



## **Board Meeting Minutes**

**Friday, October 29, 2021**

[Meeting slides](#)

### **Agenda**

**Attendees:** Heather Bush, Valerie Boulos, Rachel Cooke, ~~Cindy Gruwell~~, Julie Hornick, Elana Karshmer, Alyssa Koclanes, Cristy Moran, Deborah Prosser, Nancy Schuler, Steven Wade, Clarissa West-White

#### **Call to Order**

#### **Amendments to the Agenda**

#### **Approval of the Agenda**

#### **Old Business**

- Review October [meeting minutes](#)
- Review October meeting Action Items
  - a. NA

#### **New Business**

1. FACRL 2021 Conference Survey (Elana)
  - a. Reviewed results (linked above) - 21 responses at time of meeting
  - b. Excellent/ very good majority of ratings; a couple said good/ poor.
  - c. Balance of types of institutions among attendees
  - d. Reviewed comments and recommendations, satisfaction ratings, etc. - mentions to meet in person and opportunities to socialize also a request to meet virtually to ease access for attendees who cannot travel
  - e. One very dissatisfied attendee was anomaly
  - f. We should take the feedback in consideration when planning 2022 conference (modality, reasons for attending, suggestions)
  - g. Disparate/ wide range of topics recommended for the future conferences
  - h. 0 people interested in running for election on survey but at least 1 person contacted a Board member via email to say they were interested; many people wanted to serve on committees for FACRL
  - i. Discussion about individual feedback received: cost/ lack of funds a recurring concern
  - j. 140 registrants; the max in a room was for keynote was 83 participants
  - k. Videos still processing; ready likely next week
2. Scheduling Online Annual Business Meeting with membership - Treasurer's Report, Committee Reports, Recruiting for elections and committee assignment (Rachel)
  - a. Question of whether/ not anyone has experience with this; possible good marketing,

- communication, and recruitment tool
  - b. Elana supports this as a good idea ... plan for spring?
  - c. Used to be part of the conference but has fallen off in the last few years, idea to separate from conference and have a distinct opportunity
  - d. Meeting for reviewing updates to bylaws perhaps
  - e. Will not have business meeting at FLA 2022
3. Poll for membership to get ideas for the FACRL Conference in 2022 (Rachel) Edit survey here
    - a. FLA preconference will be May 16, 2023 at the Hilton Daytona
    - b. Reviewed poll for membership in the meeting; includes ideas from ACRL Road Shows in case we can do one of those either for an FACRL or FLA (FACRL sponsored) preconference
    - c. Piggy backing on FLA can help control cost and the location is more central
    - d. Modality of next conference (virtual or in person or hybrid) is on the survey as well
    - e. No FACRL preconference in 2022 but maybe a social hour hosted? Conference is in Jacksonville so may make attending difficult
    - f. FLA Rachel may be able to be on-site and Clarissa can also attend
    - g. Survey will go out in January/ can discuss roll out at meeting in December
  4. Bylaws review - Board revises but membership needs to approve (Elana)
    - a. Suggests putting the bylaws updates side by side with current bylaws and sending them out to membership... perhaps have the business meeting (see above) to review with the membership and take votes
    - b. Flow: send out bylaws in an email, include poll for voting in the same email, then invite the membership to a meeting, then hold a meeting to review the results
    - c. Nominations can go ahead before the bylaws - discussion on nominations period - open: will form nominations committee (possibly by middle of November) close by end of January
    - d. **Action item:** Alyssa will form Nominations Committee
    - e. Diversity Officer in bylaws but will not be in election for 2022 because of the lack of time between bylaws vote and nominations vote

### **Officer/Liaison Reports**

1. President - Elana Karshmer
  - a. NA
2. President-elect - Rachel Cooke
  - a. NA
3. Past-President - Alyssa Koclanes
  - a. Sent email about the ACRL webcasts that we can join and Rachel can review with Programming Committee to see which/ if we can avail of them
4. Secretary - Cristy Moran
5. Treasurer - Valerie Boulos
  - a. \$16,988 left after conference expenses including speaker and scholarships
  - b. Lost a little bit of money conference but we also had a lot of membership renewals coming in the last few weeks - conference may have helped stabilize our membership numbers
  - c. Nancy has started canceling the limited-time subscriptions we needed for the conference
6. Communication Manager - Nancy Schuler

- a. Resuming work getting all our files on the new Google Drive for FACRL - survey of Board to see if we want to move our own files or if
  - b. Everyone is on the new Drive but it hasn't been shared yet because it's not done or what time she can move things without interrupting the work we do with the files/ folders in there now (Cristy mentioned updating the secretary documents/ meeting documents the week before a planned meeting)
  - c. Website: Nancy will reconvene the listserv committee to work on website redesign which had been planned previously
7. Legislative - Deborah Prosser
- a. NA

## **Committee Reports**

1. Membership - Heather Bush
  - a. Met last week - three members only currently active so have needed to scale back their plans and resetting goals
  - b. Focusing on updating the membership list on Wild Apricot once ACRL sends the list
  - c. Will work with the marketing committee
2. Marketing and Communications - Nancy Schuler
  - a. Web Communications Task Force update - See notes above
  - b. Google Drive migration plans - See notes above
  - c. Website update - See notes above
  - d. FACRL member list migration - NA
3. Nominations - Alyssa Koclanes
  - a. Call for members from the Board for committee members to participate
4. Programming - Rachel Cooke
  - a. Met this week; have wrapped up the webinars
  - b. Rachel will send out the assessment findings from the series
  - c. Avoiding Sept/ Oct for programming calendar next year since those were less attended due to people being busy
  - d. Group will take over planning for FACRL preconference
5. Conference Program - Clarissa West-White
  - a. Letters for committee ready to send as thanks for members, awaiting survey results to link in the letters
6. Sponsorship - Valerie Boulos
  - a. Elana will send out thank you letter to vendors
7. Scholarship - Julie Hornick
  - a. NA - work done for the year
8. Virtual Conference Logistics - Nancy Schuler
  - a. Crowdpuurr was a good tool; good expense; Elana recommends considering expanding or continuing with the tool; Nancy will pass along to committee

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

- **Action item:** Alyssa will form Nominations Committee

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### **Announcements**

- Next online Board Meeting: Monday, December 6, 2021 at 2PM