



## Board Meeting Minutes

October 10, 2022

[Meeting slides](#)

### Agenda

**Present:** Rachel C., Julie H., Diana M., Rachel E., Ava B., Elana K., Valerie B., Nancy S.,

**Call to Order**

**Amendments to the Agenda** n/a

**Approval of the Agenda** (ava/diana) - approved

**Old Business**

1. Review [September meeting minutes](#)
  - a. No discussion
  - b. Approved (Rachel E, Diana)
2. Review September meeting Action Items
  - a. **ACTION ITEM:** Review link of new legislative page [Nancy shares link; Board reviews]
    - i. Send Steven feedback if there is any
    - ii. It was mentioned that as an accessibility best practice, instead of providing URL the text should have a link attached
  - b. **ACTION ITEM:** Board members should review Interest Group guidelines [https://docs.google.com/document/d/1pVYbRpl7DwWvG5\\_c8qjJP2dKr4yMr4j3SqQaorrs2Q/edit?usp=sharing](https://docs.google.com/document/d/1pVYbRpl7DwWvG5_c8qjJP2dKr4yMr4j3SqQaorrs2Q/edit?usp=sharing) [Board members]
    - i. Motion to approve (Rachel C/Ava); no objections; motion passed
    - ii. Nancy will post interest group info to website [ACTION ITEM]
  - c. **ACTION ITEM:** Board members should review Institutional Membership information [https://docs.google.com/document/d/1LB2w2RCf\\_CHRYFM-RUlansCELZzihFBts4kTgX4qcL8/edit?usp=sharing](https://docs.google.com/document/d/1LB2w2RCf_CHRYFM-RUlansCELZzihFBts4kTgX4qcL8/edit?usp=sharing) [Board members]
    - i. Elana suggested that we hold off until more information is gathered - institutions can always donate individually if they want to
    - ii. Rachel agreed and suggested the issue be revisited, looking at the information that has already been gathered at a later time
    - iii. Diana noted that the benefits we could offer for an institutional

- membership are weak in comparison to what FLA offers for its institutional memberships
- iv. The question was asked whether or not a donation button could be included on the website
  - v. Issue was tabled
- d. **ACTION ITEM:** Board will review phishing email issue at next meeting [Board]
- i. A couple have been received by Board members since the September meeting
  - ii. Rachel C. suggests that maybe we can just absorb them because it allows us to be easier to contact
  - iii. It was suggested that liaisons should contact subcommittee members to let them know to be on the lookout for phishing emails [ACTION ITEM]
- e. **ACTION ITEM:** Send names of candidates to Elana for nomination committee [Board]
- i. Ongoing
  - ii. Ask Nancy to send out announcement for nominations [ACTION ITEM]
- f. **ACTION ITEM:** Nancy will begin building conference program on website [Nancy]
- i. This was completed prior to the meeting
- g. **ACTION ITEM:** Send Elana or Cameron any ideas we might have for possible programs [Board]
- i. Elana reports that some suggestions have been received
- h. **ACTION ITEM:** Volunteer needed to plan preconference session for FLA [Contact Rachel]
- <https://docs.google.com/document/d/1tTUTraJeOh1dm1cEzc1PwCUKIMZ6vh81hmVUYXh-eGc/edit?usp=sharing> [Board members]
- i. Update - Rachel is going to do this with Shane Ropinari, FLA President
  - ii. Clarissa is also helping out
  - iii. The program will consist of 25 minute quick presentations on fresh instructional ideas for next generation students
  - iv. Budget has been \$500 in past

## **New Business**

1. Conference Discussion
  - a. [Conference Session Slides](#) - Board members should edit pertinent sections [ACTION ITEM]
  - b. Rachel asks that we review the land acknowledgement at beginning and make sure it looks good and is what we want to say as a board

## 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. Have ~\$16,570 including sponsorships and registrations
  - b. All conference software has been paid for
  - c. We received five sponsorships for a total of \$2,200
6. Communication Manager - Nancy Schuler
  - a. Will be making final posts about conference
  - b. Will send test links for access
  - c. Let her know if there is anything else that needs to be announced
7. Legislative - Steven Wade
  - a. n/a

## Committee Reports (<https://docs.google.com/spreadsheets/d/1w5DexGhF70kgRG1OW6g5fCIHfpxwuClvxRnQzMzmPWw/edit?usp=sharing>)

1. Membership - Nancy Schuler
  - a. n/a
2. Marketing and Communications - Nancy Schuler
  - a. Conference-related messages will be coming out this week and next
3. Nominations - Elana Karshmer
  - a. If you or anyone you know wants to run, let Elana know
  - b. Elana will contact folks about running if necessary
4. Programming - Elana Karshmer
  - a. Talked with Cameron who plans to call a Programming meeting in the near future
  - b. Thanks to anyone who made suggestions about potential programming ideas
  - c. Rachel C. invites anyone from programming committee to help out with FLA preconference ideas
5. Conference Program - Rachel E.

- a. Reminders have been sent for presenters to upload their presentations by 10/14
  - b. All is moving along smoothly
6. Sponsorship - Valerie Boulos
- a. We have 5 sponsors as of Friday for \$2,200
    - i. EBSCO & Baker & Taylor sponsored the lunch & learn sessions
    - ii. Walters Kluwer sponsored the poster session software and insisted on giving extra money
    - iii. Gale Cengage and W. T. Cox were general sponsors
    - iv. Nancy was able to troubleshoot issues that came up with the donation process
  - b. Might pick up one or two more in the next 2 weeks, but Valerie is not expecting that that will happen
7. Scholarship - Julie Hornick
- a. Scholarship winners (including Burgess scholarship)
    - i. Only 2 applicants but both were very strong candidates and both are students in MLIS programs
    - ii. The motion made to approve the 2 recipients (Rachel C./Diana) and was approved
    - iii. One candidate will be designated the Burgess scholarship recipient
    - iv. Rachel empowers the subcommittee to make the designation
  - b. Future plans
    - i. May be able to use the unused scholarship funds for more funding in the future
      - 1. Maybe there could be three scholarships
      - 2. Rachel suggested that maybe a scholarship winner could be announced at the FACRL preconference at FLA
      - 3. Board may want to consider this at the January meeting
    - ii. Need to consider how and when the check is presented given our recent in-person conferences
    - iii. It was suggested that the scholarship committee may want to draw up a certificate for the scholarship. Ava has a file of a certificate from last year that can be shared with the Treasurer going forward
8. Virtual Conference Logistics - Cindy Gruwell
- a. Logistics has all moderators in place and has tested and trained them in Zoom
  - b. Zoom links have been put in a file and will be shared out
  - c. Presenters will also have a practice session on Thursday prior to the conference.

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

- ACTION ITEM: Conference Session Slides - Board members should edit pertinent sections and review land acknowledgement statement.
- ACTION ITEM: Posts Interest Group information to website [Nancy]
- ACTION ITEM: Add a donation button to the website after conference [Nancy]
- ACTION ITEM: Liaisons send email to subcommittees to be on the lookout for phishing emails
- ACTION ITEM: Send out announcement for nominations to run for Board [Nancy]

### **Announcements**

- Next online Board Meeting: Monday, November 14, 2022 at 3PM