

NAME OF COMMITTEE:

DATE : 9-16-16	LOCATION: Pacific Northwest College of Art	REVIEWED BY
PRESENT: Stephanie Debner (Presiding), Steve Silver (minutes), Jennifer Cox, Molly Gunderson, Uta Hussong-Christian, Serenity Ibsen, Garrett Trott, Aja Bettencourt-McCarthy (GoToMeeting), Elizabeth Brookbank (GoToMeeting), Arlene Weible (GoToMeeting), Kate Rubick (GoToMeeting)		

SUBJECT	DISCUSSION	ACTION
Welcome and Intro	Called to order 11:38 (technical issues delayed the scheduled start time)	
Changes to Agenda	Steve suggested talking about meeting times	
Approval of minutes	Uta moved to adopt, Jennifer seconded. Motion passed	-Stephanie send finalized minutes to Aja for the website
Legislative update	Stephanie presented OLA legislative committee report on behalf of John (see attached). She also presented request from Jen Maurer at the State Library to have an ACRL representative on a task force addressing Every Student Succeeds Act (ESSA), its impact on school libraries, and its implementation in Oregon.	-Stephanie do a blog post asking for a volunteer for the task force and an email to the membership
Award for Excellence criteria	Amy Hofer (this year's recipient) is not employed by a library, which is technically in violation of the bylaws. Do we need to revise the bylaws? Would require a change in two places: intro 14.111; and 14.112.1; eligibility requirements. Our bylaws are part of OLA's bylaws, so there may be implications to consider. John Helmer received the Award for Excellence previously when not technically employed by a library, so there is precedent. The original intent was to keep the award within the realm of academic libraries Rephrase to "...project must have direct benefit to Oregon academic libraries," removing references to employment by an Oregon library Will need a formal membership vote.	-Stephanie: Check with the new OLA parliamentarian on the bylaws implications and interactions -Stephanie will revise the bylaws language and send to the board for comment -Uta/Arlene get the plaque ordered (Uta get needed info to Arlene) -Uta post announcement
Review blog/liaison model, responsibilities, expectations	Refer to information on the board wiki Discussion of best practices: Directly asking for specific content is the most common way we get articles. Contact the school you are responsible for as point person, also keep an eye out for news related to that school. Uta tried emailing quarterly but not resulting in content. Any topics that fit ACRL-OR's mission/goals. Aja will send reminders to each month's blogger. Anyone at anytime can submit blog content to Aja. Discussion about finding best connections with schools. Find better ways to connect board members with schools they are already familiar with. Choose schools to represent jointly in board meeting rather than on first come, first served basis.	-Stephanie will send the wiki link to the board -Put on the September board meeting agenda: signing up for blog liaisons during the board meeting -Aja remind each month's responsible blogger of need for content
Menucha		
a. Registration update	44 an hour before the meeting. 12-13 for the pre-conference. Registration will close Oct 1. Menucha needs room assignments by Oct 6. Arlene has the needed info for upcoming meeting. Half way to normal registration numbers.	

<p>b. update about posters and short talks</p>	<p>12 posters. Thanks to Kate/Brian for reviewing. Finalized 7 short talk presenters. The Jennifers (Cox and Snoek-Brown) reviewed. Draft emails for presenters are ready to go (Uta). Timing details discussed and schedule updated to allow for Q&A. Need someone to do timing during short talks. Molly Gunderson volunteered. Also could us an extra Tech to help with set up: Jennifer Cox volunteered. Don't need additional equipment. Used Arlene's projector last time. Renting from Menucha for the sessions, but included for the keynote?</p>	<p>-Uta: check if there is an extra charge to rent a projector from Menucha for the morning session. -Arlene will bring her projector as a back up</p>
<p>c. Getting set up (tech, party, poster)</p>	<p>Kate will help with setting up poster sessions during the break preceding. Poster presenters are responsible for bringing their own stand. All posters must be hardback. Don't know if will have wall space. Uta will bring a couple stands just in case. Elizabeth and Kate will help clear chairs in Creevy meeting room. Elizabeth is still working on party details. \$350 budget. Kate will help set up wine/cheese for poster session. Stephanie, Molly, and Elizabeth will help clean up after the party or before morning session. Presenter and board members should be identified on the nametags. Swag: (Serenity): \$500 is not just for swag, also includes speaker baskets. \$400 budget for swag. Plan for about 80 attendees to receive swag. Looking for ways to tie the swag to the creativity theme (colored pencils). Serenity will continue looking. For customized (i.e. ACRL-OR branded) swag typically need a couple weeks turnaround time.</p>	<p>-All: bring poster stands if you can -Uta: verify location to move chairs to -Elizabeth: get wine/cheese for poster session along with party supplies -Arlene will add conference theme to nametags; speakers will have title -All: send nametag suggestions to Arlene (draft was sent via email prior to the meeting) -Uta: send nametag info to Arlene -Serenity: send some swag options to board for review -Elizabeth create hashtag</p>
<p>d. Extra hour Thur</p>	<p>Discussion about what to do with creativity station idea Thursday. Uta brought an idea for "pizza slices" group activity. Several logistics issues were discussed. Smaller group will work out the details and report back.</p>	<p>-Uta, Steve, Stephanie work on logistics -Arlene: assign small groups with badges (Jennifer has colored sticker dots that can be added by hand as an option)</p>
<p>Other Menucha</p>	<p>Friday wrap up reflective activity is taken care of (attendees write goals and have them mailed back to them in December) Postage will come out of supplies budget. Creativity station? Jennifer's library has a creativity station they could provide Arlene/Garret are good on registration table and supplies. Some attendees come early for the pre-conference, and will need registration. Uta will be there early and can hand out nametags for pre-conference attendees. Will have to do room assignments after the pre-conference. Set up registration by the latest at 10. Arlene/Garrett will both be there plenty early. May need to insist on getting room keys from Menucha (Uta remembers some issues getting keys last time).</p>	<p>-Uta will follow up with Jennifer on creativity station -All: get there early if possible (11ish) to help with set up/registration -Uta: speaker baskets -Uta confirm with Stephanie if need to do dinner with Lauren -All: bring card/board games. Elizabeth will do an inventory of what is coming</p>

	<p>May need Portland-area volunteer to have dinner with Lauren, if she comes in in time.</p> <p>No planned activities at the party. Everyone bring board/card games to have on hand</p>	
Budget 2016-17	<p>Stephanie presented a budget document and talked through each line item. Reminded the board that ACRL-OR sees the bulk of its expenses and revenue every other year when we host the Menucha conference, so it's really a 2-year budget cycle.</p> <p>Deducted comped conference registrations from conference income (e.g. speakers). ACRL national reimbursement-will need to confirm the actual amount and what it can be spent on (often on speaker baskets, nametags, etc.). Some of the conference registrations were accounted for in last fiscal year. OLA's fiscal year begins Sept 1. Speaker honoraria being donated back this year. Travel expenses will be significantly less than budgeted as well.</p> <p>Menucha expenses have been increasing over the years (also having 2 keynote speakers). Going forward will need to consider raising registration costs, a different venue, additional revenue generation, vendor support, or other means to achieve a balanced budget. Currently we are losing money, though have been asked by OLA to drawdown our reserves, so this is a planned strategy at the moment.</p>	
a. Budget doc	Keeping budget documents on the Google drive for transparency.	
b. Discussion of scholarship items	<p>K-12 and professional development scholarships are part of OLA's mandated draw down policy. Stephanie checked with Shirley if there is a particular desired reserves amount to aim for: No. Shirley suggested \$5000 reserves. Uta/Stephanie feel: \$7000-\$8000 is more reasonable. Do we want to and can we continue these scholarships when the drawdown is considered completed? They were not necessarily meant to be permanent</p>	
August OLA board report	<p>-First reading of the OLA budget.</p> <p>-Reviewed leadership development scholarship draft, which borrowed greatly from ACRL-OR's professional development scholarship.</p> <p>-Amazon Smile can support OLA (blog post idea?). Can ACRL set up our own Smile account? How would that work? Stephanie thinks not that much has been generated for OLA.</p>	
a. OLA strategic plan	<p>-Approved the strategic plan, which will be a living document. There was a discussion of next steps and recruiting champions for each goal. There will be opportunities to get involved. Consider how ACRL-OR supports and connects with OLA's priorities.</p> <p>-Web site revamp is the first thing coming up (Uta is on that committee).</p> <p>Advocacy: what is our academic agenda for higher education? Does ACRL-OR need a more clearly defined legislative/advocacy agenda? ACRL-OR does have an advocacy webpage, but not linked</p>	

Goals 2016-17	Tabled until next meeting (hopefully OLA will have goals completed by then, which will facilitate our discussion)	
Board volunteer opportunities update	<p>With the board transition, some positions are empty and need filled asap. Document was reviewed and following agreed to fill in gaps:</p> <p>Nominations committee (slate due by May 1; bulk of work done late winter/early spring): Molly, Arlene.</p> <p>Award for Excellence: Jennifer</p> <p>Scholarship committee: Kate will continue, Serenity and Uta added.</p> <p>Social Media coordinator: Elizabeth will continue.</p> <p>Professional Development webinars coordinator: Aja (confirmed via email after the meeting)</p> <p>OLA conference program representative: Garrett</p> <p>ACRL reception at OLA conference: Garrett and Arlene</p> <p>Goals discussion may bring more opportunities to light. May want to get membership, not just board members, involved.</p>	
Board meeting time	Discussion about setting board meeting time permanently to 11am-2pm	Stephanie will send an online poll
Next Meeting	Dec 9 via GoToMeeting	Stephanie will send meeting time
Adjournment	Jennifer moved to adjourn, Uta seconded. Meeting adjourned 2:10pm	