



FACRL Board Meeting Minutes
Tuesday, September 10th, 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, Cristy Moran, and Mark Marino

Absent: Cristy Moran

Additional Guests in Attendance: Heather Bush

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 [July 9th, 2019 meeting](#)

Minutes approved as received.

New Business

1. Filling Lisandra's vacant Board seat- (Craig)

The voting was pulled up from the last election and Cristy Moran had the most votes. Craig asked the board for their thoughts on having Cristy come on to replace Lisandra's seat. The board enthusiastically approved to have Cristy confirmed.

Action Item #1

Craig to send Cristy Moran notification of her confirmation to fill Lisandra's vacant Board seat. He will get her on the website and will send out a meeting calendar invite for her to join upcoming meetings.

2. ["Getting Started with Student - Centered Design"](#) webinar follow up (Rachel)

Rachel explained the benefits to the association and how the webinar is on the FLA website for

viewing. The event was a huge success.

3. FACRL Conference updates Logistics & Marketing: Walkthrough, vendor table setup, catering proposal, and systems confirmation: (Craig)

Craig provided conference updates with items still outstanding. 61 registrants so far. Craig thanked Guy for updating the hotel pages and dinner reception pages on the website. The program agenda still needs to be handled and there are 12 vendors confirmed. Craig also praised NSU for their assistance and that the venue walk through is next step.

Jaime added that a date for the walk through is needed and Craig would set up a Doodle poll to get that moving.

Action Item #2

Craig to set up a Doodle Poll for setting up a walk thru on site at NSU.

Craig added that draft proposal for catering is still in the works and that initial fees are being paid out.

Craig asks the board to review the conference web page and confirm that there are no updates or edits that need to be handled.

Action item #3

Board members are to check the conference website for review of any errors/typos or suggestions to make it better. Report back to Craig or Guy directly if any issues found.

Craig added that we will need to do one last big marketing push and to have everyone send out to home institutions.

Action Item #4

Board members to push FACRL annual conference marketing at their institutions. Rachel Cooke to send out to SEFLIN, Mike Meth to send out to PLAN, and Suzette Spencer to send out to FLVC.

Alyssa also commented on updates to the Tropical Acres reception. She will update board on details as she gets them from the Local Arrangements Committee.

Action Item #5

Alyssa to follow up about local arrangements for Tropical Acres and NSU and will send out information to the Board.

Additional items related to the NSU shuttle and list of food locations on campus for last minute day of registrants that may have food allergies will be handled by Jaime. Thanks, Jamie!

Action Item #6

Jaime to send a list of food locations on campus to help accommodate any on-site registrants day of conference.

Action Item #7

Jaime will help with Shark Shuttle info and handle the NSU parking passes as things move closer to the conference date.

4. ACRL Workshop pre-conference follow up: (Craig)

Everything is set up for the pre-conference after the board meeting on October 17th. He is confirming final logistics.

5. FACRL Annual Report follow-up: (Craig)

Craig noted that the Annual Report was successfully submitted. Thanks to those who assisted in the effort.

6. FLA pre-conference offer for FACRL: (Craig)

Craig mentioned an idea for a panel presentation or a publishing workshop and Sandy mentioned the emails that were circulated regarding the research data services topic that got a lot of attention. Sandy volunteered to chair the committee and with possible support from Alyssa Koclanes and Becky Donlan.

Alyssa mentioned that the pre-conference would be ½ day at possibly 3-4 hours in length.

Action Item #8

Craig will respond to Karen at FLA to meet about the pre-conference FACRL ½ day event. Sandy offered to work on the project- possible Becky and Alyssa to assist.

7. FACRL elections update (Becky)

Becky provided updates on the six candidates that will be needed: Pres- Elect, Secretary, Treasurer, and three Board Member at Large seats. She requested assistance as there are 2 members of the board needed to help with the Nominating Committee. Mark and Suzette volunteered to help. Becky mentioned there would be a kick off at the annual conference.

Action Item #9

Becky to set up nomination committee election push with the help of Mark and Suzette as board member representatives.

Officer/Liaison Reports

1. President - Craig Amos

Craig thanked everyone for their work and had nothing else to report.

2. President-elect - Alyssa Koclanes

Nothing to report at this time.

3. Past President- Becky Donlan

No updates to report.

4. Secretary - Sandy Avila

Just to keep sending in agenda items and to kindly review meeting minutes for any edits or corrections.

5. [Treasurer](#) - Suzette Spencer

Suzette highlighted that we currently have approximately \$11,800 in the bank account and roughly we have received \$5,650 in sponsorships. Suzette thanked Becky for her work on this. So far \$2500 has been collected for conference registrations. Other details on the treasurer's report Suzette will send to Sandy.

Action Item #10

Suzette to send out Treasurer's Report for posting through the meeting minutes.

6. Communication Manager - Guy Cicinelli

Website is being updated with conference details. There will be a hotel push via twitter, email, etc.

7. Legislative Liaison - Mike Meth

Nothing new to report in terms of legislative changes, but did want to thank the FACRL Board for sponsoring the July 2019 inaugural PLAN conference.

Committee Reports

1. Membership - Rachel Cooke

There was a meeting held on Sept 19th and things are moving along to help clear out the membership list. Rachel mentioned that Lauri Rebar and Vera are new co-chairs. Rachel mentioned there was a question brought up regarding whether the committee should be looking to gain additional outside sponsorships. Craig mentioned that this would be a good thing to discuss for the annual budget meeting held during the FLA conference. Sandy will add this item into the agenda.

Action Item #11

Sandy to put on an agenda item for the FLA May board meeting to discuss the budget planning line item for conference scholarships for outside library associations.

2. Marketing and Communications - Guy Cicinelli

Nothing else to report.

3. Local Arrangements- Alyssa Koclanes

Arrangements are coming along. Hotel block extended until October 1st. Alyssa asked about drink ticket information as well a parking tags to be mailed out.

4. Sponsorships- Becky Donlan

Becky provided an update and requested information about vendor set up to be distributed to the group including whether vendors needed to pre-ship supplies to Nova and how that would be handled. Craig will help gather information on who the contact person would be.

Action Item #12

Craig will reach out to Susan at NSU to help with being point of contact person for the SHIP TO to see if that is okay.

Action Item #13

Becky to send out information to vendors about the conference set up and details once Craig gets additional details about specifics with SHIP TO, etc.

Action Item #14

Alyssa to share the conference presenters list with Suzette to help with accounting

5. Scholarships- Sandy Avila

Sandy reported that there were only 3 scholarship applications that came in and all three were awarded.

6. Conference Program- Craig Amos

Craig mentioned that conference is still in the works and requested assistance with specifics on program graphics.

Action Item #15

Craig/Alyssa to speak with Guy about conference program graphics for the annual program.

Review Meeting Outcomes and Action Items

1. Craig to send Cristy Moran notification of her confirmation to fill Lissandra's vacant Board seat. He will get her on the website and will send out a meeting calendar invite for her to join upcoming meetings.
2. Craig to set up a Doodle Poll for setting up a walk thru on site at NSU.
3. Board members are to check the conference website for review of any errors/typos or suggestions to make it better. Report back to Craig or Guy directly if any issues found.
4. Board members to push FACRL annual conference marketing at their institutions. Rachel Cooke to send out to SEFLIN, Mike Meth to send out to PLAN, and Suzette Spencer to send out to FLVC.
5. Alyssa to follow up about local arrangements for Tropical Acres and NSU and will send out information to the Board.
6. Jaime to send a list of food locations on campus to help accommodate any on-site registrants day of conference.
7. Jaime will help with Shark Shuttle info and handle the NSU parking passes as things move closer to the conference date.

8. Craig will respond to Karen at FLA to meet about the pre-conference FACRL ½ day event. Sandy offered to work on the project- possible Becky and Alyssa to assist.
9. Becky to set up nomination committee election push with the help of Mark and Suzette as board member representatives.
10. Suzette to send out Treasurer's Report for posting through the meeting minutes.
11. Sandy to put on an agenda item for the FLA May board meeting to discuss the budget planning line item for conference scholarships for outside library associations.
12. Craig will reach out to Susan at NSU to help with being point of contact person for the SHIP TO to see if that is okay.
13. Becky to send out information to vendors about the conference set up and details once Craig gets additional details about specifics with SHIP TO, etc.
14. Alyssa to share the conference presenters list with Suzette to help with accounting purposes. Craig to touch base if needed.
15. Craig/Alyssa to speak with Guy about conference program graphics for the annual program.

Announcements

- Next Board Meeting on site at the FACRL Conference, October 17th, 2019 at 11:00 am at the NSU Alvin Sherman Library Gallery, 2nd floor.

Meeting adjourned at 3:56 pm

Respectfully submitted by Sandy Avila.