



Minutes • FACRL Board Meeting

Tuesday, December 12, 2017; 3:00 pm EST

GoToMeeting: <https://global.gotomeeting.com/join/736133077>

Dial in number: 1 (669) 224-3412; Participant code: 736-133-077

[Meeting slides](#)

Invitees: Kim Copenhaver, Suzette Spencer, Jaime Goldman, Sarah DeVille, Alyssa Koclanes, Scott Schmucker,

Absent: Becky Donlan, Corinne Bishop, Christina Will, Craig Amos, Michelle Demeter

Call to Order

Meeting was called to order at 3:00pm by Board President, Kim Copenhaver. Kim asked the attendees if they were okay with having the meeting recorded for the purpose of creating the minutes - all attendees agreed to this.

Amendments to the Agenda

There were no amendments to the agenda.

Approval of the Agenda

Agenda approved by the Board.

Old Business

1. Approval of minutes from the [November 14, 2017](#) Board Meeting.
 - a. Revision from Jaime: Old Business, Item 3: Remove “FACRL” from that line. Edited by Kim in Google Docs.
 - b. With no further revisions, the Minutes from the November 14, 2017 meeting were approved with above revision.

Action Item: Jaime post revised minutes to FACRL website.

2. Approval [of FACRL ByLaws](#) by the membership - Deadline December 20th (Kim)
 - a. 33 responses to the survey so far - please be sure as a board member to complete the survey (please let Kim know if you had any difficulty receiving email message or completing the survey).

Action Item: Kim will send out a reminder following today's meeting.

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3. FACRL Florida state tax-exempt status- (Suzette Spencer)

- a. FL revenue office indicated that FACRL is eligible to be a 501c6, but rejected us as a 501c3. We are not eligible for a tax exempt certificate (dr-14) until we obtain one of these designations, because of our non-profit status (the money we bring in from conferences goes back into the organization).

Action Item: Suzette will continue to investigate what it would take for us to become a 501c3 and obtain the tax exempt certificate.

Action Item: Kim will reach out to FLA to see how they obtained the 501c3 status and how their conference revenue flows through the organization.

4. Investigation of subscription services to provide a document repository- (Jaime Goldman)

- a. Based on 501c3 investigation, we could may be eligible for the free Google G-Suite for nonprofits and government agencies.
- b. [Google Team Drive assessment](#), compiled by Jaime.
 - i. <https://gsuite.google.com/learning-center/products/drive/get-started-team-drive/>
 - ii. Alyssa ran into issues at her institution using Google Team drive where at the folder level you cannot share a link to that folder, only at the file level.
- c. Dropbox option: more expensive than Google Team Drive

Action Item: Jaime will add Dropbox information to the Google Team Drive assessment [document](#) online. Will wait to hear back about 501c3 status for FACRL.

Action Item: Kim will transition gmail email and documents over to FACRL board gmail address so that they are not tied to one specific person. Will complete by end of her term to ensure continuity.

5. [Committee appointments](#) (Kim)

- a. Reviewed committee list with board members present who lead FACRL committees.
- b. Kim asked Scott to take over Becky's sponsorship responsibilities as she will be FACRL president at the next conference. Scott agreed.
- c. Sarah agreed to lead local arrangement committees for next year's conference.

Action Item: All board members asked to think of the different committees and who you would encourage to join, perhaps from your own respective institutions. Please send recommendations to Kim.

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Action Item: Kim will send out an email asking each of the committee chairs to get in touch with their individual committee members and assess their continuing involvement (report back to Kim).

New Business - N/A

Officer/Liaison Reports

1. President - Kim Copenhaver
 - a. Working with Becky and Membership Committee on emails that go out to the membership through the FACRL website.
2. President-elect - Becky Donlan - N/A
3. Past-President - Christina Will - N/A
4. Secretary - Corinne Bishop - N/A
5. Treasurer - Suzette Spencer
 - a. Reviewed updated [treasurer report](#) for FACRL
 - i. Financial information from conference: lost \$186.00 = no conference profit. We may need to consider increasing conference registration fee for future conferences.
 - ii. Submitted for chapter reimbursement from ACRL.
 - iii. Submitted sponsored coffee break donation for FLA conference (\$500).
6. Communication Manager - Jaime Goldman
 - a. Reported above.
 - b. Working with Suzette to reconcile automatic membership renewals in Wild Apricot. Talked to Wild Apricot support team and still trying to figure out why renewals are going out early instead of at 1 year from last renewal or join date. Currently checking renewals in the system each month and manually fixing (takes 3 steps).
 - i. Comparing the updated ACRL list to the Wild Apricot database may help in updating the information correctly on the back end.
 - ii. Jaime will continue to keep an eye on this and call Wild Apricot support again if needed to troubleshoot this further.
7. Legislative Liaison - Craig Amos - N/A

Committee Reports

1. Membership - Becky Donlan
 - a. Via Kim: Requested updated FACRL membership list from ACRL. Need to assign responsibility for updating FACRL membership list and Wild Apricot member database.
 - b. Via Kim: Reviewing email templates that go out to the membership via Wild Apricot.
2. Nominating Committee - Christina Will
 - a. Survey went out for the nominations committee. Please help identify talent at your institution for leadership opportunities.
3. Conference Program - N/A

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Review Meeting Outcomes and Action Items

Action Item: Jaime post revised November minutes to FACRL website.

Action Item: Kim will send out a FACRL Bylaws voting reminder email following today's meeting.

Action Item: Suzette will continue to investigate what it would take for us to become a 501c3 and obtain the tax exempt certificate.

Action Item: Kim will reach out to FLA to see how they obtained the 501c3 status and how their conference revenue flows through the organization.

Action Item: Jaime will add Dropbox information to the Google Team Drive assessment document online. Will wait to hear back about 501c3 status for FACRL.

Action Item: Kim will transition gmail email and documents over to FACRL board gmail address so that they are not tied to one specific person. Will complete by end of her term to ensure continuity (May 2018).

Action Item: Kim will send an email to Christina asking that a Nominations reminder message be sent to the membership.

Action Item: All board members asked to think of the different committees and who you would encourage to join, perhaps from your own respective institutions. Please send recommendations to Kim.

Action Item: Kim will send out an email asking each of the committee chairs to get in touch with their individual committee members and assess their continuing involvement (report back to Kim).

- Encourage new members to apply.
- Send Kim a list of current members who would like to continue on their current committee.
- Identify potential members to serve as Chair
- Let Kim know if you are interested in serving as the Board Liaison to a specific committee.

Announcements

- Next meeting: Tuesday, January 9th at 3:00 pm EST; [GoToMeeting](#)

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