**UNYOC 2020 Annual Membership Meeting**

October 29, 2020

**Present**: Abigail Smith, Adrienne Doepp, Allison Jones, Amy Lyons, Andrea McLellan, Angela Thor, Anita Kuiken, Beth Mamo, Cassey Cornish, Christine Kucharski, Christopher Tosh, Cristina Pope, Daniel Costillo, Darcey Mulligan, Deborah Crooke, Denise Smith, Doug Madigan, Elizabeth Stellrecht, Ellen Darabaner, Emily Underwood, Enid Geyer, Erin Keenan, Grace Di Virgilio, Gurvinder Batra, James Evans, Jean Jenkins, Jennifer McKinnell, Jennifer Raynor, Jill Herzog, Julia Bedy, Kimberly Nolan, Lisa Traditi, Lorraine Porcello, Marie Ascher, Mary Cabral, Mary Jo Russell, Mary McVicar Keim, Michelle Zafron, Molly Brown, Neera Bhatnagar, Nell Aronoff, Olivia Helfer, Pam Rose, Patrick McSharry, Paul Myatovich, Rachel Becker, Rachel Werth, Sarah Holsted, Stephanie Barrett, Stephanie Helsher, Sue Lahey, Tami Hartzell

**Action Items**:

1. Mary Jo to append the attendee list from 2019 Business Meeting to the minutes, including Marie Ascher who registered at the door
2. Lorraine to confirm with Treasurer whether a receipt was submitted for a $100 gift to the Chair, and have the budget amended if it was
3. Executive committee to provide more details on the conference estimates and the AHIP reimbursement allocation to the membership
4. Mary Jo and Olivia to look back at the Membership Committee section of the procedure manual and compare to Elizabeth Stellretcht’s submitted revisions
5. Rachel to find edits previously submitted for the Communication Co-chair roles in the Procedure Manual
6. Nell to work with Mary Jo to work through some of the Procedure Manual details
7. The Executive committee to consider the suggestion to separate the governance documents
8. Executive Committee will discuss and put out a call for a Strategic Planning Working Group
9. Executive Committee to put out a call on the listserv for a small Archives Working Group

Meeting called to order at: 1:48 pm

**Agenda:**

1. Call to Order
   1. Lorraine thanked the Conference Planning Committee for their hard work
2. **MOTION to** approve the agenda

**MOTION** made by Kim Nolan/**SECONDED** by Nell Aronoff

Vote: 28 in favor, none opposed or abstained

**MOTION APPROVED**

1. Approval of Minutes from October 2019 Business Meeting

**MOTION to** approve 2019 Business Meeting minutes

**MOTION** made by Denise Smith/ **SECONDED** by Grace Di Virgilio

**Discussion:** It was noted that there was no list of attendees on the minutes.

Action item: Mary Jo has the attendee list from last year, and will attached the information to the minutes. Marie Ascher registered at the door and should be included in this amendment as well

Vote: 25 in favor, 1 abstention, none opposed.

**MOTION APPROVED**

1. Review Treasure’s report and FY21 Budget
   1. Amendment: Lorraine submitted receipt for the chair’s gift of $100 in this FY. Action item: Lorraine to follow up with Ginger after the meeting to discuss.
   2. Current balance is $29,841.47
   3. **MOTION to** approve FY21 budget

**MOTION** made by Mary Jo/**SECONDED** by Grace Di Virgilio

Discussion:

1. Wild Apricot & Retainer

Rachel Becker spoke to questions about what the $1,000 retainer for website contract line was in reference to. This is to retain Devin Kerr to do the coding work behind the online payment system for member dues, registration payments, and vendor registration payments (this piece was able to be set up for this conference). Wild Apricot is a piece of software to support the online payment system, along with AfinniPay. Nell Aronoff voiced support for an online payment system

1. 2021 Conference Expense Estimate
   1. Nell questioned whether the plan is to have an in-person meeting experience next year, since 15K is estimated for next year. Lorraine responded that yes, the plan is to honor the contract with the Poughkeepsie Grand, but also noted that we might explore some hybrid plans for the future (both in person and virtual).
   2. Jennifer McKinnell noted that because we don’t have a conference chair for next year yet, the budget has not yet been built. She also pointed to the lack of income projected for next year.
   3. Mary Jo gave details on the deposit at the Poughkeepsie Grand: it is an $800 deposit, and it is tentatively book for the last three days in October
   4. Nell questioned why the estimate is lower than previous year’s actual expenses for in-person conferences. Also pointed to the lack of reimbursement funds being projected in the Reimburse for AHIP application fee line.
      1. Denise Smith responded that while the actual amount spend is usually higher, the amount above and beyond 15K is covered by sponsorship fees
      2. Jennifer McKinnell noted the lack of income estimated

**MOTION AMENDED** by Mary Jo, adding that the membership review and approve the budget as presented, and the executive board will review and give details to membership/ **SECONDED** by Lorraine

Action Item: Executive committee to provide more details on the conference estimates and the AHIP reimbursement allocation.

Vote: 25 in favor, 1 opposed, 1 abstain

**MOTION APPROVED**

1. Review 2020 Revision of UNYOC Procedure Manual
   1. Mary Jo and Olivia reviewed and revised the manual, and received revisions from committee chairs. The notable changes are a new format that includes an interactive Table of Contents, and references to outdated practices— such as the newsletter— have been removed. This is the first major overhaul for the manual in 20 years.
   2. **MOTION to** approve the 7th edition of the UNYOC Procedure Manual
      1. Elizabeth Stellrecht noted that the Membership Committee changes sent to Mary Jo haven’t been included. Action Item: Mary Jo and Olivia will look back at this
      2. Lorraine noted that voting on this manual will be on the manual as submitted, but the manual still needs to be compared against the Bylaws to make sure there are no conflicts between the two documents.
      3. Nell noted the difference in the manual language that there is no longer mention of the communications co-chairs; it appears that the website coordinator has control of the website
         1. Rachel submitted revisions for this; the co-chairs are responsible for the website. Action item: revisions will be looked up and sent again.
      4. Nell noticed that the Strategic Plan is mentioned in the document, but the strategic plan is pretty old. This might need to be revisited. Action Item: Nell to work with Mary Jo to work through some of the Procedure Manual details
      5. Amy Lyons gave kudos to those who have worked on this, it’s important to our governance. She informed/reminded the membership that when finished, the procedure manual needs to go to the MLA bylaws committee to make sure they are in compliance with the MLA bylaws.
      6. Amy also noted that for many years we’ve been combining documents, and maybe these should be separate. This would make revisions less daunting. Action Item: the Executive committee to consider the suggestion to separate the governance documents
      7. Jennifer McKinnell commented that we should be strategic planning every few years.
      8. Motion not made, this topic is tabled until revisions are made the address the concerns raised.
2. Present the 2021 Slate of Nominees for UNYOC Executive Committee
   1. Open positions
      1. No nominations for the Vice Chair
         1. Denise Smith self-nominated from the floor for Vice-Chair
      2. Cassey Cornish self-nominated from the floor for Parliamentarian
      3. Lorraine accepted the nominations from the floor of Denise Smith for Vice Chair and Cassey Cornish for Parliamentarian
   2. **MOTION to** approve slate of nominees as amended by the nominations from the floor

**MOTIONED** by Nell Aronoff/ **SECONDED** by Jean Jenkins

Vote: 27 in favor, none opposed or abstained

**MOTION APPROVED**

1. New Business
   1. Raising dues
      1. Need to offset the extra expense of Wild Apricot and AfinniPay
         1. Jean Jenkins questioned how much to raise
         2. Nell Aronoff asked what is the expense of maintaining the new platform? Mary Jo replied that $600 is the annual expense
         3. Denise Smith asked how many members do we have on average.
            1. There has been a sharp drop in membership, possibly attributable to no online payment option
            2. Jennifer McKinnell noted that we usually also get many members during conference registration.
         4. Michelle Zafron noted that MAC is $25, NY/NJ is $15
         5. Beth Mamo believes that if we move up to $25 we’d cover the cost of Wild Apricot
      2. Nell ask about student rates; emeritus was raised in question as well
      3. Moving away from PayPal because the programming fees would be substantial and unsustainable.
      4. **MOTION to** approve the raise in annual membership dues from $15 USD & CAD to $25 USD & CAD; $15 USD & CAD for students and retirees effective Nov 1, 2020 for 2021 memberships

**MOTIONED** by Mary Jo/ **SECONDED** by Jennifer McKinnell

25 votes in favor, 2 opposed, 1 abstained

**MOTION APPROVED**

* 1. Jennifer McKinnell brought up the need to refresh the Strategic Plan
     1. Lorraine called for volunteers. No volunteers came forward, so the Executive Committee will discuss and put out a call (Action Item)
        1. Nell requested that the Executive Committee make a recommendation that this should be a more regular evaluation
  2. Online payment task force
     1. this group will resume their work and come back with their final recommendation
  3. Archives working group:
     1. Appreciation expressed for Amy Lyons as a hard working archivist and currently the longest standing member of UNYOC
     2. Lorraine asked for volunteers for the project
        1. Jennifer McKinnell interested, but also interested in having a conversation with her archivist to see if this is something that she would be interested in. Also works with a student archivist who may be interested.
        2. Action Item: Executive Committee to put out a call on the listserv for this small group
        3. Jennifer Raynor’s colleague Meredith is not on the call, but she will talk with her
        4. Lorraine suggested looking to library schools
        5. Amy will work with the new archives working group
  4. Conference planning committee
     1. Already have some members, but need more. Current committee is Mary Jo, Kim Nolan, and Darcey Mulligan
     2. Lorraine and Beth Mamo both volunteered to work with this committee
     3. Jennifer McKinnell volunteered to work with vendors
        1. Elizabeth Irish has been training Enid Geyer, but more involvement is welcome
     4. Conference Planning Manual has been updated by Denise

1. Motion to Adjourn

Jennifer McKinnell motioned to adjourn the meeting at 3:10pm

Seconded by Jean Jenkins

All in favor, none opposed

Motion approved