

Minutes of  
March 17, 2010 ENY/ACRL  
Virtual Emergency Board Meeting – 3 – 4:00 p.m.

Present: Glynis Asu, Yu-Hui Chen, Jean McLaughlin, Suzanne Preate, Suzanne Turner, Bill Walker, Susan Zappen

Emergency Agenda:

1. Coordination of the date of the membership registration form
  2. Coordination of the Conference & upcoming leadership transition
  3. Other
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1. Coordination of the date of the membership registration form
    - At conference meeting, will get a sense from members about preference in membership dues date
    - Suzanne T. will explain how and why we need to make a change
    - Change will require bylaws change
  2. Coordination of the Conference
    - Francesca is willing to serve as Acting VP in Brenda Hazard's place. She will be added to the board's listserv in conjunction with her responsibility as local arrangements chair.
    - Each person with responsibility for a speaker will collect bios, gather information on speaker needs (e.g., equipment, travel arrangements), greet them, and work with speaker to coordinate conference tasks
    - Suzanne T. will write about the conference in the newsletter
    - Suzanne P. will add those not on listserv to program planning list
    - Suzanne P. will use Wiki for a description of the event, local plans for dinner, and bios. Content on Web page as well. Program committee will use wiki page.
    - Need to determine alternate for Bernie Margolis. Suzanne P. will ask Pam McLaughlin for suggestion.
    - Recommend no posters this year
    - Will have PowerPoint presentations on Web site after the conference
    - Francesca will purchase granola bars to hand out at the end of the day; reimbursement available
    - Suzanne T. will contact NYLA when registration is open
    - Glynis and Suzanne P. are working on the Web links and registration form
  3. Other
    - Suzanne T. will send flowers to Brenda's home.
    - Skidmore will be hosting next annual meeting in 2011

Respectfully submitted,  
Jean McLaughlin