

## FACRL CONFERENCE CALL MINUTES

October 7, 2013 3-4 pm

**Absent:** Johanna

Debbie facilitated the call focusing on the upcoming **Fall Conference** details and Board Meeting agenda.

Claire reported the **registration** as of 10/7/13 is 64.

Action Item: Claire will follow up on the vendor **name badges**, add the vendors to the registration and meals.

Debbie reported that the 3 **vendor** tables can be located in the breezeway (inside) or in the conference room.

**Food** choices were finalized for the breakfast, morning break, and lunch. Debbie will make the arrangements with the hotel representative. W.T. Cox is willing to **sponsor** the morning break or the reception.

Action Item: finalize food choices with Trade Winds

Action Item: verify the number of seats as each table and the number of tables for the conference

Action Item: Debbie will follow up with Shannon of W.T. Cox.

The **attendee list** will be available with the program agenda on the day of the Conference.

Action Item: Linda will create attendee list confirming with Claire.

Claire reported that she sent out the 2013 Member Interest **Survey** results for Board review.

Action Item: Discuss Member Interest Survey at Fall Board Meeting

Nancy reported that she sent out the 2012 Post-Fall Conference **Survey** results for Board review. She has the 2013 Survey ready for electronic distribution and response after the Fall Conference.

Action Item: Review the Fall 2012 Post-Conference Survey at Fall Board Meeting

Claire reported that the **Membership Committee** meets this week. The 2013 Member Interest Survey results will assist the discussions and recommendations. They will also make recommendations on the bylaws.

Action Item: Discuss the Membership Committee recommendations at the 2013 Fall Board agenda.

Renee reported that **brochures** will be available at the Fall Conference.

Debbie and Jonathan supported the Board discussion to offer other member opportunities throughout the year.

Action Item: Continue the discussion at the Fall Board meeting.

Volunteers for the **registration desk** are: Board members Anne Marie, Debbie, Linda, Nancy, and members Rebecca Frank, Mary Tate, and possibly one other.

Action Item: Volunteers should arrive by 7:30 am on 10/18/13 at the Registration Desk.

Claire and Nancy will work together regarding and purchases for the **Poster Session**. There will be an invoice from Gulf Coast Expo for the display rental.

Action Item: Nancy will coordinate the Poster Session set up.

Debbie reported that Tracy Elliott and Elizabeth Curry will represent FLA at the meeting. They and Christina will present **legislative** information to the Fall Conference attendees from 2:30-3:00 pm. Christina will present the ACRL 2013 agenda.

Action Item: Claire will have **name tags** available at the reception.

Action Item: Debbie will bring the banners. She will also arrange to have ACRL materials available.

Action Item: Nancy will work with Claire on the items for the **raffle**.

Rachel suggested candy for each table as the **centerpiece**.

Action Item: Debbie will bring the candy.

Renee reported that she sent out another conference **announcement** today. Debbie volunteered to send out the announcement to the FLVC listserv.

Action Item: Send out meeting communication this week.

The 2013 Fall **Board Meeting agenda** will be created. Additional items should be forwarded to Linda.

Action Item: Linda will create the agenda adding in all items from this meeting.

Submitted by: Linda Sutton 10/8/13