



FACRL Board Meeting Minutes

Tuesday, October 9th, 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, Michael Meth, Lauri Rebar, and Guy Cicinelli

Absent: Mike Meth, Michelle Demeter, and Guy Cicinelli

Call to Order

Meeting was called to order at 3:00 PM.

Amendments to the Agenda

No amendments to the agenda.

Approval of the Agenda

Agenda approved.

Old Business

1. Approval of minutes from the [September 11th](#) Board Meeting.

Meeting minutes approved as updated.

New Business

1. Review of Conference business slides- Becky

Becky reviewed the conference business slides with the board. She asked Craig to look into providing a legislative update. He will review. Becky mentioned for the board to review the slides and provide any updates as needed by going directly to the slides to via Google Drive.

Action Item:

1. **Craig to provide a legislative update to be added to the upcoming FACRL Business Meeting slides.**
2. **All Board members to review slides for the upcoming Business Meeting via Google Drive.**

2. Board meeting on Thursday—agenda, time & place- Becky

Thursday, October 18th 3:00 pm Courtyard by Marriott (room still unsure- one of the two rooms available) Becky will be asking for agenda items shortly.

Action Item:

3. Becky will send out a call for agenda items for the upcoming Business Meeting.

3. Sponsorship update- Becky

Becky mentioned we are doing really well on sponsorships this year. Ten total so far. 8 \$500 and 2 \$1000 sponsors so \$6000 total. Sage and Springer already committed for next year. We did offer a table for them so to ensure we have a big enough space for them as we continue to grow.

4. Discussion of photo taking at conference-Becky

ACRL would love to have our pictures for their Instagram feed if we are interested in taking pictures for the conference. Jaime mentioned she takes pictures usually and doesn't mind sharing them.. Jaime was designated as the person to have all pictures sent to for organizing.

5. 2019 FACRL program location update- Craig

Only one week out for planning next year's conference. Potential dates- October 17th and 18th 2019- 3rd week of the month- 17th Dine Arounds and Board Meeting with the annual meeting on the 18th. Craig would like to announce the location of the conference at the meeting on the 18th. Concerns with having two FACRL conferences back to back in South Florida was brought up by Becky. Craig has confirmed that the conference can be hosted at Nova Southeastern. Kim mentioned it was perfectly acceptable and others also noted that location and dates are fine. The Board's blessing has been provided to hold the meeting in South FL with an announcement to be made at the upcoming Business Meeting during the FACRL conference in October.

6. Discussion question about the FACRL program dine-arounds- Craig

Craig mentioned to use the dine-arounds as a way to market and advertise the conference. Only using it as an email Craig suggests additional uses can help to augment the value of the conference. Invite the sponsors to the dine arounds as well as a courtesy to keep them engaged. Jaime noted that the invite is already up on the FACRL website and that we have already received sponsors signed up to attend the dine-arounds so both suggestions are currently already in cycle.

7. 501c3 status transition - Suzette

Suzette had a conversation on Monday the 8th with our general counsel and documents are right

on point per the feedback received. Suzette has received some suggestions from Becky and feedback will be sent to the Board once Suzette puts it all together. \$35 fee to send off the documentation once the Board reviews the documents. Our counsel will send off all documents once everything is ready. Suzette will provide the documents to the Board for review.

Action Item:

4. Suzette will provide the 5013c documents to the Board for review ahead of submitting to general counsel.

Officer/Liaison Reports

1. President - Becky Donlan

501c3 documentation review and in conference mode. Also to remember that we will use FLA as our mailing address so we don't run into problems in the future as leadership changes.

2. President-elect - Craig Amos

Craig will work on the legislative update- FLA and ACRL to check for updates. Even if we just update on ACRL update that is good enough per Becky.

Kim asked whether we had anyone slated to step forward for the Legislative Liaison board member? She suggests adding this as an agenda item to be discussed for next week's meeting.

Action Item:

5. Craig to provide the legislative update for the FACRL Business Meeting. This action item is already noted from earlier.

6. Sandy to add discussion of replacement for Legislative Liaison to be added to next week's meeting.

3. Past-President - Kim Copenhaver

Kim reviewed the six available board positions for the 2019 election cycle.

1. President-elect (2019-2022)
2. Communications Manager (2019-2021)
3. Board member-at-large (2019-2021) position vacated by Alyssa
4. Board member-at-large (2019-2021) position vacated by Scott
5. Board member-at-large (2019-2021) position vacated by Michelle
6. Board member-at-large (2019-2020) position vacated by Melissa

Kim asked the Board to reflect how best to address the member-at-large position vacated by

Melissa that has one year remaining in the term. Would the Board prefer to make available 4 member-at-large seats with 2-year terms or 3 member-at-large positions with 2-year terms and 1 member-at-large position with a 1-year term? Kim noted the second option would ensure the continuance of staggered terms for 50 % of the member at large positions during each election cycle, barring any unexpected resignations. Becky and Craig mentioned that it is okay to be specific in the number of years each position is open for so those who want to go up for a leadership position for only one year. This may allow additional people to get involved who can't commit to the longer terms. Alyssa also suggested that having freedom here is helpful to those who can't commit for more than one year. Following the conclusion of the interim one year term, the position would be filled for a standard two year term in the 2020 election.

Kim mentioned that she has asked Communications Manager, Jaime Goldman to evaluate the benefits/challenges of hosting the 2019 election cycle via Wild Apricot as opposed to Survey Monkey. Transitioning as much as possible to the Wild Apricot platform seems attractive for many reasons, such as directing traffic to the website, facilitating a member-only election cycle, building infrastructure and streamlining communications.

Kim asked for Board review and reflection on the proposed election timeline.

- October 19th: Nominations open
- December 31st: Nominations close
- January: the Administrative review of nominated candidates including confirmation of membership status and dissemination of the consent to stand for election form.
- February: Voting begins
- March: Winners announced
- April: New member orientation
- May: Induction

Craig inquired if the issues with the ACRL membership list had been resolved and FACRL member roles updated? Jaime and Becky responded with an update that they are still unsure about the validity of the roster and potential issues remain.

Action Item:

7. Becky to contact ACRL regarding remaining issues with member roster.

4. Secretary - Sandy Avila

Sandy did not have anything new to report, just to watch your email for the monthly call for agenda items and to please review minutes and provide updates ahead of the monthly Board meeting.

5. Treasurer - Suzette Spencer

Revenue around \$10,700 minus PayPal fees sponsorship and registrations. 37 ACRL member, 17 speakers, 3 students, 10 non-members with roughly 80 members. \$5000 balance with fees \$5600

to pay out. Rental spaces and catering fees and a few invoices in Wild Apricot so those need to be paid up or registration will be canceled. Brochures are out to the printers and we are needing enough badges so that will be needed. Suzette will bring one of the two retractable banners and a small banner in her possession. Kim has the other retractable banner and some ACRL swag from the FLA Conference that she will bring. Kim also has plastic name badges from a previous FACRL regional conference that she can provide if needed. She will send Suzette an image of the badges to ensure sizing. We may be able to use them and save the money.

Action Items:

8. Kim to send Suzette photos of recently recycled name badges for potential use at the conference.

6. Communications Manager- Jaime Goldman

Jaime noted that we should have seen emails coming through from the Marketing Committee and that she has also been working to update the conference website with dine-around information and more specifics about the conference.

Jaime asked whether there was a date to close conference registration and it was noted that it should close by end of day Wednesday the 17th.

Action Item:

9. Jaime will close the conference registration at the end of the day on Wednesday, October 17th.

Committee Reports

1. Membership - Craig Amos

Nothing new to report but still currently looking for potential candidates for membership.

2. Marketing and Communications - Jaime Goldman

Nothing new to add that hasn't already been mentioned.

3. Conference Committees

Becky showed the conference program and Jamie requested to have the file or program from the conference sent to her so she can post to the website. Becky mentioned that Michelle reported to her that the slides have been requested from each of our conference presenters. They should be

arriving before the conference start.

Action Item:

10. Becky to send the conference program file to Jaime in a format other than pdf to be included on the website.

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

The program has been sent to the printers. Signage for the conference has been ordered and flowers for the reception have also been ordered. Logistics email has been drafted and sent to Alyssa and Jaime for review. The need for printing a few parking passes- allow for 20 in case attendees don't have access to the print. Kim mentioned she could print them if need be. Becky will send out a letter to the sponsors this Friday and provide information about attending the reception and to join the dine-arounds. Sarah asked if we were good with set up help and Becky mentioned that two people bailed. Craig and Kim offered to help. Sarah will send out an email to those who volunteered.

Action Item:

11. Becky to send out a letter to the conference sponsors with information regarding the conference details, reception, and dine-arounds.

Sarah, Craig, and Kim will help Becky with set up at of the reception space at 1:00 pm on Thursday the 18th. Sarah will send out an Outlook invite to those who volunteered.

Action Item:

12. Sarah to send out a volunteer Outlook meeting invite for the conference reception set up for Thursday the 18th at 1:00 pm.

- b. Sponsorships - Committee Chair position is currently vacant following the resignation of Scott Schmucker. Becky filled in and will assume the responsibilities for now. Update provided with previous conversations about sponsorships received.
- c. Kim asked for names of sponsors so that she can create thank you notes that can be signed by the Members of the Board and given to sponsors on Friday morning. Craig and Becky mentioned that it was a good idea. Becky will provide this information to Kim.

13: Becky will send a list of sponsor names to Kim for thank you letter creation.

- d. Scholarships - Lisandra Carmichael-

We have two conference buddies for the scholarship winners. Lissandra is representing one scholarship winner. Thanks to Jaime for posting everything on the website. Ava will be one of

the other buddies but the third person will need to be confirmed by Ava.

- e. Conference Program - Michelle Demeter (absent)

Becky provided updates here throughout regarding the conference program specifics.

Review of Meeting Outcomes & Action Items

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2. All Board members to review slides for the upcoming Business Meeting via Google Drive.
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4. Suzette will provide the 5013c documents to the Board for review ahead of submitting to general counsel.
5. Craig to provide the legislative update for the FACRL Business Meeting. This action item is already noted from earlier.
6. Sandy to add discussion of a replacement for Legislative Liaison to be added to next week's meeting.
7. Becky to contact ACRL regarding remaining issues with member roster.
8. Kim to send Suzette photos of recently recycled name badges for potential use at the conference.
9. Jaime will close the conference registration at end of the day on Wednesday, October 17th.
10. Becky to send the conference program file to Jaime in a format other than pdf to be included on the website.
11. Becky to send out a letter to the conference sponsors with information regarding the conference details, reception, and dine-arounds.
12. Sarah to send out a volunteer Outlook meeting invite for the conference reception set up for Thursday the 18th at 1:00 pm.
13. Becky will send a list of sponsor names to Kim for thank you letter creation.

Announcements

Action Item:

- Next meeting: FACRL Business Meeting, Thursday, October 18th at 3:00 pm at the Courtyard by Marriott. Room location to be announced.

Meeting adjourned at 3:53 PM.

Respectfully submitted by Sandy Avila.