

**Minutes FACRL Board Meeting**  
**Thursday, October 19, 2017; 3:00 pm EDT**  
Tampa Sheraton Riverwalk Hotel  
Bayshore Ballroom  
[Meeting slides](#)

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

**Guests:** Jessica Black, Heather Bush

**Call to Order**

The meeting was called to order at 3:03pm by Board President, Kim Copenhaver

**Amendments to the Agenda**

None

**Approval of the Agenda**

Agenda was approved by the Board.

**Old Business**

1. Approval of minutes from the [October 10, 2017](#) (virtual meeting)  
Minutes from the October 10, 2017 virtual meeting were approved.
2. FACRL Conference Update  
Kim provided a conference update to the Board.
  - a. Registration  
Eighty-eight attendees have registered for the conference.
  - b. Lodging  
Hotel registration for the block of rooms was met. Shuttles to the Tampa Bay History Center will be available from the hotel.
  - c. Welcome Reception  
Reminder about reception at 5:30-7:00pm
  - d. Dine Arounds  
Reminder about the Dine Arounds at Ulele and Columbia Restaurant
  - e. Parking  
Individual parking passes were emailed prior to the conference and copies of parking passes are also available.

f. Business Meeting (10/20)

Reminder about the conference business meeting. Announcements will be made about upcoming elections, the date/location of the 2018 annual conference and a legislative update will be provided.

3. Confirmation of [conference tasks](#)

Kim reviewed the conference checklist. Conference badges and ribbons were distributed.

**Action Item:** Kim will email History Center tech contact information to Michelle.

**Action Item:** Michelle will provide Communications Manager, Jaime Goldman with copies of the FACRL presentations and posters for upload to the FACRL website after the conference.

4. [Committee volunteer appointment proposal](#)

The Board discussed the FACRL Committee Appointment Proposal.

Sarah DeVille volunteered to chair the Local Arrangements Committee for 2018.

**Action Item:** Kim and Becky will meet and also talk with current chairs to discuss openings for next year's appointments. Current chairs were asked to review and update 2017 procedures in Google Docs in preparation to fill committee vacancies.

## New Business

1. Dissemination of a [post-conference survey](#)

The Board reviewed and discussed the 2017 FACRL Annual Conference Evaluation Survey.

**Action Item:** Kim will make revisions to the survey, as suggested by the Board, and will distribute it to conference attendees one week after the conference.

2. [Costs associated with hosting the May 2018 Board Meeting at the FLA Annual Conference](#)

The Board discussed meeting options for the upcoming meeting scheduled at the Florida Library Association (FLA) Conference on May 10-12, 2017.

**Action Item:** Kim will contact FLA to discuss meeting room options and report back to the Board.

3. FACRL Membership Coffee at FLA 2018

a. [ACRL Chapter Funding Policy](#)

Information was provided about ACRLs Chapter Funding Policy and options that funding could be used. The Board discussed plans for the FACRL Membership Coffee to be held at FLA 2018 and using the annual funding provided by ACRL to request reimbursement.

**Action Item:** Kim and Suzette will confirm coffee break sponsorship during the FLA Annual Conference and submit expenses to ACRL for request reimbursement

4. FACRL Sponsored program at FLA 2018

The Board is awaiting word on the acceptance of the FACRL conference proposal.

5. Preparation for the FACRL 2018 Election

Christina distributed information about the following items. The Board discussed open positions and nominations will be solicited via survey. The Board also discussed volunteers needed to serve on the nominating committee, and Scott Schmucker, Becky Dolan, and Sarah DeVille volunteered to serve on the nominating committee.

- a. Composition of the Nominating Committee
  - b. Identification of open Board positions
  - c. Establishment of election timetable
  - d. Promotion of available opportunities
6. Planning for the FACRL 2018 Annual Conference

President Elect, Becky Dolan provided details about the 2018 FACRL Conference. The conference will be held on October 19, 2018 in Fort Myers. A location has not yet been chosen, and ideas are being solicited for the conference theme.

### **Officer/Liaison Reports**

1. President - Kim Copenhaver

Thanked the Board for their work in helping to prepare for the 2017 FACRL Conference.

2. President-elect - Becky Donlan

Nothing further to report.

3. Past-President - Christina Will

Nothing further to report.

4. Secretary - Corinne Bishop

None

5. Treasurer - Suzette Spencer

A current balance of \$18,111.47 was reported.

**Action Item:** Suzette will locate the information about Florida Tax Exempt forms.

6. Communication Manager - Jaime Goldman

Reported about the scholarship winner's page added to the FACRL website  
<https://facrl.wildapricot.org/2017-FACRL-Conference-Scholarship-Winners>

7. Legislative Liaison - Craig Amos

Provided highlights about "2017 Days in the District" that was launched by the Florida Library Association, and opportunities to reach out to our legislative representatives.

**Action Item:** Craig will distribute information about “2017 Days in the District” and the ACRL Legislative Agenda via the listserv.

## **Committee Reports**

Nothing further was reported for the following items.

1. Membership - Becky Donlan
2. Nominating Committee - Christina Will
3. Conference Program
  - a. Scholarships - Sarah DeVille
  - b. Location/Site Support - Alyssa Koclanes
  - c. [Sponsorships](#) - Becky Donlan
  - d. Conference Program - Michelle Demeter

## **Review Meeting Outcomes and Action Items**

**Action Item:** Kim will email History Center tech contact information to Michelle.

**Action Item:** Michelle will upload FACRL presentations and posters to the website after the conference.

**Action Item:** Kim and Becky will meet and also talk with current chairs to discuss openings for next year’s appointments. Current chairs were asked to review and update 2017 procedures in Google Docs in preparation to fill committee vacancies.

**Action Item:** Kim will make revisions to the survey, as suggested by the Board, and will distribute it to conference attendees one week after the conference.

**Action Item:** Kim will contact FLA to discuss meeting room options and report back to the Board.

**Action Item:** Kim and Suzette will confirm coffee break sponsorship during the FLA Annual Conference and submit expenses to ACRL for request reimbursement

**Action Item:** Suzette will locate the information about Florida Tax Exempt forms

**Action Item:** Craig will distribute information about “2017 Days in the District” and the ACRL Legislative Agenda via the listserv.

## **Announcements**

- Next meeting: Tuesday November 14, 2017 at 3:00 pm EDT via GoToMeeting

Meeting adjourned at 4:59pm

Respectfully submitted by Corinne Bishop