



FACRL Board Meeting Minutes
Thursday, October 17th, 2019; 11:00 am EDT
[Meeting slides](#)

Invitees: Craig Amos, Sandy Avila, Guy Cicinelli, Becky Donlan, Jaime Goldman, Michael Meth, Suzette Spencer, Alyssa Koclanes, Rachel Cooke, Kearin Reid, Cristy Moran, and Mark Marino

Absent: Guy Cicinelli, Michael Meth, and Kearin Reid

Additional Guests in Attendance: Theresa Smith-Ennis, Douglas Hasty, and Kittiphong Suwammaneedang

Call to Order

The meeting was called to order at 11:12 am

Amendments to the Agenda

No new items to add.

Approval of the Agenda

Agenda approved.

Old Business

1. Approval of minutes from the [September 10, 2019 Board Meeting](#)

Meeting minutes were still not ready and approval of the minutes was tabled until the following meeting.

New Business

1. FACRL Annual Conference follow up survey - Alyssa

Alyssa mentioned that some things had to be updated to include changes to the new conference format- like adding break sessions. Cristy added a recommendation about asking for institution type when call for conference proposals go out for next year.

Action Item #1: Craig to update the Survey Monkey with recommendations for the Board on changes to the FACRL Annual Conference follow up survey. Board to send updates by Tuesday, Oct 22nd and Craig to send out link for Board approval after.

Craig thanked the conference team and especially Alyssa and Jaime for helping to keep him out of trouble.

2. FACRL FLA Pre-Conference proposal - Craig/Sandy

Craig has been in conversation with Karen at FLA about having a FACRL pre-conference at the FLA 2020 conference. A discussion began about the cost of the coffee break during the FLA conference and that we need to check on the \$750 pricing to decide whether we go through with sponsoring for the coming year. A motion was brought forward to approve the pricing and to go forward with the FACRL sponsored coffee break.

Sandy who will serve as the FACRL Board Liaison to the FLA Conference Committee is working on a 4 hour conference theme to do with Data Services in FL academic libraries. Motion was brought forward to continue with the proposed idea for the first FACRL/FLA Pre-Conference.

3. FLA institution membership for FACRL - Suzette

Suzette brought up the idea about FACRL opting for a FLA institutional membership since we could get one free conference registration out of it. She posed the question to the Board on whether this would be worth it. Annual membership is \$300.00. Cristy asked a question about what benefits would this provide and other specifics. Becky thought it wasn't worth it but more specifics will still need to be gathered. Craig mentioned he could go to FLA for additional information.

Action Item #2: Craig will follow up with FLA directly to find out more specifics regarding an institutional membership with FLA.

4. Closing of PayPal account- Suzette

Suzette mentioned an update to PayPal and a 20% surcharge and questioned whether it would be a good idea to close the PayPal account and use a replacement to avoid the fees. A conversation ensued about how the PayPal account was a pain to use in the past and Becky brings up a motion to drop the account. Board approved to close the account.

5. Review of sponsor coverage for conference registration - Craig

Craig went over a review of the sponsor coverage and that ACRL would attend the reception but not the conference. All vendors were sent information regarding attending the reception. Craig asked for approval for a conference registration for Susan Berkman from NSU who helped to organize and act as the catering contact for FACRL to receive discount catering on site. Board approved.

Officer/Liaison Reports

1. President - Craig Amos

Craig announced that he was not going to keep the same meeting structure for the Business Meeting on the day of the event. Sticking to programing and brief closing remarks and of course the scholarship presentation but no other focus or highlights on other business. Craig asked for

information about open Board seats to be added to the slides for the Business Meeting. Sandy will work on that.

Action Item #3: Sandy to update Business Meeting slides to include information about vacating Board seats that will need to be filled for the upcoming year.

Cristy brought up question about moderators for the sessions and if the Board could assist in introducing speakers. Also a list of the room numbers needed to be added to the three rooms. Craig thanked everyone for their help and work on getting the conference ready.

2. President-elect - Alyssa Koclanes

Alyssa is still working to secure a location for the annual conference for next year. She will have another update in September.

3. Past President- Becky Donlan

Becky mentioned she is serving as the chair of the Nominating Committee and asked if anyone is interested in filling one of the 6 open Board positions to let her know. She will be working to send out a call for the open positions soon.

4. Secretary - Sandy Avila

Sandy asked for meeting minutes to be reviewed as they come available and for content to be updated and elaborated upon if needed.

5. [Treasurer](#) - Suzette Spencer

Suzette provided an update on the treasurer's report. She stated that there were 112 registrants in total adding that these were the highest numbers yet for any FACRL conference. She added that we are currently \$7200 in the black and Craig gave a huge thank you to Becky for securing over \$8150 in conference sponsorships!

6. Communication Manager - Guy Cicinelli

Guy was not in attendance but Craig also gave a huge thank you to him for his work on preparing conference related material for the website.

7. Legislative Liaison - Mike Meth

Mike was not in attendance. No report given.

Committee Reports

1. Membership - Rachel Cooke

Rachel mentioned that the new members of the committee are very energetic and passionate and that the next meeting will be in two weeks.

2. Marketing and Communications - Guy Cicinelli

In Guy's absence, Jaime mentioned that we should use the #facrl2019 hashtag to have things posted on Twitter. This information should be added to the Business Slides for the day of as an action item.

Action Item #4: Sandy to add information regarding the #facrl2019 hashtag to the Business Meeting slides.

3. Local Arrangements- Alyssa Koclanes

Doug who was in attendance provided details about finding the Tropical Acres reception venue and gave information regarding the drink tickets and information on parking was provided. Cristy mentioned that the FACRL banner should be placed at the entrance to help attendees find the space. Doug reminded everyone that the buffet would open at 8 pm.

4. Sponsorships- Becky Donlan

Becky mentioned the \$8150 in sponsorships that was brought in for this year's conference. Jaime asked if there were 13 tables in total and if we needed to get another one set up.

5. Scholarships- Sandy Avila

Sandy mentioned that only two of the three conference scholarship winners would be in attendance.

6. Conference Program- Craig Amos

Craig closed with passing around a sign up sheet for moderators for the panelists and their introductions. Jaime mentioned she would email facilities to have another table added for the sponsors.

Review Meeting Outcomes and Action Items

1. Craig to update the Survey Monkey with recommendations for the Board on changes to the FACRL Annual Conference follow up survey. Board to send updates by Tuesday, Oct 22nd and Craig to send out link for Board approval after.
2. Craig will follow up with FLA directly to find out more specifics regarding an institutional membership with FLA.
3. Sandy to update Business Meeting slides to include information about vacating Board seats that will need to be filled for the upcoming year.
4. andy to add information regarding the #facrl2019 hashtag to the Business Meeting slides.

Announcements

- Next Board Meeting online on November 12th, 2019 at 3:00 pm.

Meeting adjourned at 12:05 pm.

Respectfully submitted by Sandy Avila.