

**FACRL BOARD CONFERENCE CALL MINUTES**  
**2/14/14 2-3:30 PM**

**Attendance:** Christina, Claire, Debbie, Jonathan, Linda, Nancy, Rachel, Renee, Scott  
**Absent:** Anne Marie

**Debbie called the meeting to order at 2:05 pm.**

**Fall 2014 Conference**

Jonathan reported on the first Conference Committee meeting held online 2/13/14. In addition to Jonathan, Rachel, and Scott were present. The conference date was set for Friday, 10/24/14. Conference responsibilities were determined. Rachel Mulvihill (UCF), Gloria Colvin (FSU) will handle publicity and work with Renee regarding items for the website. Scott (UM) will be the liaison to the Board. Sandy Avila (FL Tech) will handle vendor relations.

Action item: carry out the Conference Committee duties of publicity, reports to the Board, vendor relations.

Theme options were discussed with the recommendation of digital scholarship from a number of viable options.

Several are scouting out locations with the facility reports 2/21/14:

- Rachel Schipper will check into the Gainesville Hilton Conference Center and facilities at the UF Libraries
- Rachel M will check on UCF facilities
- Sandy will check on the FL Tech campus for 100-125 seat auditorium; free parking, hotels nearby

Action item: determine the location of the conference

Options for the format of the event were discussed and a panel format was favored.

Cost of the 2014 conference registration was determined: \$75 for members, \$30-35 for others; \$90 for non-members.

Claire reported on registration logistics. Last year the Board voted to subscribe to Adobe Forms and PayPal to use for conference registration. She reported that 2013 was the first fully automated registration.

She recommended using Adobe Forms and PayPal. She reported that 2013 was the first fully automated registration.

Debbie asked that scholarships be on the next conference call agenda. A discussion was held on whether the funds from ACRL could be used for scholarship. Rachel located a memo to share from Johanna regarding the \$375.

Action item: Claire will check ACRL chapter fund restrictions and on matching funds for new members.

Recommendations based on survey responses:

Rachel reminded Board of our goal to mentor new members. Jonathan suggested wearing name tags at the reception and arranging for a group go to dinner afterwards. It was recommended that the focus for this year be registration costs and the scholarship(s).

Action item: name tags, dinner arrangements for fall reception

Debbie led a discussion regarding the hosting a social event at FLA.

Action item: It was suggested that the Conference Committee check on the availability of setting up at the FLA Poolside Meet Up on Tuesday evening.

Action item: Debbie will look into FACRL sharing an exhibit table with FLA.

The Board recommended that the focus be on registration costs and scholarships.

Action item: Claire will check on ACRL restrictions on Chapter funds.

Action item: Claire will check on matching funds for new members.

### **Web Site**

Renee posted more past minutes on the site.

Action item: Linda will forward the latest approved minutes to Renee for posting.

### **Approval of by-laws by membership**

The attending Board members reviewed the draft bylaws document. Jonathan moved to approve, Rachel seconded. The Board unanimously approved the changes as reflected in the attachment.

[Attachment #1]

Action item: The Membership Committee will draft a message to the membership presenting the revised bylaws.

### **Moving forward on membership application and dues structure**

Discussion was held regarding dues for non-ACRL members to take effect dependent on the approval of the bylaws by the membership. If approved, the dues will be set at \$30 annually.

Action item: Claire will create a form to share with the Board.

Action item: Claire will approach Martina Brawer, new FLA Executive Director, about the possibility of using their membership system.

### **Nominating, election process**

Claire shared the spreadsheet indicating Board members, current status, and initial term of office. [Note: attachment # 2]

The Nominating Committee members are Christina, Claire and Anne Marie. The Board offices to be filled are president-elect, treasurer, communications manager, secretary.

Action item: Release the bylaws then begin the nominating process.

Action item: Nominating Committee to meet.

### **Other**

Action item: Debbie will place the discussion of scholarships on the next meeting agenda.

Action item: Hold a Board phone conference meeting before the spring meeting.

Attachment #1 Bylaw Edits 2\_19\_14.pdf

Attachment #2 FACRL 2014\Board Member Terms.pdf

**Adjourned:** 3:09 pm

**Submitted by:** Linda Sutton, secretary