



FACRL Board Meeting Minutes

Tuesday, October 18th, 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: Guy Cicinelli

Guests in Attendance: Cristy Moran

Call to Order

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

Amendments to the Agenda

Disaster relief for Florida libraries added by Kim Copenhaver

Approval of the Agenda

Agenda approved as new amendment item received.

Old Business

1. Approval of minutes from the [October 9, 2018](#) Board Meeting

Minutes approved as received.

2. FACRL Conference Update
 - a. Registration
 - b. Lodging
 - c. Reception
 - d. Dine Arouds
 - e. Parking
 - f. [Business Meeting](#) (10/19)

Becky provided an update to the conference including discussion of email hijacking ahead of the event. 86 registrants with one new sponsorship of \$1500. The Dine Arouds have been well received and spots are filling up. Parking permits were sent out and no other updates to lodging

or reception. The Business Meetings slides were presented and Kim and Craig to be ready to present the day of on their content as added into the slides.

3. Confirmation of [conference tasks](#)

Conference tasks were confirmed ahead of the event per the document that Kim put together. A photographer task needs to be added for next year's conference.

Action Item #1 Craig to add to the conference task list for next year, the job of camera person to take official photos for the event.

4. 501c3 Status progress - Suzette

Suzette presented the update to the 501c3 documents that will need to be submitted. A few things need to be updated and Suzette will send the document to the board for review before submission. Suzette will work with general counsel to have some of the content revised that was showing up as cut off inside of the pdf version.

A discussion ensued about whether the FACRL membership needed to be included in on the notification of the 501c3 change. The bylaws were checked and it was presented that we should send out a notice to the FACRL membership for their opinion. Becky will handle the email.

Action Items #2-4 for Suzette

#2 Suzette to add in the \$35 annual fee for the 501c3 paperwork into the FACRL annual budget.

#3 Suzette to check with general counsel about the cutting off of the information in the 501c3 form paperwork to have that corrected as well as to ask for the wording to be updated as per suggestion from the Board.

#4 Suzette will send out to the Board all updated documentation for the 501c3 paperwork once updates have been made.

Action Item #5 Becky will send out an email poll to the FACRL membership to request feedback regarding the tax status change.

New Business

1. Hurricane Michael [disaster relief fund](#) (FLA)

Becky brought up the idea to have FACRL match donations for Hurricane Michael relief. A question as to up to what amount of should we match and what specifics surrounding the support of academic libraries or to use funds to directly benefit library staff was brought up. Mike brought up the FSU Foundation and some of the funds they have set up. Becky, Mike, and Kim would all reach out to their specific organizations, FSU Foundation, ACRL, and FLA Executive Director and FLA President to inquire feedback regarding the way that donations are being handled and how that can assist FACRL in making a decision about how to proceed. Becky will update the FACRL membership about the possibility during the conference.

Action Item#6 Becky will check with FLA Exec. Director and FLA President- Lisa O'Donell and Sarah Hammill regarding the FACRL's involvement in the call for FLA

donation fund/help.

Action Item #7 Mike will check with FSU Foundation and their employee assistance program to see what programs they have set up that FACRL might want to assist with.

Action Item #8 Kim will reach out to ALA/ACRL to see how they handle matters with membership donations and will report back.

Action Item #9 Becky will update FACRL membership regarding what we plan to do with supporting Hurricane Michael relief funds after hearing from Mike and Kim.

2. Conference Program Evaluation - Becky [post-conference survey](#) from 2017

The continued use of Survey Monkey versus Wild Apricot's format was brought up. There are good things to both platforms. It was agreed to keep using Survey Monkey and Kim to provide Becky with the login information so that the updated annual conference survey could be created.

Action Item #10 Kim will send Becky the information to log into Survey Monkey so the annual conference survey can be created.

3. Formalizing volunteer/appointment cycle - Kim, Becky-
 - a. [Committee volunteer appointment proposal](#)
 - b. [2017-2018 Committee Membership Roster](#)

Kim brought up the importance of building the pipeline for leadership within FACRL and discussed the upcoming committee appointments that will be up for appointment. Kim requests that all committee chairs be ready to provide an update to the board at the next meeting of what vacancies are coming and what dates.

Action Item #11 All board committee chairs to report at next meeting the number vacancies in each unit so to inform committee appointments.

4. [Augmenting/Updating FACRL Committee Guidelines](#) - Becky, Kim

Craig brought up that a conversation with the membership committee regarding how to handle best practices for the filling of positions would be a good idea.

Action Item #12 Becky to reach out to national chapter regarding setting up the virtual meeting for the upcoming ALA conference.

Action Item #13 Craig will begin a conversation with the member of the membership committee regarding the handling of best practices for adding new members to committee.

Officer/Liaison Reports

1. President - Becky Donlan

Nothing new to report other than what has already been stated.

2. President-elect - Craig Amos

Craig advertised for the need for a Local Arrangement Committee Chair as well as a Conference Committee chair for the upcoming conference. Jaime will help to work with the local arrangement committee and Suzette volunteered to be the board liaison for the committee. Cristy Moran volunteered to be the Conference Committee chair and Becky will serve as the liaison. Becky also volunteered to stay on to work with the Sponsorship Committee for next year as well.

3. [Past-President](#) - Kim Copenhaver

Kim presented a conversation regarding the strengths and weaknesses of using Wild Apricot versus Survey Monkey for a variety of FACRL board activities like membership election ballots, polling, and email. Wild Apricot offers ease of use for simple yes or no polls of the membership, but does not offer advanced functionality such as skip logic. Kim recommends that we retain the Survey Monkey account due to the advanced functionality that has been utilized in the Election ballot and conference evaluation surveys. Using Wild Apricot to disseminate emails to active members and to poll the membership with simple yes or no questions is still of value.

4. Secretary - Sandy Avila

Nothing to report.

5. [Treasurer](#) - Suzette Spencer

Badges and programs are ready. Total registrations are in with an \$11,000 transfer and \$3000 in PayPal there is a little under \$20,000 in the account.

Committee Reports

1. Membership - Craig Amos

Nothing else to report.

2. Marketing and Communications - Jaime Goldman

Jaime is working on conference website updates. She will help to put up the survey once completed. She is continuing efforts to work with the marketing committee and also on the membership database.

3. Conference Committees

a. Local Arrangements - Alyssa Koclanes

All is going well nothing new to report ahead of conference.

b. Sponsorships - Becky Donlan

\$7500 total in vendor sponsorships received.

c. Scholarships -Lisandra Carmichael

Everything is ready to go, nothing more to report.

d. Conference Program - Michelle Demeter

Programs look great and are ready to go.

Meeting adjourned at 4:15 om.

Respectfully submitted by Sandy Avila.