

FACRL CONFERENCE CALL
September 10, 2013

Absent: Johanna, Jonathan, Rachel

Debbie facilitated the call focused on the upcoming **Fall Conference** details and finalizing the presentations and poster sessions.

Claire reported on the **registration** as of 9/9/13 – 14.

Musical accompaniment for the **reception** was discussed and rejected in favor of the importance of colleague networking and smaller attendance.

Volunteers for the **registration desk** are: Board members Anne Marie, Debbie, Linda, Nancy, and member Rebecca Frank (SPC).

Food was discussed for the breakfast, breaks, and lunch. Debbie will send out the menu for final review.

<F:\FACRL\2013 Banquet Menu.pdf>

Promotion of the conference was discussed with the conclusion that announcing the presentations and poster sessions should boost attendance.

Presentation/poster session decisions:

Presentations selected and were #: 5, 6, 9, 11, 13, 14

Poster Sessions selected were #: 1, 3, 4, 6, 7, 9, 10

Selected participants will be notified immediately and asked to RSVP by close of business Wednesday, 9/11/13. Renee will post the presentation and poster sessions information on the web site right away.

[secretary's note: notifications went out 9/11/13 with RSVP deadline of 9/12/13; above selections include those who accepted]

Brochures will be handled by Renee. She will have them printed with reimbursement from Claire as Treasurer. Renee will also handle printing the agenda.

Post-Conference Survey – Nancy sent out the 2012 Survey results for review. The Board will send out the 2013 Survey immediately after the Fall Conference.

[Action item]

Sponsorships were reviewed by Debbie including W.T. Cox, EBSCO. Debbie will contact Coutts for sponsorship opportunities. [secretary's note: Debbie has meeting with Louis Sookloll 9/12/13]

[Action item]

The **Fall Board Agenda** was discussed. It was decided to include future regional meetings, nomination process beginning in January 2014, scholarship(s) to be awarded at FLA, survey data. Send other agenda items to Linda for compilation and copy the Board members.

It was determined that we have enough **name badges**.

Action Item: At next meeting, create a plan to review the overall by-laws in particular membership, officers.

Submitted by: Linda Sutton 9/11/13; updated 9/12/13