**UNYOC Summer 2020- Executive Committee Meeting**

June 26, 2020

**Present**: Lorraine Porcello (Chair), Mary Jo Russell (Immediate Past Chair), Olivia Tsistinas (Incoming/Vice Chair), Rachel Becker (Communications Co-Chair), James Evans (Government Relations Chair), Andrea McLellan (Communications Co-Chair), Kim Nolan (Incoming Conference Chair), Cristina Pope (Chapter Council Representative), Abigail Smith (Chapter Council Alternate), Elizabeth Irish (MLA Credentialing Liaison), Jennifer McKinnell (Conference Planning Co-Chair), Deborah Crooke (Member at Large), Jennifer Raynor (Member at Large), Stephanie Helsher (Secretary)

**Action Items**:

1. Jennifer M and Cristina to speak together about Jessica Petit for CE.
2. Jennifer M. and Elizabeth to discuss whether sponsorship needs 3 tiers of support distinction this year.
3. (Unassigned) Information about all the future planned conference locations to be posted to the website.
4. Lorraine will reach out to Marie Asher about joining the conference planning committee.
5. Jennifer M. to provide Lorraine with an estimate of a conference planning co-chair’s time commitment.
6. Mary Jo to send out the current draft of the Procedure Manual and will contact individuals for updates and revisions.
7. Lorraine to send out the call for Vice Chair/Chair Elect and Member at Large--Ontario.
8. Olivia to coordinate the UNYOC COVID gift selection committee.
9. Mary Jo to investigate whether we need a member vote to make the new term limits for CE Coordinator, Archivist, Parliamentarian, and UNYOC-L Coordinator official.
10. Jennifer M. to set up a planning committee meeting.
11. The unfinished agenda items will be addressed at a second Executive Business Meeting. The meeting will be scheduled after the planning committee has met, and be scheduled at a time that the Treasurer can be sure to attend.

Meeting called to order at: 11:05 am

**Agenda:**

1. Opening remarks and updates
   1. Grace stepping down as CE chair. Her longevity in that position is appreciated.
2. **MOTION to** approve October Executive Meeting minutes

**MOTION** made by Kim / **SECONDED** by Abby.

No discussion or corrections.

**MOTION APPROVED**

1. Treasurer’s Report
   1. Postponed. The treasurer is not in attendance.
2. Membership Report
   1. Submitted to the executive listserv prior to the meeting.
   2. Membership total: 48
   3. Dues paid update
      1. It’s believed that many pay dues at the conference. Unsure if not having a face-to-face will impact membership numbers.
      2. When treasurer is available, we need to discuss PayPal to help increase the membership for the year.
      3. Rachel suggested more targeted reminders for renewing, as many cannot remember if the current year is paid.
3. Chapter Council Update
   1. Update from MLA:
      1. Per Cristina the NPC is still working, and is on its 3rd meeting (full virtual meeting).
         1. MLA is offering registrants the ability to roll registration to the virtual meeting and a CE “passport”.
         2. Institutional passports also available for under $3,000.
         3. Majority of the speakers scheduled for the in-person conference have re-confirmed for the virtual one.
         4. Still planning to do the public service for a Portland organization.
      2. Lessons for virtual conference planning learned from MLA’s experience?
         1. Coordinating interaction between participants and vendors is very expensive (MLA is spending 30K for the platform).

b. AHIP update

1. Elizabeth has been contacted by 3 people with questions about AHIP.
2. The $700 budgeted will probably not be completely used.
3. Elizabeth reached out to Tommy for a list of current AHIP members, and we usually have high representation here for being a small chapter. The list is regional, so it includes NY and NJ.
4. 2020 Conference Update
   1. Jennifer M. noted a need to know what platform we’re using for the meeting. We’ve been using institutional zoom licenses for committee meetings, but that might not be appropriate for the business meeting. She reached out to MLA twice for guidance on a platform with no response; the cost of a Zoom account for 1 month is $30.
      1. Per Elizabeth, McGraw Hill would be willing to host it for us. Jennifer M. and Olivia voiced preference for self-funding the conference platform.
   2. Asking for registration ahead of the meeting might help assure a quorum.
   3. Mary Jo and Elizabeth voiced support for giving awards as usual.
   4. CE
      1. Jessica Petit discussed as an option. She already has some MLA accredited programming.
         1. **Action Item:** Jennifer M and Cristina to connect to discuss Jessica Petit.
         2. Grace used to work with speakers to make sure that the course is accredited. Jessica already has some accredited 1-hour programs, but she may need a 3-hour course to be accredited for our needs.
      2. Sponsorship for CE
         1. We do not want to have to charge the membership for CE.
         2. **Action Item:** Jennifer M. and Elizabeth to discuss whether sponsorship needs 3 tiers of support distinction this year.
      3. Laughter Yoga instructor willing to be booked for next year, but also offered to participate virtually this year.
      4. Cristina proposed having an infectious disease expert speak. Public health expert was mentioned as an interesting presenter as well. Upstate Doctors Thomas and Suits were mentioned by Cristina, and Elizabeth Dufour (NYS Department of Health) was mentioned by Elizabeth.
      5. The content for the conference will be split across two shorter days: Wednesday, October 28, 2020 & Thursday October 29, 2020.
5. 2021 Conference Planning
   1. Mary Jo has booked a reservation with the Poughkeepsie Grand: October 27-29, 2021. The $800 deposit paid for this year will carry over to next year.
   2. Per Jennifer M., the speakers and CE book for this year have all indicated interest in being involved next year.
6. Future Conferences
   1. 2022 – Rochester.
   2. 2023 -- Clayton.
   3. **Action item:** Jennifer suggested that this information should be on the website, as vendors check our website regularly.
   4. Jennifer & Denise have done a wonderful job co-chairing the conference planning committee, but will be moving on. New chairs need to be recruited. Lorraine wants to pair the messages on the website with calls for conference chairs.
   5. **Action item:** Marie Asher is interested in being placed into something, possibly conference planning. Lorraine will reach out to Marie.
      1. What is the time commitment of the conference planning committee? Need to look at the documentation and figure that out. **Action item:** Jennifer M. to look at that and provide Lorraine with some time commitment estimates in hours.
7. Procedure Manual Updates
   1. Membership section updated. **Action item:** Mary Jo to send out current draft and will contact individuals to update other sections.
   2. Submit updates to Mary Jo, and she will review the manual over the summer.
   3. Draft will be ready by October 1st to submit and review at the business meeting.
8. Vacancies for 2020-2021 – Elected Positions
   1. Vice Chair/Chair Elect
      1. Elizabeth noted that the Capital District is extremely underrepresented.
      2. **Action item:** Lorraine to send out the call for this position.
   2. Member at Large - Ontario
      1. **Action item:** Lorraine to send out the call for this position.
9. Chapter Appointed Positions
   1. Vacancies
      1. CE Chair
         1. Grace stepping down mid-term.
         2. Approval for Sarah Lawler (Clinical Outreach Librarian at Upstate Medical University) to fill unexpired term.

**MOTION to** approve Sarah Lawler as the CE Chair

**MOTION by** Mary Jo / **SECONDED by** Kim

No discussion.

**MOTION APPROVED**

* + 1. Communications Co-chair
       1. Rachel is willing to continue in this capacity.

**MOTION to** reappoint Rachel Becker as a Communications Co-Chair

**MOTION by** Jennifer M. / **SECONDED by** Lorraine

No discussion.

**MOTION APPROVED**

* + 1. MLA Credentialing
       1. Elizabeth Irish is willing to continue in this capacity.

**MOTION to** reappoint Elizabeth Irish at the MLA Credentialing Liaison

**MOTION by** Mary Jo / **SECONDED by** Abby

No discussion.

**MOTION APPROVED**

* + 1. Conference Chair and Co-Chair
       1. Jennifer & Denise stepping down.
       2. Kim willing to be chair for the 2023 conference still.
       3. Mary Jo willing to be involved, but to take on without a detail-oriented conference chair would be too much.
       4. Jennifer M worried about employer-issued travel restrictions for the next few years.
       5. NY Medical College is close to Poughkeepsie, which is where Marie Asher and Deborah Crooke are. Deborah would be willing to be involved if Marie is.
       6. Documentation on chairing this committee exists in Google Drive.
       7. Lorraine suggested that this position changes to mimic the Executive chair position-- Jennifer M has also written a proposal for the same idea. The position would now include an incoming and past chair as part of the committee, instead of co-chairs.
          1. Kim could be incoming for a few years, and Jennifer M could serve as past chair.
          2. **Action item:** Lorraine to send out call for new conference chair once more of a position description can be put together.

1. UNYOC COVID-related gift proposal
   1. Call for self-nominations, 6 gifts of $250 will be awarded.
   2. Following the model of other scholarships and awards, this initiative doesn’t need membership approval.
   3. Lorraine suggested not adjusting the amount to account for exchange rates.
   4. **Motion to** move forward with the UNYOC COVID gift

**MOTION** **by** Jennifer R / **SECONDED by** Abby

No discussion.

**MOTION APPROVED**

* 1. Olivia, Amy L., Liz and Kim are the selection committee. **Action item**: Olivia to coordinate the committee.
  2. Jennifer M. asked that the committee include wording about confidentiality, and note that the selection committee is small, in the call for nominations.

1. Current Business
   1. This agenda item is postponed to the next meeting.
2. New Business
   1. Term limits for CE Coordinator, Archivist, Parliamentarian, and UNYOC-L Coordinator
      1. Grace was CE coordinator for 26 years-- the position had no term limits There are a few others that don’t have terms.
         1. Per Mary Jo, there is a 3-year term, but Grace kept agreeing to coordinate. Should we limit the consecutive terms?
         2. Olivia proposed that it be set to a 3-year term with a limit of 2 consecutive terms.
         3. Mary Jo proposed that these terms apply to all the positions we are reviewing for limits.

**MOTION to** set the positions of CE Coordinator, Archivist, Parliamentarian, and UNYOC-L Coordinator 3-year terms with the option of renewing once, for a limit of 6 years

**MOTION by** Mary Jo / **SECONDED by** Lorraine

Discussion: Jennifer M. questions whether this change is a change to the bylaws, and needs a membership vote for approval

**MOTION APPROVED**

**Action item:** Mary Jo to investigate whether we need a member vote to make the terms official.

1. Good of the Order
   1. This agenda item is postponed to the next meeting.
2. Adjournment
   1. Next Meeting
      1. Will reconvene to finish the agenda, but after the planning committee has had a chance to meet.
         1. **Action item:** Jennifer M. to set up a planning committee meeting
      2. Next meeting will be scheduled to make sure that the Treasurer can attend and give a report.
   2. Service recognition
      1. Grace needs recognition for 26 years of excellent CE work.
         1. Proposal from Mary Jo to make a board resolution to recognize the work.
         2. Elizabeth suggested that the years of service should be confirmed with Amy before issuing the resolution.
      2. Recognition for Amy as Archivist for many years of excellent work as well.
      3. Olivia proposed, in addition to the resolution, thank-you’s can be given at the conference along with the awards.

Olivia motioned to adjourn the meeting at 12:53pm

Seconded by Kim

Motion approved