



## **FACRL Board Meeting Minutes**

**Tuesday, November 13th, 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, Kim Copenhaver, Michelle Demeter, Jaime Goldman, Suzette Spencer, Alyssa Koclanes, Michael Meth, and Guy Cicinelli

**Absent:** Lisandra Carmichael, Becky Donlan, and Lauri Rebar

### **Call to Order**

The meeting was called to order at 3:00 pm by Board President-elect, Craig Amos

### **Amendments to the Agenda**

Kim added an agenda item to be mentioned in the Officer Reports

### **Approval of the Agenda**

Agenda approved

### **Old Business**

1. Approval of minutes from the [October 18, 2018](#) Board Meeting

Minutes approved as received.

2. 501c3 Status progress- Suzette

Suzette provided an update on the work being done between Becky, Kim, and legal counsel Elizabeth Barnes. Questions were posted to Elizabeth regarding how much to deplete our account and the opportunity for charitable donations being made on behalf of FACRL for Hurricane Michael support. Member donations are not taxable through FACRL but would be if members did it on their own under our current status. Things are moving forward and we had membership approval with over 53 votes for the 501c3 change.

### **New Business**

1. Disaster relief fund- Jaime in Becky's absence

Jaime provided a quick update that a mock-up letter and graphic is ready to be reviewed prior to

sending out to the membership regarding Hurricane Michael support to our affected libraries.

**Action Item #1- Jaime to send the board the Hurricane Michael relief letter and information for review via email prior to sending out to FACRL membership.**

2. Service acknowledgment letters-Kim

Kim mentioned the letters of service templates that are available but stressed the importance of having each letter personalized and authentic to each committee chair. Kim is available to help if anyone has questions regarding the letters and all board liaison are asked to author letters for their committee chairs.

**Action Item#2- All board liaison to author service acknowledgment letters for their committee chairs.**

3. Establishing a more formal partnership with FLA-Becky

Craig asked for this item to be tabled until the next meeting in Becky's absence.

4. For future conference discussion to distinguish other library professional associations from vendors in terms of conference participation fees- Craig.

Craig asked for this item to be tabled until the next meeting in Becky's absence.

### **Officer/Liaison Reports**

1. President - Becky Donlan

Absent- no report.

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 reported on the current prep for upcoming FACRL Board elections. Jaime is working on an email to be sent out via Wild Apricot to FACRL members regarding the call for nominations.

Kim also provided information on the annual conference feedback responses. 28 Respondents- 5 Board members, 13 members, 7 speakers, 0 sponsors. 86% very good or excellent 6 respondents

stated they would like to be more involved with FACRL or would stand election to the board. Great feedback.

Kim mentioned she will put together a list of all open positions and will provide that to Craig to help with filling those spots. Suzette mentioned she will be attending a FLVC conference that she can help to advertise open positions so she asked to be kept informed as progress is made. Suzette can request a table or put up a banner that helps to promote FACRL if that helps.

**Action item #3- Kim to provide Craig with a list of all open board positions.**

**Action item #4- Jaime will work to put together an email to send out to FACRL membership for upcoming election nominations requested and information regarding the process.**

**Action item#5- Suzette will mention the open FACRL board seats at the upcoming FLVC group meeting so to provide additional chances to advertise for members.**

4. Secretary - Sandy Avila

Nothing to report.

5. [Treasurer](#) - Suzette Spencer

Suzette went through the report for the month. Revenue at \$12,750, expenses are at \$7,144 total, income thus far \$5,505.78 the bulk being sponsorships. Suzette noted that the FLA coffee break fee has increased from \$500 to \$750. We did pay the \$750 but the price increase was mentioned. Currently \$13,041.92 in the bank account. Craig gave a shout out to Becky for her tremendous work gathering sponsorships for the annual conference.

### **Committee Reports**

1. Membership - Craig Amos

Still no legislative liaison and Craig is currently still working on this.

Craig mentioned that there is still no discount for FACRL members to register for the annual conference. He will bring up a discussion of this matter with the rest of the membership committee to suggest this be considered.

**Action item #6- Craig to mention the FACRL member discount for registering for the annual conference.**

2. Marketing and Communications - Jaime Goldman

Jaime will work with Suzette on Hurricane Michael email to be ready to go by Friday and will also be working on the FACRL board elections piece to be sent out to the membership. Jaime mentioned that all conference presentations and poster information from our annual conference have been posted to the website. Guy is working to help with providing updates to the website including the hidden content and archives that some members have been asking about. Jaime provided an additional mention to her marketing and committee team members for their hard work. They are helping to share responsibilities and she is happy that they are doing such a great job with the website.

**Action item #7- Jaime to work on both Hurricane Michael email and information to be sent to Suzette and to work on the FACRL board elections piece.**

3. Conference Committees

Nothing to report here since the annual conference has passed.

- a. Local Arrangements - Alyssa Koclanes
- b. Scholarships -Lisandra Carmichael
- c. Conference Program - Michelle Demeter

Meeting adjourned at 4:00 pm.

Respectfully submitted by Sandy Avila.