



Board Meeting Agenda

Tuesday, May 12, 2020

[Meeting slides](#)

Minutes

Attendees: Craig Amos, Sandy Avila, Valerie Boulos, Heather Bush, Rachel Cooke, Becky Donlan, Jaime Goldman, Julie Hornick, Elana Karshner, Alyssa Koclanes, Mark Marino, Michael Meth, Cristy Moran, Deobrah Possner

Call to Order

Amendments to the Agenda

Approval of the Agenda

Old Business

1. Review [April meeting minutes](#)
2. Review April meeting Action Items
 - a. Alyssa waiting on NY office about getting refund for venue on the Tampa location (Steinbrenner Field) since we're moving to a virtual conference.
 - b. Action items added to agendas going forward on Sandy's and Cristy's recommendations.

New Business

1. Google G Suite for NonProfits (Alyssa)
 - a. Currently we have a shared Google Drive for Board members and some shared folders for committees. The shared folders are owned by a personal user (probably Kim Copenhagen, a former Board member). Switching to Google G-Suite options reviewed.
 - b. Switching to 501c3 non-profit status means we can apply to get approved for an account.
 - c. Suggesting to start with the free subscription (Jaime) and then moving to another account (paid account) based on our experience.
 - d. Julie asked about Business's increased security features which Craig thinks is important.
 - e. Alyssa will check the free vs Business and see if we'll be approved as a non-profit.
2. Registration fees for the fall virtual conference (Alyssa)
 - a. Jaime has experience from various conferences that moved from F2F to virtual. Recommends reduced cost to add value and then added incentive as a paid membership to give them free registration. Deborah also supports small fee, especially since travel budgets are being cut from institutions. Also likes Jaime's idea of adding a free registration with membership. Lots of comments also express consensus.
 - b. Alyssa suggests a scale that includes free registration for presenters. Discussion about membership cost (\$30 annual membership) and incentivizing membership with a free conference registration.
 - c. Heather looked at membership records and found - Currently there are 258 ACRL members

- and 62 Non-ACRL members.
- d. Registration fees decided: \$15 for FACRL members, \$45 for non-members (will include 1 year membership), \$0 for presenters.
- 3. Change over to new board (Craig/Alyssa)
 - a. Introductions of those who could speak/ had mic access.

Officer/Liaison Reports

1. President - Alyssa Koclanes
 - a. Working on finding out about the refund about the 50% deposit on the venue we intended for the 2020 conference. Will update when she hears back from Steinbrenner Field/ NY office.
 - b. Will be sending Guy to update FACRL board list and website with new board members and for the conference page with updates of virtual conference.
2. President-elect - Elana Karshmar
 - a. Looking forward to a conference in Miami 2021.
3. Past-President - Craig Amos
 - a. Will be transitioning files and password access to Alyssa. Will be looking at sponsorships for virtual conference.
4. Secretary - Cristy Moran
5. Treasurer - Valerie Boulos
 - a. Hasn't yet connected with Suzette about what we have in the accounts but has been working to start getting access to accounts.
6. Communication Manager - Guy Cicinelli
 - a. NA
7. Legislative Liaison - NA
 - a. Open call from Alyssa for any member interested in serving in this role. Alyssa will send an email with description. Deborah possibly interested.
 - b. Craig described from his experience: FLA does most of this and during the FLA conference the liaison sits in with the FLA legislative group, follows some listservs, reports back to the board, touches base with FALSC/FLVC. Craig describes as a communication role, sharing info and staying in touch with the membership about what's happening legislatively in the state.

Committee Reports

1. Membership - Rachel Cooke
 - a. Very busy. Heather cleaned up Wild Apricot roster. See below - from email Rachel sent prior to today's meeting.
 - b. There will be 3 action items, which can be handled via email after the meeting today.
 - i. Approval of outgoing e-mail to lapsed members.
 - ii. Approval of Google Form to provide ACRL documentation. Twice yearly we can request members in FL from ACRL but individual ACRL members can choose to opt out of our emails so there's a lot of confusion between current membership who became members through ACRL.

- iii. Urgent need to increase membership-levels on Wild Apricot to 750 (Maybe we can offer them \$100 a month?) They also have a pre-pay plan which saves money. If membership is updated and members are added that are currently archived then we'll need to add more members.
 - iv. Respond to Rachel's email by end of this week with the three action items: Approve outgoing email to lapsed members (language) and approve the Google form requesting a screenshot of ACRL membership documentation.
 - c. Committee keeps ACRL and direct FACRL member records updated.
- 2. Marketing and Communications - Guy Cicinelli/Jaime
- 3. Nominations Committee- Craig
 - a. Will send email requesting participation in.
- 4. Conference Program Committee - Cristy/ Alyssa
 - a. Approved CFP draft sent earlier discussed and we asked for feedback. The idea is to get the CFP out by end of May.
 - b. Jaime brought up shorter sessions so if 45 minute sessions include Q&A to be mindful of the length and attention of attendees.
 - c. Alyssa will follow up with Lauri Rebar, editor in chief of Reference Librarian, on the opportunity for submission of any presentations.
- 5. Scholarship Committee - NA
 - a. Historically 3 student scholarships free. Discussion about whether or not to keep it for the virtual conference.
 - b. Alyssa will check to see if Ava would like to continue being chair, if not will ask for a recommendation for another chair.
 - c. Open call for board liaison - Julie volunteered.

Review Meeting Outcomes and Action Items

- 1. Alyssa will check the free vs Business and see if we'll be approved as a non-profit.
- 2. Registration fees decided: \$15 for FACRL members, \$45 for non-members (will include 1 year membership), \$0 for presenters.
- 3. Respond to Rachel's email by end of this week with the three action items: Approve outgoing email to lapsed members (language) and approve the Google form requesting a screenshot of ACRL membership documentation.
- 4. Agenda item for next meeting: Discussion of increasing the load on Wild Apricot to 750 members (Rachel/ Heather)
- 5. Alyssa will follow up with Lauri Rebar, editor in chief of Reference Librarian, on the opportunity for submission of any presentations from conference.

Announcements

- Next online Board Meeting: