

Minutes
ENY/ACRL Board Meeting
May 23, 2017
Siena College

Present: Tarida Anantachai, Dung-Lan Chen, Camille Chesley, Jennifer Fairall, Ali Larsen, Kristin Strohmeier, Mary Van Ullen, Patrick Williams

The meeting was called to order by Ali Larsen at 3:23. The Board welcomed the incoming new members, Camille Chesley, Kristin Strohmeier and Debbie Krahmer. The Board also thanked outgoing members Tarida Anantachai, Jesi Buell and Raik Zaghoul for their service.

The minutes of the February 7, 2017 Board Meeting Minutes were reviewed. Patrick moved to approve the minutes. Dung-Lan seconded. The minutes were approved.

Committee Chair Reports

Program Planning – Ali Larsen

Ali noted that some vendors asked about the location of next year's Conference, which has not yet been determined. If members have ideas about a potential location, they should contact Debbie or Ali. Ali will contact Debbie to discuss ideas about this.

Communications – Jesi Buell

Jesi has met with Kristin and will work with her to transition duties.

Government Relations – Raik Zaghoul

No report.

Membership – Patrick Williams

We have about 140 members.

Officer Reports

Interim President/Vice President/President Elect – Ali Larsen

We will have to look over the duties of the Past President to make sure they are covered for the year. We can address this at the next meeting.

Past President – Tarida Anantachai

We will need to solicit people to run for the next election. We will also have to evaluate software to use for the professional development grant applications and find people willing to serve on the committee that reviews the grants.

Secretary – Mary Van Ullen

Conference brochures were prepared and distributed and a copy can be archived.

Treasurer – Dung-Lan Chen

Treasurer's Report -- May 23, 2017

Bank acct balance as of November 10, 2016 (not including PayPal account funds)	\$20,198.24
Expenses since last Board meeting (2/7/17) –	
February Board meeting refreshment reimbursement to Jennifer Fairall	\$5.98
Professional Development Award check to Jennifer Fairall	\$300.00
Professional Development Award check to Patrick Williams	\$300.00
2016 Conference registration raffle winner reimbursement to Eurie Dahn	\$500.00
Sponsorship to CLRC Road Show program	\$1500.00
ENY/ACRL insurance with The Hartford	\$425.00
Formstack April 2017 subscription reimbursement to Ali Larsen	\$29.25
Total expenses since 2/7/17	\$3,060.23
Income/funds deposited into bank account	
2017 Conference Vendor Support received since February Board meeting	
ProQuest (paid via PayPal \$500 – reported in PayPal balance)	
EBSCO & YBP (\$300 each, rec'd a check of \$600)	\$600
IET Inspec (rec'd a check of \$300)	\$300
Counting Opinions (rec'd a check of \$100)	\$100
Springer Nature (rec'd a check of \$300)	\$300
JoVE (rec'd a check of \$300)	\$300
Taylor & Francis (rec'd a check of \$300)	\$300
Salem Press (rec'd a check of \$300)	\$300
Total deposit	\$2,200
Bank account balance as of May 22, 2017	\$19,338.01
PayPal account balance as of May 22, 2017	\$7,506.89
Total available as of 05/22/17	\$26,844.09
Vendor support received for 2017 conference (received total \$5100)	
<u>\$500 level</u> – four sponsors totaling \$2000	
Elsevier	
Clarivate Analytics	
Gimlet	
ProQuest	
<u>\$300 level</u> – ten sponsors totaling \$3000	
SpringerNature	
IET Inspec	
JSTOR	
SPIE	
JoVE	
EBSCO	
YBP	
SpringShare	
Salem Press	
Taylor & Francis	
<u>\$100 level</u> – one sponsor totaling \$100	

Counting Opinions

Dung-Lan noted that we have not yet received the majority of the invoices for Conference expenses and that we should be receiving an additional \$500 in vendor support.

We have not received a request for conference expense reimbursement from one of the individuals who won one of the \$500 conference support door prizes at the 2016 Conference. Ali will reach out to her and let her know she will need to use it this coming year. Going forward, winners of this prize will have to use the prize within a year of winning.

Archivist – Jennifer Fairall

Jennifer asked members to send her any documents they may have for the archives.

Old Business

There was no old business.

New Business

Investigate software for managing ENY/ACRL forms.

Formstack has changed functionality and is not as useful as it was for our application. We need to look at alternatives, but will probably have to pay for a few months more until we have a different solution. Formstack was not working correctly for people who were registering for the conference, but did not have to pay because they were presenters. Ali will look into downloading our existing forms from Formstack before our subscription expires.

We should be aware that we could get applications for the Professional Development Awards soon, as people tend to apply right after the Conference. We might be able to use Google Forms for this purpose.

Permissible travel expenses on behalf of the Chapter and expectations of cost to serve.

Ali noted that the Handbook is unclear about some travel expenses related to travel required for Chapter business. For example, expenses for food aren't specifically mentioned. Ali will review the wording to clarify ambiguity and send out proposed changes to be approved at the next Board meeting.

New ideas for ENY/ACRL?

The Board discussed some ideas for changing some programming. It was agreed that the brown bags are generally successful and should be continued. Tarida mentioned that ACRL has some virtual webcasts that chapters can host. It is possible that they allow multiple logins per webcast, so we could have webcasts at different locations around the geographic area. Ali will ask about this at Chapter Council.

The Board also discussed the possibility of doing half day conferences or rearranging the schedule to put some raffles or a keynote speaker at the end of the day to encourage people to stay longer. Ali will discuss these ideas with Debbie.

Next meeting date

Ali will send out a Doodle poll to arrange a meeting in August.

Adjournment

Tarida moved to adjourn the meeting. Ali seconded the motion. The meeting was adjourned at 4:10.