



**FACRL Board Meeting Minutes**  
**Thursday, May 24, 2018**  
**Caribe Royale, Boca IV; 4:30 pm - 5:30 pm EDT**

**Invitees:** Craig Amos, Sandy Avila, Marissa Ball, Corinne Bishop, Lisandra Carmichael, Kim Copenhaver, Becky Donlan, Michelle Demeter, Sarah DeVille, Jaime Goldman, Alyssa Koclanes, Michael Meth, Scott Schmucker, Suzette Spencer

**Absent:** Christina Will

**Guests:** Kearin Reid, Alicia Ellison, Claire Dyger, Kirsten Kinsley, Jacqueline Nash, and Elena Lazovskaia-Hall

**Call to Order**

Meeting was called to order at 4:28pm by Board President, Kim Copenhaver.

**Welcome and Introductions**

Kim welcomed guests.

**Review of Board Rosters**

1. [Terms of Office for FACRL Officers and Board Members](#)

The terms of current and new Board members were reviewed.

2. [FACRL Leadership Roster - Contact Information](#)

New Board members were asked to check and confirm that their contact information was correct.

**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 [May 8, 2018](#) Board Meeting

Minutes for the May 8, 2018 Board Meeting were approved.

2. FACRL [Florida state tax-exempt status](#) update - (Suzette, Becky, Scott)

Suzette reported on the status of the Florida State tax-exempt application and the Board discussed addresses that could be used for the application.

**Action Item:** Suzette will follow up with Elizabeth Barnes and forward questions to her.

3. Assess FACRL Membership Recruitment Coffee

There was great participation at the Membership Recruitment Coffee. The Board discussed potential ideas to incorporate for next year. Suggestions included: extending next year's session to an hour, having a guest registry, and including a drawing for a free FACRL Conference registration.

4. FACRL Happy Hour Mixer

- a. Thursday, May 24th at 5:30 pm EDT
- b. [Falls Lounge](#); Caribe Royale

Kim invited Board members and guests to attend the FACRL Happy Hour Mixer.

5. FACRL Sponsored Program: [Telling Our Story: Methods for Proving Academic Impact at the Administrative Level](#) (Craig)

- a. Friday, May 25th at 8:30 am EDT
- b. Caribe Royale; Boca IV

Craig invited everyone to attend the FACRL sponsored program on May 25<sup>th</sup>.

### **Review of Old Business Meeting Outcomes and Action Items**

**Action Item:** Suzette will follow up with Elizabeth Barnes and forward questions to her.

### **Transfer of Presidential Responsibilities**

Kim acknowledged members rotating off the Board and thanked them for their service.

Minutes respectfully submitted by Corinne Bishop

FACRL Board Secretary 2016-2018

Minutes record keeping taken over by new acting Secretary, Sandy Avila.

### **New Business**

1. [2018 Committee Appointments](#)

Request for 2018 committee appointment documents to be reviewed. A call to the list will be made to request additional committee members. Kim spoke to scholarship recipients about the future possible interest in serving. Help from membership committee to continue search for new committee members is requested.

**Action Item:** A new call to the list will be made regarding search for new committee members- (Craig Amos)

- a. Consider 2-year committee terms for continuity

Discussion about transitioning into 2-yr committee terms for ease of continuity. Becky will work with Craig to solidify transition of all committees to the 2-yr terms minus the conference program committee. Sarah DeVille 1st motion to pass the accepted changes and Mike Meth 2nd motion to pass the accepted changes.

## 2. 2018-2019 Legislative Liaison Appointment

Becky asked whether we need a new legislative liaison since Craig Amos is moving into a new Board Member role. Craig offered information regarding resources that he has put together for the incoming person- role mainly a communication one. The position does need to be filled by a current Board member and anyone interested should speak with Craig if serving FACRL in this capacity is of interest.

Becky mentioned that with the upcoming change to 501-3C status it can change the way we engage advocacy on behalf of academic libraries

## 3. 2018-2019 Meeting schedule

Monthly meeting schedule to continue- 2nd Tuesday of each month from 3-4 pm. Craig offered to set up GoToMeetings links for all 2018-2019 meetings for easy access.

**Action Item:** Craig to set up monthly GoToMeeting links for rest of 2018-2019 year. (already completed)

## Officer/Liaison Reports

### 1. President - Becky Donlan

Nothing to report

### 2. President-elect - Craig Amos

Says his thank yous in advance

### 3. Past-President - Kim Copenhaver

Kim notes that she has spoken with a number of potential Board nominees during the FLA Conference to encourage their consideration of an election bid in the coming year. Kim reports that she has also spoken with each of the past FACRL Scholarship members to encourage their participation on FACRL Committees. Kim encouraged Board members to invite colleagues to join and serve on FACRL committees to nurture their professional growth.

### 4. Secretary - Sandy Avila

Is working with Corinne Bishop for a smooth transition and is being onboarded into the new role.

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

A current PayPal balance as of 5/1/2018 of \$1007.61 was reported including a (-\$185.76) from conference due to an increase in unexpected conference reimbursements. Enhanced sponsorships to be considered moving forward. Discussion of 501-3C status continues. FACRL account activity and treasurer's report (July 2017 - April 2018) reports a balance of \$8,781.69.

**Action Item:** Suzette to continue work of 501-3C status change.

6. Communication Manager - Jaime Goldman

Long to-do list and working on items like registration site for next year's conference, working with membership committee, and requests that if anyone needs something listed on FACRL site to email her so it can be put up. Kim thanked Jaime for her work especially using the new tools added this last year.

7. Legislative Liaison - Craig Amos

Craig provided updates and lets everyone know a new person is needed for the role. According to the FACRL Bylaws, the position must be filled by a current Board member. Please speak with Craig if serving FACRL in this capacity is of interest.

### **Committee Reports**

1. Membership - Craig Amos

Nothing to share yet. But looking forward to it.

2. Marketing and Communications - Jaime Goldman

New strategies to consider, updates to conference registration site need to be made.

**Action Item:** 2018 FACRL Conference Registration site needs to be worked on

3. Conference Committees

a. Local Arrangements - Sarah DeVille

Conference to be held at Florida Gulf Coast University (FGCU) in Fort Myers, FL. Hotel accommodations include a discounted rate at the Courtyard Fort Myers and the Residence Inn Fort Myers. Visit conference page for full details and pricing.

<https://facrl.wildapricot.org/2018-Annual-Conference>

Sarah is looking forward to working on local arrangements.

b. Sponsorships - Scott Schmucker

Already have two vendor sponsorships from Ebsco and Gale. Please send any personal list of vendors if anyone has special relationship. A question from the group was raised regarding what we are looking for in regards to vendor sponsorship and what do they get for their sponsorship? These answers and information will be up on the website soon but includes- conference registration, table in back of room to set up some materials, and an invitation to the reception.

c. Scholarships - Lisandra Carmichael/Sarah DeVille

Access to information will be provided soon thanks to Sarah.

d. Conference Program - Michelle Demeter

Facebook profiles are live, deadline June 30th and notifying in July. Lots of information about learner-centered conference focus already up. Becky will announce at tomorrow's session and Kim mentioned she is already getting lots of questions about the theme.

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

**Action Item:** A new call to the list will be made regarding search for new committee members- (who will handle?)

**Action Item:** Craig to set up monthly GoToMeeting links for rest of 2018-2019 year. (already completed)

**Action Item:** Suzette to continue work of 501(C)3 status change.

**Action Item:** 2018 FACRL Conference Registration site will be updated by Jaime

**Announcements**

- FACRL Sponsored Program: Friday, May 25th at 8:30 am EDT; Caribe Royale; Boca IV\

Meeting adjourned at 5:20 PM

Respectfully submitted by Sandy Avila