



Board Meeting Minutes

August 8, 2022

[Meeting slides](#)

Agenda

In Attendance: Rachel, Julie, Diana, Elana, Steven, Valerie, Nancy, Ava, Clarissa

Call to Order

Amendments to the Agenda - n/a

Approval of the Agenda - Julie/Elana moved and seconded

Old Business

1. Review [July meeting minutes](#) - Diana/Steven moved and seconded
2. Review July meeting Action Items
 - a. **ACTION ITEM:** Implementation of new website design by end of month. [Nancy]
 - i. New website design replaced old in August
 - ii. Nancy made the request for pictures if any board members have anything they'd like to showcase at their libraries
 - b. **ACTION ITEM:** Board members are invited to review and comment on website design <https://faocrif.wildapricot.org>. [All board members]
 - i. Board members reviewed and had the opportunity to comment on the new design
 - c. **ACTION ITEM:** Revision date on by-laws document should be changed to January or February, depending on meeting minutes information. [Nancy]
 - i. Completed in July
 - d. **ACTION ITEM:** Nancy will provide access to website for Steven so he can add legislative resources. [Nancy/Steven]
 - i. Steven has access
 - ii. Items have been uploaded (advocacy resources, voting information)
 - iii. Not visible yet but is available in preview [**ACTION ITEM:** send suggestions to Steven]
 - e. **ACTION ITEM:** Ad hoc committee will be convened for by-laws review as well as guidelines for interest groups (members: Rachel, Clarissa, Ava, Diana, Nancy). [Rachel]
 - i. Meetings have begun
 - ii. Ava has taken on leadership

New Business

1. Filling Christy's vacancy
 - a. From the [bylaws](#)....Sec. 7 Mid-term Vacancies: A mid-term vacancy of any Board Member may be filled by an appointment made by the Board of Directors
 - b. Suggestion was made to select someone who ran for the Board last year
 - c. Suggestion was made to reach out to Rachel Edford who was the next in line in election results
 - d. Elana reminded the board that it would only be for the remainder of Christy Moran's one year term, which ends in May
 - e. Recommended and accepted that we reach out to her to see if she is still interested. Rachel will contact her and we can vote online if necessary [**ACTION ITEM**]
2. Updating rosters on website
 - a. Doug Hasty has rolled off
 - b. Christy has rolled off

Officer/Liaison Reports

1. President - Rachel Cooke
 - a. n/a
2. President-elect - Clarissa West-White
 - a. n/a
3. Past-President - Elana Karshmer
 - a. n/a
4. Secretary - Julie Hornick
 - a. n/a
5. Treasurer - Valerie Boulos
 - a. The account currently has \$14,334
 - b. This is a healthy budget going into conference season
6. Communication Manager - Nancy Schuler
 - a. Working on template for conference web page
 - b. Ensuring new website changes are looking ok
 - c. There may be a need to move away from Wild Apricot because of accessibility issues
 - d. Nancy inquired when the conference information should go live on website.
 - i. Rachel suggested it should be ready by next meeting 9/12
 - ii. Board decided that registration should be available by 9/12, with non-members' registration to be the same as last year
7. Legislative - Steven Wade
 - a. Steven is in the process of updating website page, which is not yet visible to the general public

Committee Reports (<https://docs.google.com/spreadsheets/d/1w5DexGhF70kgRG1OW6g5fCIHfpxwuClvxRnOzMzmPWw/edit?usp=sharing>)

1. Membership - Nancy Schuler
 - a. The committee has lost 2 members, including a co-chair
 - b. Make sure updates are reflected in time for conference
 - c. Will be looking at ways to increase membership
 - d. Committee will meet later in August
2. Marketing and Communications - Nancy Schuler
 - a. The committee is ready to receive and take requests for any conference related promotions
 - b. Send requests to Nancy and the committee will develop marketing materials
 - c. Ava requested their assistance with the scholarship application announcement
3. Nominations - Elana Karshmer
 - a. Plan to set the nomination process in motion sooner than in past years
 - b. The board is asked to send names to Elana if we know of people who are interested in running for positions so she can reach out
 - c. Call will go out later in the year
4. Programming - Elana Karshmer
 - a. Elana has met with Cameron for an initial meeting and they will meet later in August
5. Conference Program - John Reynolds
 - a. Rachel reported that themes for tracks are being discussed based on the submissions they have received
 - b. The conference schedule has been drafted, and Rachel shared with board
 - i. Diana suggested we make sure to check with speakers to make sure the time they have been assigned is still good for them
 - ii. Rachel pointed out that it's generic with no specific speakers yet
 - c. Keynote speaker has been set - John Burgess
 - d. Non-members' registration will be the same as last year
 - e. Rachel suggested that we also make it possible for people to donate to the conference if they would like to support others' registration fees
6. Sponsorship - Valerie Boulos
 - a. The committee met 8/9 to discuss ideas from conference program in order to see where sponsorships will fit
 - b. Rachel is hoping for a menu of choice that sponsors can choose from
 - c. ACRL is only providing \$100 this year, rather than \$300 as they have in the past
7. Scholarship - Julie Hornick

- a. Committee met in July
 - b. Call for applications has gone out with a deadline of August 31
 - c. If necessary, a reminder call will be sent out late in August
 - d. The deadline can be extended if necessary
 - e. Valerie suggested that we could have a third scholarship in honor of keynote speaker John Burgess, since he is donating his stipend back to us. Board members agreed that this would be a good idea
8. Virtual Conference Logistics - Cindy Gruwell
- a. First meeting of the committee is being scheduled
 - b. If we're going to use Zoom again, will need to look into different subscription levels. Given the size of the conference, we may need the level with rooms to accommodate 300 people
 - i. In past have had around 100-120 attendees
 - ii. Need to be able to accommodate everyone in the keynote and general sessions

Review Meeting Outcomes and Action Items

- **ACTION ITEM:** Recommended and accepted that we reach out to Rachel Edford to see if she is still interested in serving to fill Christy's position. Rachel will contact her and we can vote online if necessary. [Rachel]
- **ACTION ITEM:** Board should review legislative page changes on website before it goes live [Board Members]
- **ACTION ITEM:** Send names of people interested in running to Elana (ekarshme@fiu.edu) [Board Members]
- **ACTION ITEM:** Need to verify the Zoom account we use for conference will accommodate all attendees in the general/keynote sessions. [Cindy takes to logistics committee]
- **ACTION ITEM:** Nancy will update website with conference information and registration. [Nancy]

Announcements

- Next online Board Meeting: Monday, September 12, 2022 at 3PM