



**FACRL Board Meeting Minutes**  
**Tuesday, April 8th, 2019; 3:00 pm EDT**  
[Meeting slides](#)

**Invitees:** Craig Amos, Sandy Avila, Kim Copenhaver, Lisandra Carmichael, Guy Cicinelli, Becky Donlan, Jaime Goldman, Michael Meth, Suzette Spencer, Alyssa Koclanes, Lauri Rebar

**Absent:**

**Call to Order**

The meeting was called to order at 3:03 pm

**Amendments to the Agenda**

No new items to add.

**Approval of the Agenda**

Agenda approved.

**Old Business**

1. Approval of minutes from the [March 12th, 2019 Board Meeting](#)

Minutes to be approved at the next meeting but are attached above for review.

2. 501c3 Status progress - Suzette

Suzette provided an update on checks cashed. Treasurer's Report to be uploaded by tomorrow.

**New Business**

1. [FACRL New Member Orientation draft agenda](#) and [draft slides](#)- Kim

The upcoming FACRL New Member Orientation is scheduled for April 16th. Kim has shared a draft of the agenda and slides with everyone and she asks that all board members update their appropriate sections. The board should be ready to share a few highlights about their role and to have their outline of actions sections complete ahead of the meeting.

**Action Item #1**

Kim requests that all Board Members review the New Member Orientation draft documents and

to ensure all information is up to date.

### **Action Item #2**

Kim will send out the New Member Orientation login credentials and the links to the corresponding documents at the end of the meeting today.

### **Action Item #3**

Jaime to work on getting poll ready to send out of membership for the conference theme.

#### 2. ACRL Engagement Fair at ACRL 2019 - Alyssa

Alyssa will be attending ACRL and will be sharing information regarding our chapter. For those who are attending ACRL stop by.

Becky thanked Alyssa for doing this and it was recalled that Suzette found out about FACRL through this specific type of event.

#### 3. FACRL Conference theme poll discussion- Craig

Craig provided information regarding the three themes that were developed by conference committee co-chairs Lisa Campbell and Kristy Moran. A 4th theme was proposed. Craig wanted to know if the only the board members would like to be included on this selection or if we should poll the membership. Craig will need to send out information regarding which themes are available for selection. It was determined that we should poll the membership and Jaime will get a poll ready to send out.

### **Action Item #4**

Craig to send out conference theme information to Jaime to get polled so that the conference theme can get solidified.

#### 4. Conference venue space for vendors - Becky

Becky wanted to get more details regarding the gallery space available for vendors for the upcoming conference since we want them all to be in the same area as participants. A discussion ensued where Craig presented information regarding the room set up but will report back with more room specifics.

### **Action Item #5**

Craig to find out more information about venue spacing (tables) for the FACRL annual conference to send to Becky regarding sending invite letters to vendors for sponsorships.

#### 5. May 15th ACRL webinar 3rd host site- FSU- Sandy and Mike

Mike is interested in hosting the May 15th ACRL webinar at FSU but will need some additional time to figure out the room space. He will reach out to the board in the next week with more

details.

### **Action Item #6**

Mike will check on FSU venue space for the ACRL webinar on Creative Commons for May 15th. He will get details to the board before next week so Jaime has time to push that notification out soon.

#### 6. Waiving or lowering the conference presenter registrations- Craig

Craig brought up the question of whether we wanted to lower or waive the charge for keynote speakers or other conference presenters for the annual conference. A discussion ensued regarding previous practices and what other organizations do. Becky mentioned that in the past we have not had a sliding scale for FACRL conferences and that is generally due to being able to pay the fees for catering. Becky thought the idea of having a “presenter rate” would be something to consider as long as there are enough funds to cover this. Mike brought up the idea of a “member rate” of which Alyssa and Lisandra also thought would be a good idea.

Jaime brought up another issue with the incentive to publish after the conference and how not many members have taken advantage of this option. Discussion ensued between Mike, Becky, Kim and Jaime and how presenters are not submitting manuscripts even though there has been quite a bit of follow up on multiple occasions.

### **Officer/Liaison Reports**

#### 1. President - Becky Donlan

Nothing to report

#### 2. President-elect - Craig Amos

Craig mentioned the ACRL Engagement Fair again that Alyssa would be attending and he thanked Jaime for helping to market. Craig is working on filling the committee seats and still needs a few more members on the planning committee of which he will send out a call.

#### 3. [Past-President](#) - Kim Copenhaver

Reminded everyone of the upcoming orientation to be scheduled for April 16th at 3 pm.

#### 4. Secretary - Sandy Avila

Sandy will send out the meeting minutes later this week for board review.

### **Action Item #7**

Sandy to update last month’s meeting minutes ready by tomorrow for board review.

#### 5. [Treasurer](#) - Suzette Spencer

Not much to report other than she will get the Treasurer’s Report ready to send out later this week.

### **Action Item #8**

Suzette to update the Treasurer’s Report by end of day to send out to the board.

6. Communication Manager - Jaime Goldman

Jaime congratulated Guy for the design of the new page update. She let us know that there will be a lot of emails being sent out and to be looking out for them. She will space them out so that they do not get lost by too much overlap.

7. Legislative Liaison - (position still vacant)

**Committee Reports**

1. Membership - Craig Amos

One item from Craig pertaining to a meeting he will have with Sarah Hamill, the FLA President regarding future FLA/FACRL cross pollination. Craig will share information regarding the link to join the meeting. Becky would like to be a part of the call.

**Action Item #9**

Craig to send information to Becky (and anyone else who wants to join) for the FLA/FACRL discussion for more collaboration to be held Thursday the 18th at noon. Contact Craig via email if you would like the information to be added for this call on April 18th.

2. Marketing and Communications - Jaime Goldman

**Review Meeting Outcomes and Action Items**

**Announcements**

- Guy mentioned the Think and Drink sessions at ACRL and to go visit the Great Lakes Brewery, one of the top ten breweries in the nation.
- Jaime also mentioned to send her information regarding contacts and stories for the newsletter.
- Next online Board Meeting at FLA: Thursday, May 16th, 2018 at 11:00 am in the Sun & Surf I Room

Meeting adjourned at 4:00 pm

Respectfully submitted by Sandy Avila.