

**Minutes of
ENY/ACRL Board Meeting
Monday, May 20, 2013**

Attending: John Cosgrove, Kathryn Frederick, Natasha Cooper, Yu-Hui Chen, Kathryn Johns-Masten, Ali Larsen, Jane Kessler, Andy Krzystyniak, Bill Walker [excused]

Natasha Cooper called the meeting to order at 3:49 pm.

1. Approval of the minutes of the February 25, 2013 meeting

K. Frederick made motion to approve the minutes. K. Johns-Masten seconded motion. The minutes were approved.

2. Committee reports:

Program Planning – Jane Kessler

The presentations will be put on the website soon. There is a box for Andy. Will get Yu-Hui the speaker expense soon for reimbursement.

Communications – Kathryn Frederick

Plan to move to new host service by or around August 2013.

Government Relations - Bill Walker [no report – excused]

Membership - Suzanne Preate

Minimal registration problems this year with a few people paying as members when they were not members. This year want to try to get more members from the unrepresented institutions. Do a membership drive to for specific institutions. Could Liaisons help with nominating committees or innovation award? Discussion ensued. Create a calendar of events for the year for membership.

3. Officer reports:

President – Natasha Cooper

Thanks to all for your hard work this past year.

Continue to make contact with New York chapters about doing a joint event. Already spoke to two people in the NY Chapter.

There is interest in creating a Scholarly Communication Interest Group. K. Frederick said we could host a list for the group.

Vice President/President -Elect/Program Chair – Jane Kessler

Conference and socials for the upcoming year were discussed.

Past President – John Cosgrove

For future bylaws voting, indicate at top of ballot how many bylaws they are voting on.

Secretary – Kathryn Johns-Masten

No report

Treasurer - Yu-Hui Chen

Registration went well and all payments are in. Total registered 119.

Archivist – Susan Kline

No report was submitted. Tasha will check on this.

4. Old business

ACRL web casts

The next one is June 13. More time is needed to prepare and market this event to make it successful. Suggest viewing in three sites – need one main login with to additional logins. Discussed Brown Bag vs. Webinar. Is there a way to login so all could watch and then meet to discuss?

Assessment/evaluation/research methods events

Mentioned above

Conference call with NY chapters

Mentioned above under President's report

Bylaws revision

Bylaws need to be updated. [Update - completed] Update all bylaws to match current practice. Do some each year.

Officers Handbook and Conference Planning Handbook

Final changes have been loaded. Version in dropbox has most current revision. Calendar should list things to be done each month. Action - everyone look at current wording and look at bylaws to make sure all matches.

5. New business – Welcome to the new board

Chapter credit card

First Niagara Bank needs our bylaw that reflects who uses/controls our credit card (Current Treasurer) and proof that we are nonprofit. Yu-Hui will talk with bank about requirements. Can we set up online bill paying? Suzanne will send information she has regarding transfer of money from bank to PayPal.

Conference details

a. Invoicing vendors

See “c. Vendor donation by PayPal”

b. Conference registration fees for non-members

All in agreement to keep fees the same for non-members Remove text in parentheses from registration page.

c. Vendor donations by PayPal

Can we create a form for vendor donations that auto acknowledges donation and sends letter of recognition/thank you to vendor.

d. Reimbursement for travel/lodging for breakout speakers and support for events

Keynote – honorarium + travel

2nd Keynote – smaller honorarium + travel

Breakout – travel only

Open Access events – continue to support

Brown Bags – member hosted – support by paying for cookies

How/what do we want to support in the next year?

Social hours – support 3 regionally

Back to school event – August/September

Important to support a range of events with funding

e. Student support (via gift)

Students apply for funding. First person to apply gets funded or two reimbursements of \$50

Communication with membership

Continue to update bylaws

Innovation award

New wording for eligibility, “The recipient or a member of the team will be a current member of ENY/ACRL.” Kathryn Frederick will make a handout or flyer to share with liaisons. She will change the language and share with all Board members. [Update – completed and shared]

Legislative network and advocacy

Discussed NYSHEI request from Jason Kramer about sending out letter from ENY/ACRL organization supporting X bill or legislative action. This would be a culture change and would need to survey rest of membership to gauge reaction to being more active vocal.

Chapters Council work

Orientation manual that would help those new to their role and written by ACRL and would help with mentoring new officers.

Chapter Topics

Natasha shared drafts that are due June 7

Leadership change

Natasha thanked everyone for their hard work this year. Welcome new President Jane Kessler.

Next meeting date – Albany in July?

6. Adjourn

N. Cooper moved to adjourn the meeting at 5:15pm. Y. Chen seconded.