

FACRL Board Meeting Minutes
May 8, 2014 2:00-4:00 pm
Buena Vista Palace, Orlando FL, Senate Room

Attendees

Board Members present: Christina Will, Claire Dygert, Debbie Robinson, Jonathan Miller, Linda Sutton, Nancy Spaid, Renee Montgomery

Guests: Becky Donlan, Hong Huang, Linda McCarthy, Michelle Apps, Nora Rackley, Rachel Mulvihill, Sandy Avila

Call to Order

Debbie called the meeting to order.

Reports

President's report

Debbie provided a background of the last 2 years plus the new organization structure. Several goals were met – increased membership, bylaws revision, adhering more to the ACRL Guidelines. She explained that more Board members stayed on during this year to assist with the transition. There was increased participation in committees, great value in Board conference calls, operational manual to pass along to the next officers. She reminded that the Vice-President/President-elect is automatically a member of the FLA Conference Committee but can designate another representative.

Debbie turned the meeting over to Jonathan to begin his term of office as President.

Treasurer's report

Claire distributed copies of the Annual Treasurer's Report including the summary of the 2013 fall conference expenditures, account activity from April 2013 through March 2014. The upcoming Florida tax exempt certificate cost is \$400 and was previously approved as an expenditure by the Board. FACRL can apply for tax reimbursement from the fall 2013 conference taxes paid. There was an outlay for Adobe Forms and for a 3-year GoDaddy contract. [Attachment #1]

Action item: apply for the tax reimbursement if the deadline has not passed

Secretary's report

All minutes were e-approved by Board members. Everything has been posted on the web site. Linda suggested continuing the action item format as this seemed to keep discussions and outcomes on track.

Legislative report

Christina shared the 2014 ACRL Legislative Agenda handout. She highlighted FASTR on page 2, the Patriot Act section 215, and the Watch List items. The Board agreed to add its endorsement. [Attachment #2]

Jonathan mentioned Representative Ted Yoho, Florida Congressional District 3, as a proponent of protection of privacy and reform of the Patriot Act.

Communications Manager's report

Renee acknowledged Christina's help with the Twitter account #FACRL. The new e-mail via GoDaddy is posted on the web site. There was a discussion on whether the Board wanted individual e-mail accounts. Renee will check to see how many accounts GoDaddy allows.

In light of the bylaws revision, the officer's manual was taken down. The manual needs updating for the new Board officers and members-at-large tasks. Renee will send it out for edits.

The newsletter will be out after FLA. Renee will put out a call for information from the membership. Jonathan will write a message for the issue.

Renee reported that the past programs are on the web site. After discussion, she will develop a separate page for current and past programs.

For future events, Debbie asked that more photos be taken and included on the web site. A permission statement will be developed.

Nominating Committee & Membership Committee report

Claire presented the history of the bylaws revision and the membership review process. She presented an overview of the bylaws and gave a reminder of the new \$20 introductory membership offer.

Christina and Claire were on the nominating committee. Christina will send out a 2nd reminder notice to the membership the week of May 12th as a reminder of the nomination

closing date. The future goal is to complete the election prior to the spring Board meeting and have the new officers present. [Attachment #3]

Action item: Christina will send out nomination deadline reminder.

All agreed to encourage participation. The desire is to have competitive elections particularly for the office of president-elect. Another goal is to have representation from all geographic areas of the state and types of academic libraries.

Claire announced that for the transition she will continue on the Board but not continue as Treasurer. Members have expressed an interest in Board and officer positions.

Jonathan reminded that the Membership Committee should be a standing committee that will send reminders to the membership for renewal. Renee said she can send out the 2015 renewals based on the e-mail list. Claire reminded the Board of the future goal to participate with the yet-to-be determined FLA membership software. For the present, Adobe Forms is being used by FACRL. Claire and Renee will continue to work on the membership list and possibility of including the indication of paid membership.

Action item: Renee and Claire will work on the membership list.

Program Committee report

Jonathan led a discussion of the proposal process and who can see the proposals once submitted. Jonathan will send a reminder to the Program Committee members to check for the arrival of the proposals. This will expedite the participant selection process.

Action item: Jonathan will send a reminder to the Program Committee regarding proposal reviews.

Fall Conference update

Jonathan reviewed the venue for the fall events. The Board Meeting and Reception will be held 10/23/14 at the Rollins College Olin Library. The fall conference will be held 10/24/14 at the Live Oak Center at UCF. Renee has started on the fall conference venue page and hopes to include photos of both locations. She needs an exterior photo of the Rollins venue with the name included. Jonathan made a suggestion for the photo.

Action item: Renee will work with Jonathan on the Olin Library photo or Rollins archway photo.

Sandy gave a report on the sponsorships. There are currently 5 sponsors: Ingram Coultts \$1000, Springer \$1000, EBSCO \$500, McGraw-Hill \$300 for a total of \$2800. Sandy is waiting for a response from WT Cox. [Secretary's note: WT Cox responded on 5/14/14 to confirm their sponsorship in the amount of \$750 that brings the total sponsorship to \$3550]

Action item: Sandy will update Program Committee and Board on the WT Cox reply and any other sponsorships.

With the increased cost of registration the organization should break even. There will be tables for the vendors. The poster session will be alongside of the meeting rooms. There is a seating capacity of 189 at the Live Oak Center.

The Committee will create a hotel list and encourage attendees to book their hotel early due to the UCF Homecoming week activities.

Action item: Program Committee will create hotel list for fall conference.

Scholarship update

Jonathan reminded that the criteria was sent in an earlier e-mail and approved by the Board. There will be \$375 for 3 scholarships.

Action item held over: Jonathan will draft a statement regarding the number of scholarships, the amount of the award, and the criteria for consideration at the spring Board meeting. – Completed

Action item held over: Jonathan will distribute the membership information via ICUF – Completed

Action item held over: Debbie will distribute the membership information via FLVC Members Council in June 2014. Debbie reported that she will need approximately 100 copies. Renee will send Debbie the file to Debbie for printing.

New Action item: Renee will send Debbie the brochure file – [Secretary's note: Completed post-Board meeting]

Other Business

None

Recognitions

Jonathan thanked all current Board members for their service. He presented a plaque to Debbie and thanks for her service as President. Photos were taken before the meeting adjourned.

Attachment #1

[Treasurer's Report May 2014.xlsx](#)

Attachment #2

<http://www.ala.org/acrl/issues/washingtonwatch/legagenda>

Attachment #3

[Board Member Terms.xlsx](#)

Adjournment

The meeting was adjourned at 3:21 pm.

Submitted by: Linda Sutton, secretary