**UNYOC 2020 Pre-Conference Meeting**

October 28, 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/Parliamentarian), 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-West), Stephanie Helsher (Secretary), Virginia Trow (Treasurer), Elizabeth Mamo (Membership Chair), Stephanie Barrett (incoming), Eldiflor Felipe (incoming Member at Large), Sarah Lawler (incoming CE coordinator), Amanda Ross-White (Outgoing Member at Large), Amy Lyons (Archivist), Darcey Mulligan, Halyna Liszcznskyj

**Action Items**:

1. Stephanie to correct the misspelling of Andrea’s name on the June minutes
2. Ginger to add column and content for 2020 fiscal year to budget
3. Beth and Ginger to work with Rachel and Devin to set up a membership dues payment page
4. Slate of 2021 candidates needs to be amended to include Rachel as a Communications Co-Chair again
5. Darcy to join the conference planning committee

Meeting called to order at 9:02 am

**Agenda:**

1. Call to Order
   1. Registration for this afternoon’s CE closed on Friday; last minute additions can be sent to Olivia
   2. Denise will join us late
   3. Introductions
2. Motion to Approve June Summer Executive Meeting Minutes
   1. Andrea’s name is misspelled—Stephanie will correct
   2. **MOTION to** approve June Executive Meeting minutes when corrected

**MOTION** made by Jennifer Raynor/**SECONDED** by Cristina

**MOTION APPROVED**

1. Motion to Approve 2021 Slate of Nominees
   1. Next year’s Members at Large are slated as Jennifer, Eldiflor, and Deborah
   2. No volunteers for incoming chair—bylaws state that Lorrain could serve a second year
   3. **MOTION to** approve 2021 slate of nominees

**MOTION** made by Abby /**SECONDED** by Ginger

**Discussion**: Mary Jo commented not directly on the slate, but on the term limits on the spreadsheet for the appointed positions that have a newly proposed cap of 6 years. This will require a bylaws change.

**MOTION APPROVED**

1. Review Treasure’s report and FY21 Budget
   1. Ginger noted the table included at the end of the document from MLA accounting—she wants to include these in future treasurer reports (made in August)
   2. Idea to increase membership fees
   3. **MOTION to** approve the budget

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

**DISCUSSION**: Outlay for 202 not listed. Current balance is just shy of 30K

* + - 1. Per the bylaws, the fiscal year runs from January to December
      2. Mary Jo amended the motion: Bring the proposed budget to the membership with the expensed column for 2020 added

**ACTION ITEM**: Ginger to add column and content for 2020

1. Share Procedure Manual
   1. **MOTION to** approve revisions to procedure manual

**MOTION** made by James/**SECONED** by Kim

**DISCUSSION**: the procedure manual underwent some reformatting, and removal of outdated references to a newsletter. Membership chairs updated their sections.

**MOTION APPROVED**

1. Review Conference Planning final details
   1. Jennifer McKinnell is preparing motions to be set up as polls for the membership meeting.
   2. Denise will be moderating the morning, Jennifer will moderate the afternoon.
   3. Kim brought up that most renew memberships at the conference, and whether we will be able to have a membership push for the virtual meeting
      1. Since we’re live with Wild Apricot, we can set up a membership payment page, but probably not by tomorrow. We can at least announce that this will be available soon at the conference.
2. Revisiting open positions
   1. Conference planning
   2. There will be an archivist working group to create a sustainable method for maintaining the archive
   3. Rachel had agreed to extend her term at the summer business meeting—slate of needed nominees needs to be updated
   4. Darcey Willing to jump in for the conference planning committee
3. Adjourn

Lorraine motioned to adjourn the meeting at 9:52am

Motion approved