

## Minutes FACRL Board Meeting

Tuesday, July 11, 2017 - 3:00 pm – 4:00 pm EDT

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

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

**Board Members Present:** Craig Amos, Corinne Bishop, Kim Copenhaver, Michelle Demeter, Sarah DeVille, Becky Donlan, Jaime Goldman, Alyssa Koclanes, Scott Schmucker

**Absent:** Suzette Spencer and Christina Will

### Call to Order

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

### Approval of the Agenda

Agenda approved by the Board.

### Old Business

1. Approval of Minutes

Minutes from [May 2017](#) (in person) Board Meeting and [June 2017](#) (virtual meeting) approved.

2. Member Programming

Board members reported on registration counts for the upcoming [ACRL Live Webcast](#) titled, Fighting Fake News with the ACRL Framework, which is schedule for July 20<sup>th</sup>.

Action Item: The FACRL Communications Manager will send reminders about the webcast.

3. [By-Laws](#) Revision

The President reported By-Laws addressing mid-term vacancies on the Board have been revised and approval by the Membership scheduled for the Annual Conference.

4. Call for Committee Volunteers

The President shared a [Committee Volunteer Application Preferences](#) spreadsheet that indicates the committees, number of volunteers needed, and current status of volunteers.

Action Item: The President will send another call for committee volunteers next week and will reach out to past scholarship recipients to invite them to volunteer.

### New Business

1. FACRL Listserv maintenance and membership guidelines

The Board discussed options for the FACRL membership database and listserv and whether to maintain both. It was decided that the Wild Apricot membership database would be used for

communications with active members and the listserv would be used for broader outreach. The President recommended an annual email be sent as a reminder to FACRL Listserv subscribers to provide information about options for posting and unsubscribing and information on how to become a member of the Association.

Action Item: The Communications Manager will draft a reminder email message to FACRL Listserv subscribers about subscribing.

2. Conference registration pricing

The Board discussed conference registration fees, hotel costs, and parking fees at the History Museum.

Action Item: The Location/Site representative will confirm conference hotel rates, room blocks and parking fees.

Action Item: The Communications Manager will add a conference registration link on the FACRL website once hotel rates/room blocks and parking information is confirmed.

### **Officer/Liaison Reports**

1. [President](#) – Kim Copenhaver

Kim attended the ACRL Chapter Council Meeting at ALA annual. It was an opportunity to learn how other chapter leaders are engaging members and to attend a presentation on best practices to run webinars. ACRL is looking at how chapter funds are spent with a focus on funds being used for educational purposes, if approved. ALA Connect is transitioning in fall 2018, there are also plans to hold committee meetings at ALA annual on Saturdays and Sundays, and to schedule meeting locations in closer proximity to the main venue.

Kim reported the By Laws have been edited, a call for committee volunteers has been sent, the ACRL membership list will be requested in early September, she is working with Becky & Jaime on sponsorships for the FACRL annual conference, and is finishing up the chapter report to share with the Board.

2. President-elect – Becky Donlan

Becky is working on listserv maintenance and the membership list. Sponsorships have been paid by Wiley, Ebsco, and WT Cox, Taylor & Francis is committed but has not yet paid, Newsbank will possibly sponsor the reception, and IEEE and Cengage have not yet confirmed. Becky and Suzette are continuing to work on treasurer and bank account-related details. Becky & Sarah are hosting ACRL Live Webcast sessions at Florida Gulf Coast University and Ave Maria University on July 20<sup>th</sup>.

Action Item: Kim will check on chapter practices related to opening a chapter bank account.

3. Past-President – Christina Will

No report.

4. Secretary – Corinne Bishop

Corinne and Christina Wray are hosting the ACRL Live Webcast session on July 20<sup>th</sup> at the University of Central Florida.

5. [Treasurer](#) - Suzette Spencer

Suzette was unable to attend the meeting but provided a treasurer's report. The Wild Apricot fee of \$70 has been paid. A balance was reported of \$10,657.22 as of July 11, 2017.

6. [Communication Manager](#) - Jaime Goldman

Announcements have been sent out for the ACRL Live Webcast via the listserv, Wild Apricot and Twitter. Jaime has also been investigating Wild Apricot communication tools and forum and blog options for active members.

7. Legislative Liaison - Craig Amos

Craig noted Net Neutrality day is tomorrow, 7/12/17 and sites like Netflix and Amazon will protest proposed FCC changes by throttling back access.

### Committee Reports

1. [Membership](#) - Becky Donlan

Reported above.

2. Nominating Committee - Christina Will

No report.

3. [Conference Program](#)

a. Scholarships - Sarah DeVille

A call for scholarship applications was sent on 7/3/17 and will close in one month. The Board discussed the options to re-apply for a second scholarship.

Action Item: Sarah will send an announcement to program chairs at FSU and USF and will also contact former scholarship recipients and ask them to spread the word.

b. Location/Site Support - Alyssa Koclanes

Alyssa visited the Tampa History Museum to check on accommodations and parking and will be contacting hotels about room blocks. Questions came up about space for posters, parking fees, and whether vendors will have tables in the conference presentation room. The Board discussed the Columbia Café at the History Center as an option for the Thursday reception.

c. [Sponsorships](#) - Becky Donlan

Becky asked Board members to reach out to potential vendors for sponsorships and to let Kim know which vendors have been contacted.

d. [Program Proposals](#) - Michelle Demeter

Michelle asked Board members to share information about program proposals. So far, three proposals have been received (1 presentation, 2 posters).

Action Item: Kim will create a Google Doc for Board members to track communications sent about Call for Proposals for the 2017 FACRL Annual Conference.

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

Action Item: The FACRL Communications Manager will send reminders about the webcast.

Action Item: The President will send another call for committee volunteers next week and will reach out to past scholarship recipients to invite them to volunteer.

Action Item: The Communications Manager will draft a reminder email message to FACRL Listserv subscribers about subscribing.

Action Items: The Location/Site representative will confirm conference hotel rates/room blocks and parking fees.

Action Item: The Communications Manager will add a conference registration link on the FACRL website once hotel rates/room blocks and parking information is confirmed.

Action Item: Kim will check on chapter practices related to opening a chapter bank account.

Action Item: Sarah will send an announcement to program chairs at FSU and USF and will also contact former scholarship recipients and ask them to spread the word.

Action Item: Kim will create a Google Doc for Board members to track communications sent about Call for Proposals for the 2017 FACRL Annual Conference.

### **Announcements**

Next meeting: Tuesday, August 8, 2017 at 3:00 pm EDT via GoToMeeting

Meeting adjourned at 4:08 pm

Respectfully submitted by Corinne Bishop