



Board Meeting Minutes

December 12, 2022

[Meeting slides](#)

Agenda

In attendance: Rachel C., Nancy, Steven, Diana, Cindy, Rachel E., Ava, Elana, Julie

Call to Order

Amendments to the Agenda

- Discussion of removing recordings of Board meetings older than 1 year from the Drive folder
 - Board agreed that this was a good idea

Approval of the Agenda

- Motion to approve and second - Elana/Cindy

Old Business

1. Review [October meeting minutes](#)
 - a. Ava moved to approve
2. Review November Action Items
 - a. ACTION ITEM: Liaisons send email to subcommittees to be on the lookout for phishing emails (Liaisons, please advise your committees that this is happening. Also, perhaps we should send an official communication from ACRL mentioning the issue? Thoughts?) - Carried over from October meeting
 - i. The issue seems to be lessening, although the emails that did come in seemed very official as they named names of boardmembers so members should be especially wary.
 - ii. Rachel will draft email for Nancy to send out
 - b. ACTION ITEM: Send out announcement for nominations to run for Board [Nancy]

In October, Elana shared a draft of the call for nominations in the drive. Many board members made edits by Nov. 16th. Board members were asked to send names/roles of interest of anyone interested in running to Elana so she can follow up. Steven and Rachel E. volunteered to serve on the nominating committee.

New Business

1. ACRL [Budget](#) grant to FACRL
2. Conference [evaluation survey](#)
 - a. Board members reviewed the conference evaluation survey
3. FACRL Preconference - speaker recruitment & funding
 - a. There are enough presenters for FACRL to host a full preconference at the 2023 FLA Annual Meeting.
 - b. There would be room for one more presenter if someone was interested and let Rachel know before tomorrow (12/13).
 - c. Rachel will send the final roster of presenters to FLA tomorrow (12/13).
 - d. Each speaker will speak for 20 minutes each to allow for fuller development of ideas and allow for any breakout time the speaker may want to incorporate into their presentation.
4. Tentative planning for All-Chapter Business Meeting for February.
 - a. Last year's meeting was really well attended.
 - b. Holding an all-chapter business meeting provides transparency to membership about the business of the board and financial status.
 - c. Would need to be prepared to quarantine people in the Zoom meeting if there were issues.
 - d. Rachel proposes that we make the February meeting an all-chapter meeting
 - i. Board members agreed to do this
 - ii. Will promote after the first of the year

Officer/Liaison Reports

1. President - Rachel Cooke
2. President-elect - Clarissa West-White N/A
3. Past-President - Elana Karshmer
4. Secretary - Julie Hornick N/A
5. Treasurer - Valerie Boulos
 - a. 16,240 in account
 - b. Sponsorships for conference
 - i. \$2,200 came in from sponsors/vendors against \$1529.49 in costs for a \$670 profit
 - ii. Because of issues in tracking registrations for conference, it has historically been difficult to pinpoint exactly how much has been made in profit from registrations
6. Communication Manager - Nancy Schuler

- a. Board members are asked to send any needs for graphics to Nancy who will forward those to the committee
7. Legislative - Steven Wade
- a. Working on report for all-members meeting
 - b. Has reached out to the chair of the legislative committee and will work with them when he is contacted by the chair of the committee
 - i. Rachel asked Steven to check whether or not he could serve as FACRL representative to the FLA board
 - ii. Will check on possibility of providing FLA membership for Steven for that

Committee Reports (<https://docs.google.com/spreadsheets/d/1w5DexGhF70kgRG1OW6g5fCIHfpxwuClvxRnOzMzmPWw/edit?usp=sharing>)

1. Membership - Nancy Schuler
 - a. Committee will be meeting on 12/13
 - b. They have added a new member to their roster
 - c. They will be discussing ways to recruit and engage more members
 - d. Call for next member list from FACRL will occur in the Spring
 - e. Promote membership in FACRL at the FLA preconference
2. Marketing and Communications - Nancy Schuler
 - a. n/a
3. Nominations - Elana Karshmer
 - a. Two have expressed interest in running for board member at-large positions, but none of the executive positions have had any interest.
 - b. One of the people said in the form that it does not say what region they're in so we may want to add that for the form for next year.
 - c. Board members are reminded to send names of interested candidates to Elana
 - d. Rachel suggested that the executive positions could be held earlier than the member-at-large to ease concerns of candidates that there might be too much competition for the executive positions.
 - i. The question of whether or not it's ok to run unopposed was discussed
 - ii. It was agreed that it is better to have two candidates, but will allow unopposed candidates in the election
 - e. Thanks to Rachel E. and Steven for volunteering to serve on nominations
4. Programming - Elana Karshmer
 - a. Programming committee will be meeting this week

5. Conference Program - John Reynolds N/A
 - a. Rachel and Clarissa are meeting now to begin planning next year's conference in order to avoid having to do it all in the summer. They will report on their work in the future.
6. Sponsorship - Valerie Boulos N/A
 - a. Rachel sent thank you notes to all the sponsors using existing templates.
 - b. Even though we told them we didn't need as much as in years past, sponsors still wanted to give the more generous amount.
7. Scholarship - Julie Hornick N/A
8. Virtual Conference Logistics - Cindy Gruwell N/A
 - a. Rachel will reach out to Cindy about getting quotes for online platforms for future conferences.

Review Meeting Outcomes and Action Items

1. ACTION ITEM: Delete meeting recordings older than a year old in Drive [Julie]
2. ACTION ITEM: Draft email from FACRL about phishing emails to be sent to membership. [Rachel/Nancy]
3. ACTION ITEM: Send final roster of presenters for FACRL pression to FLA [Rachel]
4. ACTION ITEM: Send names of interested candidates to Elana [Board members]
5. ACTION ITEM: Steven will check whether or not he can serve as FACRL representative to the FLA board. If so, can the Board take care of his membership in FLA? [Steven]

Announcements

- Next online Board Meeting: Monday, January 9, 2023 at 3PM