

## Minutes FACRL Board Meeting

Tuesday, September 19, 2017; 3:00 pm EDT

GoToMeeting<sup>1</sup>: <https://global.gotomeeting.com/join/736133077>

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

[Meeting slides](#)

**Invitees:** Corinne Bishop, Kim Copenhaver, Michelle Demeter, Sarah DeVille, Jaime Goldman, Alyssa Koclanes, Scott Schmucker, Suzette Spencer, Christina Will

**Absent:** Becky Donlan, Craig Amos

### Call to Order

Meeting was called to order at 3:00pm by Board President, Kim Copenhaver

### Amendments to the Agenda

Amendments to the agenda noted.

### Approval of the Agenda

Agenda approved by the Board.

### Old Business

1. Approval of minutes from the [August 2017](#) (virtual meeting)

Minutes from the August 2017 virtual meeting were approved.

2. ~~Committee volunteer term proposal~~ (tabled until October)

3. Conference registration update

Kim reported that 49 attendees are currently registered for the conference and 20 of 30 hotel rooms have been confirmed. To register, participants must log in, which helps verify those who are active FACRL members.

4. FLA Conference Proposal

The Board submitted an FLA conference proposal. If accepted, speakers will be needed.

## **New Business**

1. Thursday evening Dinner with Colleagues Dine Arouds - [Feedback Form](#)

Alyssa reported the Local Arrangements Committee met in August and presented the idea of offering a Dine Arouds option on Thursday evening. A feedback interest form will be distributed to the FACRL list.

**Action Item:** Alyssa will check with the Local Arrangements Committee and update the interest form with a list of restaurant options and provide Jaime with the friendly url to distribute.

## **Officer/Liaison Reports**

1. President - Kim Copenhaver

Updates were made on the FACRL website about conference information including: the six conference sponsors: Wiley, Ebsco, Cengage, NewsBank, WT.Cox and Taylor & Francis, presentation/poster information, and a page about *Things to Do in Tampa*. Conference registration reminders will be sent out this week.

2. President-elect - Becky Donlan

No report.

3. Past-President - Christina Will

No report.

4. Secretary - Corinne Bishop

No report.

5. Treasurer - Suzette Spencer

A current balance of \$10,159.04 was reported.

6. Communication Manager - Jaime Goldman

Working on GoDaddy to Wild Apricot updates. Updates were made to the Contact Us form so messages are sent to Jaime.

**Action Item:** Jaime will send out a promotional email for conference registration later this week.

7. Legislative Liaison - Craig Amos

No report.

## Committee Reports

1. Membership - Becky Donlan  
No report.
2. Nominating Committee - Christina Will  
No report.
3. Conference Program

- a. Scholarships - Sarah DeVille

This year's scholarship winners are:

Adam Berkowitz, University of South Florida

Alexandra Flores, University of South Florida

Jessica Black, Florida State

Conference Mentors are:

Sarah DeVille

Alyssa Koclanes

Corinne Bishop

**Action Item:** Sarah will send a list of scholarship winner to Kim, Corinne, and Suzette. Kim will create membership accounts for those students that are not yet members and extend existing memberships by 1 year.

- b. Location/Site Support - Alyssa Koclanes

**Action Item:** Alyssa will follow up on parking availability with the City of Tampa.

- c. [Sponsorships](#) - Becky Donlan

It may be possible to have all sponsor representatives located in the main presentation room.

- d. Program Proposals - Michelle Demeter

**Action Item:** Jaime will be adding a presentation summary and poster summary to the website when received from presenters.

## Review Meeting Outcomes and Action Items

**Action Item:** Alyssa will check with the Local Arrangements Committee and update the interest form with a list of restaurant options and provide Jaime with the friendly url to distribute.

**Action Item:** Jaime will send out a promotional email for conference registration later this week.

**Action Item:** Sarah will send a list of scholarship winner to Kim, Corinne, and Suzette. Kim will create membership accounts for those students that are not yet members and extend existing memberships by 1 year.

**Action Item:** Alyssa will follow up on parking availability with the City of Tampa.

**Action Item:** Jaime will be adding a presentation summary and poster summary to the website when received from presenters.

### **Announcements**

- Next meeting: Tuesday October 10, 2017 at 3:00 pm EDT via GoToMeeting

Meeting adjourned at 3:41 pm

Respectfully submitted by Corinne Bishop