

Minutes FACRL Board Meeting

Tuesday, October 10, 2017; 3:00 pm EDT

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

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

[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

Call to Order

The meeting was called to order at 3:01pm 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 [September 2017](#) (virtual meeting)
Minutes from the September 2017 virtual meeting were approved.
2. Review of [FACRL ByLaws](#) before presentation to membership
Updates to the FACRL Bylaws were reviewed.

Action Item: After the annual conference, the updated Bylaws will be distributed to FACRL members to vote on their approval.

3. FACRL Conference Update
 - a. Registration
There are 83 people registered for the conference (36 members, 16 non-members, 8 students, 6 sponsors, and 17 presenters).
 - b. Lodging
24 hotel rooms have been reserved.
 - c. Reception

A welcome reception will be held at the Rivers Edge Lounge at the Tampa Sheraton Riverwalk Hotel on Thursday evening October 19th from 5:30 pm - 7:00 pm. All registered conference attendees are encouraged to attend.

d. [Dine Arounds](#)

Conference attendees are also invited to join FACRL Board members for dinner with colleagues at Dine-Arounds, which will be held on Thursday, October 19th from 7:00-8:30pm. The two Dine-Arounds locations are Ulele and the Columbia Restaurant in downtown Tampa.

e. Parking

Parking has been arranged at the Tampa Bay History Center.

New Business

1. Conference tasks

Board members volunteered for the following:

a. Registration table (Suzette & Craig)

- i. Member check-in
- ii. Walk-in registration
- iii. Name tags & ribbons

b. Sponsor concierge (Becky & Scott)

- i. Greeting & thanks
- ii. Table assignment
- iii. Technology needs, etc.

c. Speaker concierge (Michelle & Corinne)

- i. Technology set up & file collection
- ii. Presentation timing (_____)
- iii. Handout distribution (_____)

d. Poster presenter concierge (Alyssa & Michelle)

- i. Easel placement and file collection

e. Greeters (Jaime & Kim)

- i. Welcome & brochure distribution

f. Venue/caterer liaison (Alyssa & Kim)

g. Scholarship winner liaison (Sarah)

2. [FACRL Retractable Banner](#)

The Board discussed the new FACRL retractable table banner.

3. FACRL sponsored program at FLA 2018

The FLA conference proposal was submitted. If accepted, speakers will be recruited.

4. Call for discussion items for [FACRL Board Meeting 10/19/2017](#)

The Board reviewed agenda items for the October 19th business meeting. Members can forward any additional items.

5. Call for discussion items for [FACRL Business Meeting 10/20/17](#) (draft)

The Board also reviewed agenda items for the October 20th business meeting. Members can forward any additional items.

Officer/Liaison Reports

1. President - Kim Copenhaver

Reviewed the preparations for next week's conference.

2. President-elect - Becky Donlan

Tentative dates for the 2018 annual conference are October 18 and 19, 2018. The conference will be held in Fort Myers, FL.

3. Past-President - Christina Will

No report.

4. Secretary - Corinne Bishop

No report.

5. Treasurer - Suzette Spencer

Conference registration was reviewed and options were discussed for refunding registrations due to cancellations.

Action Item: A refund policy for conference registrations will be added to the registration documentation for the 2018 conference. The policy will require that cancellations must be received 4 weeks prior to the conference date.

6. Communication Manager - Jaime Goldman

Memberships have been updated.

7. Legislative Liaison - Craig Amos

No report.

Committee Reports

1. Membership - Becky Donlan

The Membership Committee met and they are updating templates to be used for membership communications. An updated membership list from ACRL will be requested each September to update current membership. ACRL provides one membership list per fiscal year. Additional membership lists are \$22 each. During years in which ACRL

Conferences are held an additional list should be requested in May to update membership records for those ACRL members that join to take advantage of lower member only conference registration rates.

2. Nominating Committee - Christina Will

Five Board openings for 2018 were reviewed.

Action Item: A list of the open Board positions for 2018 and institutions currently represented will be distributed to the Board.

3. Conference Program

a. Scholarships - Sarah DeVille

No report.

b. Location/Site Support - Alyssa Koclanes

Review of details about the conference location, the reception, Dine-Arounds, and parking at the Tampa Bay History Center.

Action Item: Parking codes will be distributed to conference attendees.

c. [Sponsorships](#) - Becky Donlan

No report.

d. Program Proposals - Michelle Demeter

No report.

Review Meeting Outcomes and Action Items

Action Item: After the annual conference, updated Bylaws will be distributed to FACRL members to vote on their approval.

Action Item: A refund policy for conference registrations will be added to the registration documentation for the 2018 conference stating that refunds must be received 4 weeks prior to the conference date.

Action Item: A list of the open Board positions for 2018 and institutions currently represented will be distributed to the Board.

Action Item: Parking codes will be distributed to conference attendees.

Announcements

- Next meeting: Thursday October 19, 2017 at 3:00 pm EDT; Tampa Sheraton Riverwalk, Bayshore Boardroom

Meeting adjourned at 4:04 pm

Respectfully submitted by Corinne Bishop