**UNYOC Supplemental Spring 2021- Executive Committee Meeting**

May 6, 2021

**Present**: Olivia Tsistinas (Chair), Lorraine Porcello (Immediate Past Chair), Denise Smith (Incoming/Vice Chair), Mary Jo Russell (Conference Planning Co-Chair), Rachel Becker (Communications Co-Chair), James Evans (Government Relations Chair), Cristina Pope (Chapter Council Representative), Abigail Smith (Chapter Council Alternate), Elizabeth Irish (MLA Credentialing Liaison), Jennifer McKinnell (Conference Planning), Deborah Crooke (Member at Large), Virginia Trow (Treasurer), Elizabeth Mamo (Membership Chair), Nell Aronoff (UNYOC-L Coordinator), Stephanie Helsher (Secretary),

**Action Items**:

1. Rachel and Andrea to start migrating WordPress content to Wild Apricot
2. Beth and Jennifer to meet to discuss the vendors currently in Wild Apricot because they were entered as members
3. Olivia and Ginger to send the membership requested details on the budget
4. Awards Committee’s recommendations to reduce/modify the requirements for the Poland scholarship to be discussed at the June meeting
5. Olivia to ask Rebecca Kindon to add Denise to the Executive Committee Listserv
6. MLA interested in giving all chapter officers MLA memberships-- committee will talk about this in further detail at the June meeting

Meeting called to order at: 10:04am

Agenda:

Olivia thanked the Executive Committee for the flexibility in coming to the extra meeting. We are doing a lot!

1. Wild Apricot/ Wild Apricot Committee discussion:
	* Per Rachel, Wild Apricot (WA) is currently being used in a few widgets in WordPress for renewing memberships and conference payments. WA has a ton of other functions and we can migrate the entire website to Wild Apricot, which would need an Executive Committee vote.
		1. Rachel, Andrea McLellan and the WA committee have been investigating a timeline for migration
		2. Spoke with two other chapters (Pacific NW & Mid-Continental). They’ve had good experiences, but they have limited content. Our WordPress site is small, but there’s lots of legacy information-- some hidden-- that may not be preserved elsewhere
		3. Andrea made an inventory of essential pages which Rachel shared with the committee. The Communications Co-Chairs are proposing a plan to start migrating content this month and reveal the new site at the annual meetings. The tenure of both co-chairs is ending this year, so the project would need to be continued by the incoming chairs.
		4. We are currently paying $350 for WordPress hosting along with the $600 we are paying for Wild Apricot
		5. Olivia asked Rachel how confident she felt about undertaking the migration; Rachel reported that both she and Andrea feel comfortable with doing the highest priority pages. WA does not look complicated. Olivia followed up asking why this was a good decision, to which Rachel responded that we’re already using WA for several functions, and we have the ability to create a website with our current WA membership package. Everything could be cohesive and all aspects in one place. It will also be easier for future officers in terms of technology, because we probably won’t need IT consultants.

**MOTION to** undertake transition plan from WordPress to Wild Apricot for website management that holistically includes conference planning and listservs

**Motion** made by Rachel/ **Seconded** by Mary Jo

**Discussion:**

* Jennifer asked whether we were already paying for these features. Rachel answered that we are.
* Jennifer also asked if there are different permission levels/admin rights that can be assigned. Beth answered that yes, there are different levels available.
* Beth and Jennifer to meet to discuss the vendors currently in Wild Apricot because they were entered as members
* Olivia noted the enhancement on transferability between officers. Right now, listservs are institution-specific. WA can host these and the ownership can easily transfer between officers
* Rachel gave the committee a look at some of the interface features, and noted that she believes our plan allows for 20 admins.
* Nell commented that we paid Devin a lot to customize the look of the WordPress site, and asked what the Wild Apricot site would look like
	+ Rachel responded that it won’t need much hard-coded design because of the different design/template options in WA/themes available.
	+ Beth noted that the changes have been driven by the demand for online payment, which required additional hard coding from Devin for PayPal. The hard coding for PayPal that would have been a continual, expensive contract.
	+ Virginia commented that it’s unfortunate that we didn’t know about WA before all the money spent on the WordPress site, but using WA is the best option to save money moving forward.
* Nell questioned whether we need to consult the membership on this change. Olivia’s opinion is because it’s not an additional cost, she doesn’t believe that’s necessary.
* Committee discussed whether the WA expense was approved at the annual meeting. The proposed budget was approved, but with the obligation to send details to the membership on outstanding questions about the budget. Olivia and Ginger to follow up on that outstanding action item from the annual meeting.

All in favor, none opposed or abstained.

**MOTION APPROVED**

1. Budget (Ginger)
	* Per the winter 2021 meeting approved motion, a Budget Committee formed and has met twice. The committee is focusing on looking at the history of expenses, executive expenses, and defining what’s reimbursable. The primary expenses fall in 2-3 buckets: CE, executive scholarships, and professional development.
		1. Some years we give out scholarship money, others we don’t. Ginger wonders whether we should consider combining the scholarship awards with professional development awards
		2. MaryJo noted that it’s been hard to give away money, and that the application process is a little crazy for $500. She’d like to consider devising one award that provides reimbursement for professional development, class, project, or professional advancement for UNYOC members.
			1. Ginger agreed with this idea and thought it might be clearer from a communication standpoint. One unified email instead of many.
		3. Deborah is on the awards committee and agrees that communication has been an issue. Traditionally we haven’t had problems giving away the professional development awards (pre-pandemic), but it’s hard to connect with people for the Poland award (scholarship). Deborah is on board with putting it all in one pot, but the students applying for the Poland award aren’t UNYOC members. It’s always been a challenge to reach them (library schools think it’s a scam email)
		4. Liz questioned how effective the award has been in creating future UNYOC members, but there were at least two current UNYOC members have received the award that the committee could think of

**MOTION to** combine the professional development award with the scholarship award.

Before the motion was sponsored or seconded, Mary Jo and Ginger decided that it sounded best to keep them separate and focus on the communication challenges of the scholarship award instead.

Deborah shared the awards committee’s recent recommendation to make it easier for students to apply. The committee’s suggestion is to reduce the requirements to support a health sciences project (not a class) with 1 letter of recommendation (instead of 3). But even with this recommendation, communication is still a challenge. This plan will be discussed at the June meeting.

1. MLA Travel Stipend
	* Denise needs to be added to the exec committee listserv; Olivia will talk to Rebecca Kindon
	* MLA interested in giving all chapter officers MLA memberships-- committee will talk about this in further detail in June
	* Denise showed the committee that per the policy & procedure manual, a role of Vice Chair is to ensure the annual MLA meeting stipend is made available to 2 members of Executive Committee
		1. Eligible parties: Chair, Vice Chair, Chapter Council Representative, Chapter Council Alternate are eligible for the stipend
		2. Requirements to apply are rigorous

**MOTION to** change the language of the Policy & Procedure Manual to eliminate the need to provide a rationale to receive the funds and streamline the procedure. The newly proposed procedure would be that the Vice Chair asks the Chair first; if the Chair declines, then the Vice Chair can use the funds. The same process would be initiated by the Vice Chair for the Chapter Council Representative & Alternate, with the Chapter Council Representative having the option first.

**Motion** made by Denise/ **Seconded** by Liz

**Discussion:**

* + Liz noted that this is the way it was 12 years ago.
	+ Nell asked for clarification that there are 2 awards. One for a Chair or Chapter Council Rep. Denise confirmed this, that each stipend is $300, and under this proposal if both Chairs decline the $300 would go unused for the year.
	+ Abby questioned the priorities and commented that the Alternate is required to attend chapter council meetings. In the event that the Chair declines the funds, she questioned whether this money shouldn’t then support the Alternate if needed
		- Olivia said she is not opposed to making it an “and” and not an “or”.
		- Cristina agreed with Abby and thought that the first priority for these funds should be to the Council Reps, then the Chairs
		- Liz brought up that the Membership Chair, Credentialing Liaison, and Treasurer all have these same requirements for MLA meeting attendance (possibly the CE Coordinator, too), and questioned if they could be further down the pecking order for these funds. The funds are designed to encourage members without institutional support to participate in UNYOC responsibilities
		- Cristina spoke to the changing times and whether these required meetings might all have a virtual option going forward, and this is the way things are leaning. Recommended the possibility of opening up this funding for wider use via application.
		- Olivia proposed that we streamline the process for these 4 positions and can add flexibility if none of these 4 accept the funds at a later point
	+ Abby asked whether that declination language is in the procedure manual currently, and if it needs to be brought to membership
		- Cristina commented that per her understanding, we don’t need a membership vote for the procedure manual, but suggested the discussion be tabled. We’ll have more information in the next few weeks about the future of these meetings after the next Chapter Council meeting. Opening up these funds to other positions could help get more people to volunteer for positions in the chapter.

**MOTION TABLED** until June 24th meeting

Olivia motioned to adjourn the meeting at 11:01am

Seconded by Denise

Motion approved