Board seats (Becky)

Becky mentioned that we have lost two board seats and wants to review the replacement of the positions based on FACRL bylaws. Kim provided the link to review the bylaws and to the previous year's voting results. The two members with the highest votes were discussed and a motion was put forward to approve their addition to the Board. Becky will reach out to them to directly. In addition, a conversation ensued regarding whether to replace the positions based on a midterm vacancy and appointment until the end of each vacating member's term or for the new board members only to serve until the next round of voting for the following year? The decision to only have new members serve until the following year of voting was made.

In terms of taking over specific duties from each vacating board seat, Becky will assume the responsibilities of Sponsorship Committee lead and we will be looking for a replacement for the Legislative Liaison. Becky urges the new board members to consider this as an option moving forward.

2. FACRL sponsored ACRL Division ALA conference proposal update (Craig)

Craig mentioned that the FACRL sponsored ACRL Division ALA conference proposal was submitted with the same three panelists, Craig serving as moderator. He hopes the proposal will be accepted as we have great content to share and he will keep us posted on the result.

Becky added that she also submitted the FLA FACRL sponsored proposal and will provide details as she hears more.

3. Update on the non-profit status transition (Suzette)

Suzette stated that all paperwork has been submitted to Ms. Barnes and that we have received the official word from FLA that using their address has been approved. Documents have been signed by all parties and documents sent to Barnes. We will await to hear back from her and Suzette will follow up on Sept 10th and later in the week.

## **Officer/Liaison Reports**

1. President - Becky Donlan

Becky reports she is in full conference mode and that nothing additional to report.

2. President-elect - Craig Amos

Craig did not have anything new to report.

3. Past-President - Kim Copenhaver

Kim provided information about the next election cycle and open Board positions. Kim noted that according to the ByLaws, the current President should appoint two additional members of the Board to the Nominations Committee. Becky will speak with interested members following the meeting. Kim will finalize the election timeline, and update election documentation prior to the next meeting of the Board.

4. Secretary - Sandy Avila

Sandy did not have anything new to report, just to watch your email for the monthly call for agenda items.

5. Treasurer - Suzette Spencer

Suzette went through this month's report and mentioned that we are currently at \$6750 with collected sponsorships and conference registrations. We currently have \$5000 in sponsorships- 2 at \$1000, one at \$1500 and the rest at \$500. So far we have spent \$8700 for the conference and we are doing well ahead of other conference expenditures. Suzette will make a transfer from the

PayPal account ahead of the conference. Two new expenditures, \$2226 for the conference venue and \$195 for insurance. Currently we have 26 FACRL members registered, 5 non-members, 18 speakers, and 2 students. We are still awaiting for the scholarship recipients to register.

## **Committee Reports**

### 1. Membership - Craig Amos

Craig did not have anything to report.

### 2. Marketing and Communications - Jaime Goldman

Jaime is still working to update the webpage and is also in full conference mode. The big button on the website for scholarship applications has been removed now that the deadline has passed. The committee has two new committee members who are very talented and creative. Jorge Perez has been helping to mock up some conference registration/hotel room block reminder pages and Jaime will send out to the group soon. Craig mentioned that the two new members are helping with marketing and they are a talented group. Jaime is excited to have the new members aboard and is looking to create a nice marketing plan after the conference is over.

### 3. Conference Committees

#### a. Local Arrangements - Sarah DeVille presented on behalf of Alyssa Koclanes

The Dine-Around restaurant selections have been narrowed down to Brahma Sushi and Connor's Steak & Seafood. There will be 10 people for each reservation so please make your selections if you are interested in joining. Currently there are 22 hotel rooms booked and our room block holds 30 rooms. We are still working with the committee to get signage for the reception at the library and other parking permit information that needs to be listed. The parking permits will be sent out the night before the event and we will keep some copies of the them at the conference site the day of. The location of the Board Meeting was discussed as the library conference room can be booked for it. The meeting usually begins at 3 pm and currently the meeting will be held at the conference hotel (**hotel name needs to be added- not sure which one it is**).

#### b. Sponsorships - Open position currently, Becky filled in and will assume the responsibilities for now

Becky mentioned that we are in excellent shape with the number of sponsorships.

#### c. Scholarships - Lisandra Carmichael- absent, Becky filled in

Three students names were sent forward for the Board to approve. Becky made a motion to have the scholarship awardees approved as received. Jaime asked to know which schools were being represented or whether that made a difference and it was noted that we would go with what the scholarship committee recommended and motions were approved to accept the awardees as reviewed by the scholarship committee.

d. Conference Program - Michelle Demeter

One of the committee members just had her baby and will be out on leave. There will not be much help while she is out on leave. The website has been updated to include the presenters, titles, and information on each title.

**Review of Meeting Outcomes & Action Items**

1. Becky to contact via email the two newly appointed Board Members as per the vote from elections earlier in the year.
2. Kim will look through old documentation in case that will be helpful to Becky ahead of contacting the new Board Members.
3. Jaime to put up the conference registration reminder onto the website after striking the vendor names and updating the hotel room block date to the 17th.
4. Becky to send out approval to Lisandra that the 3 student scholarship winners were approved- request a headshot and bio from each of the scholarship winners for Jaime to put up on the conference website.

**Announcements**

- Suzette mentioned that some of the vendors are asking if they can give a presentation during the conference meeting. Becky added that there will be a table during the conference for materials to be placed from the conference sponsors and participants will be encouraged to stop by the vendor tables.
- Kim added that we have a fantastic board with great service and leadership. She welcomes any of us to consider the upcoming election cycle and whether they would like to further their contribution and service to the organization by adding an additional level of leadership. Craig and Becky will provide open officer position information and expectations for each role.
- Next meeting: Tuesday, October 9th at 3:00 pm EDT; GoToMeeting

Meeting adjourned at 3:44 PM.

Respectfully submitted by Sandy Avila.