



## **FACRL Board Meeting Minutes**

**Tuesday, July 10th, 2018; 3:00 pm EDT**

GoToMeeting: <https://attendee.gototraining.com/r/5994424536025109250>

Dial in number: 1 (669) 224-3412; Participant code: 736-133-077

[Meeting slides](#)

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

**Absent:** No absences

### **Call to Order**

Meeting was called to order at 3:02 pm by Board President, Becky Donlan.

### **Amendments to the Agenda**

No amendments to the agenda.

### **Approval of the Agenda**

Agenda approved.

### **Old Business**

1. Approval of minutes from the [May 24, 2018](#) Board Meeting
2. Approval of minutes from [June 12, 2018](#) Board Meeting

FACRL Board Meeting minutes for May 24th, 2018 were approved as revised and June 12, 2018 minutes approved as received.

### **New Business**

1. FACRL [Florida state tax-exempt status](#)- (Suzette)
  2. FACRL committee appointments update (Craig)
  3. ACRL proposal for 2019 ALA Annual Conference (update from Craig)
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1. FACRL [Florida state tax-exempt status](#)- (Suzette)

Still working with legal counsel on specifics regarding the role of using FLA's address for FACRL official business. Updates include that there is no conflict of interest issue with using the

address for business purposes and FLA seems to be okay with that. Bylaw changes will be submitted to Elizabeth, our legal counsel.

We are in need of ideas for future fundraising ideas once we change our status to non-profit. We will need to include this in the narrative and Suzette asks for our feedback here.

Suzette sent an email to the FACRL Board listserv with documents to review. One document requests information from each board member in terms of the time each individual devotes to service to the organization. She requests our input by end of week, Friday, July 13th.

**Action Item:**

For the group to provide feedback to the email/documents that Suzette sent out via email. Feedback is requested by end of this week by July 13th.

2. FACRL committee appointments update (Craig)

Craig has been working to help fill in committee appointment gaps including the Legislative Liaison position which Scott Schmucker has been nominated to serve in. Two of our scholarship recipients from last year have stepped up to fill in a few spots. In looking at the other open slots, the Marketing and Communications committee seems to be in need of additional membership so Craig will send names to Jaime to help fill in slots. The other committees seem to be well distributed but if any committee chairs seek additional members, be sure to get in touch with Craig.

**Action Item:**

Craig to send out an email to Jaime in regards to new members needed for the Marketing and Communications Committee.

3. ACRL proposal for 2019 ALA Annual Conference (update from Craig)

Craig is happy to report that both Bob and Penny (presenter's at the FACRL panel talk during FLA Annual this past May 2018) have consented to present for the FACRL proposal for the ACRL Track Breakout session for ALA Annual that is due this upcoming August 31st.

**Officer/Liaison Reports**

1. President - Becky Donlan

Becky has nothing to report outside of local arrangements and work on conference committee that will be addressed by later reports.

3. President-elect - Craig Amos

Craig is working on committee seats and conference proposal as previously mentioned in New Business items.

4. Past-President - Kim Copenhaver

Kim sent letters of acknowledgement of FACRL Board service to Christina Will, Corinne

Bishop and Sarah Deville in early June. She is also working on letters of consent for next year's board elections. She wants to ensure that members agreeing to stand for election are provided with clear expectations regarding terms of service prior to finalization of the election ballot. Becky commented that this is a great idea.

#### 6. Secretary - Sandy Avila

Sandy reported that she will send out a Microsoft Outlook invite/reminder to ensure agenda items for monthly board meetings are received two weeks prior to each scheduled meeting. In addition, that one week prior to each meeting that the agenda will be sent out via email to the board.

#### 7. Treasurer - Suzette Spencer

Not much more to report other than the non-profit status and that we are up to 4 sponsors in total for the conference- 3 at \$500 and 1 at \$1000= \$2500 received from vendor sponsorships. In addition, \$185 has been received for conference registrations. She does not suspect we will have any issue covering the costs of the conference. Current funds in PayPal account \$3755 and \$8700 in the regular account. Suzette thanks Scott and Becky for their help corralling vendor participation for sponsorships.

### **Committee Reports**

#### 1. Membership - Craig Amos

Nothing else to report that has not already been presented other than Scott Schmucker is the new Legislative Liaison. Becky officially appoints Scott in the new role. Craig mentioned that he is working to polish and clearly identify benefits to ACRL and Florida chapter dialogue/cooperation and getting that conversation started. Becky added that there is a joint project going on to draft some sort of portfolio of welcome and renewal letter templates. Craig is okay with that and Jaime is recruited to help as well as part of the marketing and communications committee. Kim encouraged use of the Wild Apricot database to automatically send emails to members once templates have been updated. Jaime agreed to assist and work on the joint project moving forward.

#### 2. Marketing and Communications - Jaime Goldman

The committee work is on hold due to work on membership database. Jaime has been busy updating the membership database based on the file sent over from ACRL. There are issues with the data and she is going through to correct it. It has taken considerable time. There are 30 new members that are needed to be added to the database and she is working on getting the data up to date. Jaime added that if anyone needs information sent out to the membership to keep her in the loop and to send items to her as needed. She is going to be working in July on some promotional items for the upcoming conference and more information on that soon.

#### 3. Conference Committees

a. Local Arrangements - Alyssa Koclanes

Alyssa reported that Sarah Deville held a meeting on June 27th to go over the reception planning for the conference. The food and wine have been ordered, two rooms have already been reserved under the room block and that deadline for booking with reduced pricing is September 18th. The committee's full first meeting will be held next week, July 16th.

b. Sponsorships - Scott Schmucker

Scott reported on the handful of vendors that have already sponsored the conference as reported earlier. He has reached out to another handful of vendors while in attendance at the ALA Annual conference and he is awaiting responses from them.

c. Scholarships - Lisandra Carmichael

Lisandra reported that the call for scholarships was sent out on June 18th with an application deadline of August 17th. New revised criteria was added to include both a minimum and maximum word count for questions on the scholarship application form. This is to even out the responses among the scholarship applications so everyone is provided with guidelines on how much to write- not too little and not too much.

d. Conference Program - Michelle Demeter

Michelle reported that the committee has received 9 poster proposals and 17 presentation proposals. In terms of the number of posters that will be selected, they are not sure although the meeting space allows for plenty of room. In terms of presentations, the 17 will need to be pared down to 5. The committee meets on July 20th to finalize their decisions and by July 28th notifications will be sent out to the slated presenters.

### **Review of Meeting Outcomes & Action Items**

1. For the board to provide feedback to the email/documents that Suzette sent out via email earlier this week. Feedback is requested by end of this week by July 13th.
2. Craig to send out an email to Jaime in regards to new members needed for the Marketing and Communications Committee.

### **Announcements**

- Next meeting: Tuesday, August 14th at 3:00 pm EDT; GoToMeeting
- Craig mentioned that he attended the ACRL Chapter's Counsel at ALA Annual a few weeks ago. He brought up the Diversity and Inclusion initiative and that ACRL is putting together a working group in the near future. He also noted that ACRL is considering the option to hold virtual online meetings so more of the membership can be present for the Midwinter meeting. Becky added that this would be a huge help to those who have limited funding to attend conferences and would certainly boost the numbers in attendance at the meetings with the addition of this option.

Meeting adjourned at 3:39 PM.

Respectfully submitted by Sandy Avila.