



FACRL Board Meeting Minutes
Tuesday, June 11th, 2019; 3:00 pm EDT
[Meeting slides](#)

Invitees: Craig Amos, Sandy Avila, Guy Cicinelli, Becky Donlan, Jaime Goldman, Michael Meth, Suzette Spencer, Alyssa Koclanes, Rachel Cooke, Kearin Reid, Mark Marino

Absent: Becky Donlan and Kearin Reid

Additional Guests in Attendees: Heather Bush

Call to Order

The meeting was called to order at 3:00 pm

Amendments to the Agenda

No new items to add.

Approval of the Agenda

Agenda approved.

Old Business

1. Approval of minutes from the [May 16, 2019 meeting](#)

Minutes approved as revised per comments from the Board.

New Business

1. Committee/Board Liaisons Meeting Schedule- Craig

Craig mentioned the updates to the Membership Committee and that there is an official new Board Liaison, Rachel Cooke. We should be outlining when committee meetings are taking place and set up a calendar to ensure everyone stays active.

Action Item #1: Board Liaisons to committees, please update scheduling and notification of when committee meetings are held and ensure that all members of the committee are aware of when meeting will be taking place.

2. Legislative Liaison Appointment- Craig Amos

Mike Meth is “tentatively” committed or leaning towards accepting Craig’s offer to be the new Board legislative liaison. A big portion of this role is to provide an update at the FLA annual conference regarding the FALSC budgets, and other announcements.

3. PLAN Conference Sponsorship opportunity- Mike Meth

Mike provided details about the upcoming academic conference in the panhandle and asks for FACRL to consider supporting the conference with a sponsorship. Something to keep in mind is that this conference is not meant to be in competition with FACRL but rather as a complement to FACRL since many travel budgets do not allow for travel outside of the panhandle area, it is good to have a conference in the northern part of the region.

Gold Sponsorship \$1,500

Includes:

Recognition as breakfast sponsor for all attendees

Recognition on website, marketing materials, and throughout the conference in this category

Registration for one attendee

Silver Sponsorship \$1000

Includes:

Recognition as afternoon coffee break sponsor for all attendees

Recognition on website, marketing materials, and throughout the conference in this category

Registration for one attendee

Supporting Sponsorship \$250

Includes:

Recognition on website, marketing materials, and throughout the conference in this category

Registration for one attendee

Board should review the levels of sponsorship and email Craig of the interest to support the PLAN conference and on what level.

Action Item #2: Board should review the levels of sponsorship for the PLAN conference and email Craig of their interest to support the PLAN conference and on what level.

Action Item #3 Sandy to update the agenda with PLAN Conference sponsorship information and to update Local Arrangements Committee Board Liaison.

Craig mentioned to Guy about FACRL marketing materials and the possibility of having a flyer and card ready for inclusion in PLAN conference emails and marketing.

Action Item #4: Guy to review FACRL marketing materials for a flyer and card for inclusion at the PLAN conference.

4. Committee Appointments- Craig Amos

Craig mentioned that most of the committees are now full and that Rachel Cooke is the new Board Liaison to the Membership Committee. The roster has been updated to include her name and she has been sent the membership committee members contact information. Rachel did ask that the link be resent as she did not receive it.

Action Item #5: Craig to resend the Membership Committee members contact info to Rachel Cooke.

Officer/Liaison Reports

1. President - Craig Amos

Conference kick off is going well and will provide more updates in a proceeding report.

2. President-elect - Alyssa Koclanes

Nothing to report.

3. Past President- Becky Donlan

Absent, no report but sends her regrets that she would not be able to attend the meeting.

4. Secretary - Sandy Avila

Nothing to report.

5. [Treasurer](#) - Suzette Spencer

Absent, no report.

6. Communication Manager - Guy Cicinelli

Guy mentioned he has updated the Board Committee Liaisons roster to include Rachel Cooke as the new Board Liaison to the Membership Committee. Lisandra Carmichael has also been removed off the roster with the recent announcement of her resignation and her taking on a new role outside the state of Florida. Guy mentioned he will work with Rachel and Jaime on the membership database.

7. Legislative Liaison - Mike Meth

Having newly accepted “tentatively” of this role, has nothing to report at this time.

Committee Reports

1. Membership - Craig Amos

No new updates but Jaime suggested that the membership database be the first thing to tackle since it is an important issue to fix and to have current.

2. Marketing and Communications - Guy Cicinelli

Nothing else to report on here.

3. Local Arrangements- Alyssa Koclanes

Doug Hasty from FIU has joined as the Local Arrangements Committee Chair and Alyssa will provide updates at each meeting. Her name needs to be updated on the FACRL board meeting slides and agenda. Sandy updated information during the meeting to be corrected on both the FACRL agenda and slides for the meeting.

4. Sponsorships- Craig in Becky Donlan’s absence

Per Craig, Becky has been staying current with notifying vendors about potential sponsorships for the upcoming conference and per an update by Suzette, one vendor sponsorship of \$500 has already been received.

5. Scholarships- Craig

Now that Lisandra Carmichael has resigned from the board, we will be looking for a board liaison to fill this role. There is a solid team in place already. If anyone is interested please email Craig.

Action Item #6: Board to send a message to Craig via email if they are interested in serving in the role of Scholarships Board Liaison.

6. Conference Program- Craig Amos

Craig provided an update. Currently 7 proposals have been submitted. He is need of verifying information on conference tables and other room specifics.

Action Item #7: Craig to verify information for conference tables and specifics.

Jaime mentioned one last thing regarding an action item she is currently tackling to update the FLA news section of the FACRL website.

Action Item #8: Jaime will work to update the FLA news section of the FACRL website.

Review Meeting Outcomes and Action Items

Action Item #1: Board Liaisons to committees, please update scheduling and notification of when committee meetings are held and ensure that all members of committees are aware of when meeting will be taking place.

Action Item #2: Board should review the levels of sponsorship and email Craig of their interest to support the PLAN conference and on what level.

Action Item #3: Sandy to update the agenda with PLAN Conference sponsorship information and to update Local Arrangements Committee Board Liaison.

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Action Item #5: Craig to resend the Membership Committee members contact info to Rachel Cooke.

Action Item #6: Board to send a message to Craig via email if they are interested in serving in the role of Scholarships Board Liaison.

Action Item #7: Craig to verify information for conference tables and specifics.

Action Item #8: Jaime will work to update the FLA news section of the FACRL website.

Announcements

- Next Board Meeting, July 9th, 2019 at 3:00 pm

Meeting adjourned at 3:34 pm

Respectfully submitted by Sandy Avila.