



FACRL Board Meeting Minutes
Tuesday, July 9th, 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, Kristy Moran, and Mark Marino

Absent: Michael Meth, Suzette Spencer, Rachel Cooke, Mark Marino, and Kearin Reid

Additional Guests in Attendance: Heather Bush, Kristy Moran, Doug Hasty, Monique

Call to Order

The meeting was called to order at 3:02 pm

Amendments to the Agenda

No new items to add.

Approval of the Agenda

Agenda approved.

Old Business

1. Approval of minutes from the [June 11, 2019 meeting](#)

Minutes approved as received.

2. Panhandle Academic Libraries Conference sponsorship update- Craig

An online survey was set up and sent out to the FACRL Board regarding a vote for the \$250 sponsorship for the PLAN conference. It was unanimously in favor of supporting the sponsorship. Craig has been in contact with Mike Meth, one of the PLAN conference organizers to see how to get the money sent to him. We are still awaiting Mike's reply. Sandy will be in attendance at the conference to present along with UCF colleagues and she will represent the FACRL Board during the conference. There was also a discussion about getting marketing items ready for the conference with a quick turnaround

Action Item #1: Craig/Guy/Jaime/Sandy/Alyssa/Rachel to be looped in on marketing FACRL conference information for the PLAN conference

New Business

1. New board committee assignment for the Scholarship Committee- Craig

Craig announced that Sandy has graciously accepted to take on the board liaison role to the Scholarship Committee. She has already begun the position with attending the July meeting of the committee.

2. Finding board member replacement for Lisandra's vacancy- Craig

A discussion ensued regarding how to handle the replacement of Lisandra's vacated board position. Craig reviewed bylaws and put forward a question as to how to handle the review of previous elections results. Becky offered that we go to Survey Monkey to review the results and to offer the vacancy to the runner-up in board member elections from this past season. A motion was put forward and the board voted to follow this as the process for selecting our new board member. Becky and Craig discussed how to get access to the board election results and they will both work to get the password to review results online ahead of the next meeting.

Action Item #2: Craig/Becky to locate Survey Monkey results for the last FACRL Board member elections to look into the runner-ups from the last election so to offer Lisandra's vacated board seat

3. An invitation to attend a FLA webinar "[Getting Started with Student - Centered Design](#)" - Craig in Rachel's absence

Craig provided details about an upcoming FLA webinar that Rachel wanted to invite all FACRL Board members to attend on July 30th, 2019. The registration link and information is provided above. She hopes to see us there online!

4. ACRL Chapter Annual Report [ACRL Plan for Excellence](#) Please review the Plan for Excellence Implementation Report [template](#)- Craig

Craig shared the upcoming deadline for the ACRL Chapter Annual Report that is due next Friday, July 19th. He kindly asks everyone to review the template provided in the link above to suggest any information to be added ahead of next week's due date. Sandy will help compile information to send out and Jaime provided information regarding updates made to the FACRL website's news and recent activities sections' that should provide excellent detail to be included in the report. Craig asked Becky if last year's report was online somewhere and she planned to make sure to upload the file to the FACRL Google Drive for review.

Action Item #3: Becky to upload 2017-2018 ACRL Chapter Annual Report to the FACRL Google Drive

Officer/Liaison Reports

1. President - Craig Amos

Nothing additional to report outside of the conference, more details to follow from conference planning committee members Kristy Moran and Doug Hasty.

2. President-elect - Alyssa Koclanes

Provided information on the work she is doing planning the 2020 FACRL conference to be held at USF St. Pete campus. More details soon.

3. Past President- Becky Donlan

Becky was able to upload the ACRL chapter report from last year for review ahead of this year's submission deadline.

4. Secretary - Sandy Avila

Sandy mentioned that she will be sending out agenda items requests and to please send her items to add to the agenda once those calls via email are made. Also, that the monthly agenda (we hope) to be able to send out at least one week ahead of the monthly meetings, so sending in agenda items early is helpful. Sandy also noted that she will be presenting at the upcoming PLAN conference later this week with UCF colleagues and will be representing the FACRL Board at PLAN.

5. [Treasurer](#) - Suzette Spencer

Absent, Craig provided a mention that Suzette could not attend the meeting today and that she has updates on the 501c3 status to share for next meeting

6. Communication Manager - Guy Cicinelli

Guy presented a plan for the archival portion of the FACRL website. He shared an online version with the board during the meeting. He asks for feedback from the board if anything needs updating and remarks were that it looks good. Jaime also mentioned some details regarding the News section on the website and how that feature needs some updating so that members know to click on this section for updated information on FACRL news and events. Craig mentioned how impressed he was with the layout thanking Guy and Jaime for their work.

7. Legislative Liaison - Mike Meth

Absent, Craig mentioned that Mike has still "tentatively" accepted the role and is busy prepping for the PLAN conference happening later this week.

Committee Reports

1. Membership - Rachel Cooke (Sandy for Rachel in her absence)

Next membership meeting is August 15th and things are moving along. More updates to be presented at the next meeting.

Marketing and Communications - Guy Cicinelli

Nothing else reported outside showing the website for review.

3. Local Arrangements- Alyssa Koclanes/Doug Hasty

Doug provided details about the hotels and other information regarding the menu for the event.

4. Sponsorships- Becky Donlan

(details to be added by Board who was present after Sandy had to leave early)

5. Scholarships- Sandy Avila

Sandy attended the virtual meeting for the scholarship committee and work is coming along to send out the call for scholarships. Please look out for the emails on this to invite your co-workers to apply if they qualify.

6. Conference Program- Craig Amos/Kristy Moran

(details to be added by Board who was present after Sandy had to leave early)

Review Meeting Outcomes and Action Items

Action Item #1: Craig/Guy/Jaime/Sandy/Alyssa/Rachel to be looped in on marketing FACRL conference information for the PLAN conference

Action Item #2: Craig/Becky to locate Survey Monkey results for the last FACRL Board member elections to look into the runner-ups from the last election so to offer Lisandra's vacated board seat

Action Item #3: Becky to upload 2017-2018 ACRL Chapter Annual Report to the FACRL Google Drive

Action Item #4: All board members to review the ACRL Chapter Annual Report template here: <https://connect.ala.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=bb48fb9e-9aa4-9618-922d-13b77473c8b7&forceDialog=0> Email Craig any information to be used for the report ahead of next Friday's deadline July 19th, 2019.

Announcements

- Next Board Meeting, August 13th, 2019 at 3:00 pm

Meeting adjourned at 4:05 pm

Respectfully submitted by Sandy Avila.