

**Minutes of
ENY/ACRL Board Meeting**

Monday, May 21, 2012

Attending: John Cosgrove, Kathryn Frederick, Natasha Cooper, Yu-Hui Chen, Kathryn Johns-Masten, Bill Walker, Jane Kessler

John Cosgrove called the meeting to order at 3:23 pm.

1. Approval of the minutes of the February 17, 2012 meeting (attached)

B. Walker made motion to approve the minutes. K. Frederick seconded motion. The minutes were approved.

2. Committee reports:

Communications – Kathryn Frederick

There were no additions to the report that was submitted. Jane and Kathryn will discuss the new webpage and information about the conference. Suzanne and Kathryn will discuss online membership renewal. Members only website was discussed.

Government Relations - Bill Walker

ACRL released agenda which Bill has shared with the Board. MYSHEI still working on ARIA or CRIA. Natasha will be attending the NYSHEI meeting in Syracuse June 12th.

Membership - Suzanne Preate (absent)

(Program Planning Committee report will be covered in the VP report)

3. Officer reports:

President – John Cosgrove

This was a great conference and a busy year. Changes were finalized in the handbook. John will complete the ACRL report.

Vice President/President -Elect/Program Chair – Natasha Cooper

Conference and socials for the upcoming year were discussed.

Past President - Francesca Livermore (Absent)

Treasurer - Yu-Hui Chen

Bank changed from HSBC to First Niagara. New checks have not been received. Paypal and potential problems with the change of banks was discussed. The bank will take care of this change for us. 95 people registered online this year. Totals for the conference and fees charged by Paypal will be available in the next monthly report. File CHAR500 with NYS Attorney General's Charities Bureau.

Total number of attendees this year was 134. K. Frederick noted that it is important to have a way to send in checks for conference registration. She will talk with Barbara on how this worked for her this year.

Secretary – Kathryn Johns-Masten

No report

4. Old business - Brief review of activities in the past year

Statement of cooperation with NYSHEI

Discussed pros and cons of signing statement. All were in agreement that we should sign the statement, but not add the NYSHEI logo to our webpage. However, we will feature a hyperlink to the homepage of the other organization.

Proposed changes handbooks (see attached)

Discussion ensued. Changes should be given the secretary who will make the changes to the document(s) and then send to K. Frederick for inclusion on the website.

5. New business – Welcome to the new board

Program Committee organization: (OA week and additional events, Who/how to organize, Board members on program planning – or involved in new committees?)

N. Cooper discussed concerns regarding composition of the Program Committee. Should there be more representation from a variety of organizations? Add brown bags and other events to supplement the annual conference. Have a separate open access event. This does increase the number of events to plan for the Program Committee. Could smaller subgroups of the Program Committee do brown bags or other small events? Important to have a Board Member as liaison on the Program Planning Committee. There was discussion of future brown bags.

Consider a webcast of the conference and have people would register and what we could charge for this. Discussion ensued.

ACRL National folks could come to visit at a conference or more likely a separate special event. Mary Ellen Davis visit could be something to broadcast to members. Do something with other state chapters. For example, have ACRL visit with all at the same time.

Lastly, handbook update. Include NYSHEI at conference per statement of cooperation.

Registration questions: (Handling exceptions, Refunds – add to web page/registration – no refunds after a certain date, Students/volunteers, Set limit on registration?)

We have a large number of people register for the conference this year. Pick a date that we will no longer offer refunds after. We could cap the attendance and make the registration date earlier. The deadline can always be extended if we see a need. Discussion ensued regarding exceptions and how to handle refunding.

Following statement was created to be added to the program committee handbook.

We (ENY/ACRL Board) agree that the Program Chair shall set the day/date we need to send in headcounts to venue as the “no refund after” date.

Conference: (Raffle questions)

Change the language from raffle to door prize.
Question regarding volunteers who pay to attend the conference.

List of Listserv’s for conference publicity – update or create

University at Albany or Morrisville are possible 2013 venues.

Consider a bylaw change that says we can attend the meeting by phone. This should be formalized since it reflects current practice.

6. Adjourn

N. Cooper moved to adjourn the meeting at 4:28pm. K. Johns-Masten seconded.