**UNYOC Winter 2021- Executive Committee Meeting**

February 1, 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), 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), Deborah Crooke (Member at Large), Virginia Trow (Treasurer), Sarah Lawler (CE Chair), Elizabeth Mamo (Membership Chair), Stephanie Helsher (Secretary)

**Action Items**:

1. Lorraine to ship out Jessica Petit’s book out when she’s able
2. Budget working group to be established to provide recommendations on increasing revenue and keeping the budget more balanced
3. Ginger to send revised spreadsheet to board listserv
4. Lorraine to work with Amy to put out the call for participation on the Archives & Record Keeping Work Group
5. Wild Apricot Working Group to help identify new procedures and trainings for those who have Wild Apricot responsibilities (Treasurer, Membership Chair, Communications Co-chairs, Vendor Coordinator, Registration Committee, Chair)
6. Lorraine to update the procedure manual with Wild Apricot training requirements for the roles, as well as a responsibility to onboard the next person to take the role (Treasurer, Membership Chair, Communications Co-chairs, Vendor Coordinator, Registration Committee, Chair)
7. Rachel and Olivia to draft a call for a Webmaster
8. Deborah to make a list of recommendations for changes to the scholarship program to discuss at the summer executive meeting
9. Olivia and Rachel to talk about the non-UNYOC-L listservs, then discuss with Rebecca Kindon
10. Sarah, Denise, and Cristina to identify what the membership is interested in for CE.

Meeting called to order at: 10:02am

Agenda:

1. Opening remarks and welcome new officers
   1. Denise Smith, incoming Vice Chair
   2. Eldiflor Felipe, incoming Member at Large- Ontario
   3. Sarah Lawler, incoming CE Coordinator
   4. Conference Co-chairs Darcy Mulligan and Mary-Jo Russell
2. Old Business:
   1. Conference wrap-up (Denise)
      1. The pandemic forced many changes this year. Going virtual created some changes
         1. Removed member content and condensed to shorter time period
         2. Changed vendor sponsorship model to just 2 tiers: up to $500 or more than $500
            1. 8 out of 9 gave more than $500
            2. McGraw Hill supported all tech
         3. Higher conference attendance (70 people) because it removed financial and geographical barriers
      2. 36 people attended Jessica Petit’s CE. Attendees will receive a copy of Petit’s book. Lorraine will be shipping the books out when she can
      3. Olivia expressed pride and gratitude on the chapter’s ability to leap to a virtual format so well
      4. **A write-up of the conference wrap-up by the conference co-chairs is appended at the end of these minutes**
   2. Chapter Finances
      1. Amended 2021 Budget
         1. 2021 budget is determined by an average of the previous 3 years. In looking closer at the budget, Virginia thinks the current spreadsheet is not giving an accurate representation of the situation because it is not giving a good picture of where the money is going. In the past 3 years we’ve spent $15K more than we’ve taken in. Virginia suggested leveraging the money spent on the website to increase revenues.
         2. Olivia requested a list of recommendations from Virginia to increase revenue

**MOTION to** create a Budget Working Group to develop ideas to increase revenue and have a more balanced budget

**MOTION** made by Virginia/ **SECONDED** by Beth.

**DISCUSSION**:

* Virginia thinks there should be reps from membership and conference planning. The working group should just be a few meetings that generate recommendations.
* Lorraine and Jennifer McKinnell noted that we have been making money on the conference for the past few years (small exception with the Niagara conference)
* Jennifer McKinnell and Denise suggested we pay speakers a larger honorarium and not reimburse all expenses. This was done for this conference.
* Person responsible for setting up the contract with the hotel should get a primer from the previous person who made this arrangement on things to look for to save costs
* Jennifer McKinnell also wondered if we should do online CE more often, as it was so well received and attended
* Jennifer McKinnell noted a need for a stronger connection between treasurer and conference planning
* Lorraine questioned whether she was invited to the conference planning committee-- Virginia believes not, but there have been problems with her email.
* Lorraine questions whether our communication systems (listservs) are breaking down, and if new communication pathways are needed. Liz Irish also noted that institutions could be blocking messages. This discussion was tabled as it is not a discussion about the motion.

All in favor, none opposed, no abstentions

**MOTION APPROVED**

* + - 1. Ginger to send revised spreadsheet to board listserv
  1. Review and finalize online payment system for Chapter dues and conference registration
     1. 2021 dues increased to $25
     2. Roles related to Wild Apricot that require additional training: Treasurer, Membership Chair, Communications Co-chairs, Vendor Coordinator, Registration Committee, Chair
  2. Archives & Record Keeping Work Group
     1. Approved motion from October 25, 2019 Executive committee meeting for the formation of a records management and archive task force
        1. Amy could not make meeting today, but thinks the group should be 3 people (including herself)
        2. Group will determine what should be archived and in what formats
        3. Lorraine to reach out to Amy to put out the call for membership

1. New Business:
   1. 2021 Conference
      1. New committee structure and members
         1. Mary Jo explained how the Conference Planning Committee will mirror executive committee chair rotation. This year:
            1. Mary Jo is Chair, Darcy is Incoming Chair, and Kim will be incoming Chair for 2023. Going forward the Chair will move into a past Chair position.
            2. Conference Planning Committee liaisons

Local arrangements: Mary Jo

Vendor Relations: Jennifer McKinnell

Treasurer: Kim Nolan

Communications: Kim Nolan

Membership: Stephanie Barrett

CE: Sarah Lawler

* + - * 1. Next Conference Planning Committee meeting is in February
  1. Web support contract with Devin has ended
     1. Rachel to take on some of these responsibilities
     2. Lorraine asked whether Wild Apricot provides human training and support (not just videos). Ginger confirmed that they do provide this.
        1. Lorraine noted the need to update the policies and procedures manual with information that the roles noted in section 2C as needing Wild Apricot training are required to do so
        2. Beth noted that those handing off roles in the future will need to develop procedures for those incoming to the roles
        3. Wild Apricot working group to help identify new procedures and training for those who have Wild Apricot responsibilities. Lorraine will update the procedure manual with the training requirements for the roles, as well as a responsibility to onboard the next person to take the role
     3. Mary Jo suggested asking the membership if someone is interested in filling this role.

**Motion to** create the position of Webmaster for the executive committee

**MOTIONED** by Mary Jo/ **SECONDED** by Lorraine

**DISCUSSION**:

* Lorraine questioned whether there are any issues adding this position from our bylaws

**Motion AMENDED** by Mary Jo: to create an *appointed* position of Webmaster, not an elected position

* Lorraine to add this position to the procedure manual
* Rachel and Olivia to draft a call for a Webmaster

All in favor, none opposed, none abstained

**Motion approved**

* 1. Scholarship Donations
     1. Because we didn’t have raffle baskets this year, there have been no contributions towards scholarships

**Motion to** solicit the membership for scholarship donations

**MOTIONED** by Lorraine/ **SECONDED** by Virginia

**DISCUSSION**:

* Virginia asked if we’ll be giving any incentives. Lorraine thought we’d do a drawing for membership dues, gift card, or something else easy to manage (not mailed)
* Deborah brought up that no one is applying for scholarship awards. For the past few years, no one has applied. Many students are saying that the requirements are too restrictive, and that there are not any classes specific to health sciences being offered.
* Deborah to make a list of recommendations for the summer executive meeting

**MOTION WITHDRAWN** by Lorraine, as the scholarship procedures need to be discussed first.

* + 1. Communications
       1. Deborah and Rachel noted the difficulty in finding contact information for new elected/appointment people
       2. Discussion about whether the Communications Committee are internal or externally focused
          1. Need to clarify what communications need to be sent out
          2. Liz Irish gave some background that the committee formed when newsletter stopped
          3. Olivia and Rachel to talk about the non-UNYOC-L listservs, then discuss with Rebecca Kindon
  1. Additional CE events
     1. Want to have more throughout the year
     2. Sarah and Denise to identify what membership is interested in
     3. Cristina: MLA/NLM offer some professional development awards, we could potentially submit proposals for awards to offset some costs and charge users less
     4. Denise proposed have 2 or 3 events throughout the year, and offer 1 for free
     5. Cristina also mentioned licensing the MLA CE passport program. Cristina will discuss with Sarah and Denise
  2. Cristina mentioned an idea to create a Membership price for institutions, not just individuals. With this model UNYOC would approach directors and the membership would apply to all staff at that library. Jennifer McKinnell noted that many are solo librarians, and we need to be careful not to alienate them.
  3. Lorraine proposed that the free CE be offered at the conferences to increase participation

Save the date Summer Executive meeting - WEBEX June 24th 9-12pm

Olivia motioned to adjourn the meeting at 11:06am

Seconded by Beth

Motion approved

**Outgoing Conference Chairs Report**

2020 Wrap-up (October 28-29, Online)

Although the conference had been planned to occur at the Poughkeepsie Grand Hotel, the pandemic forced us to cancel the in-person meeting and replace it with an online event. The original venue has agreed to extend our contract to 2021. Although a call for member presentation proposals went out, submissions were not received by the extended deadline. Therefore, planners canceled the member contribution portion of the event for this year.

Wednesday, October 28, Jessica Petit delivered a continuing education session, *Good Enough Now.* Attendees will receive a copy of Ms. Petit’s book, *Good enough now: How doing the best we can with what we have is better than nothing,* and they earned 3 MLA CE credits. Thirty-six people attended.

In response to the changing conference and economic climate, the vendor sponsorship model was re-imagined. Vendors that sponsored the event with more than $500 had speaking time during the event and logo placement in the conference program. The modified sponsorship model was well received, and 9 vendors sponsored, with 8 contributing more than $500. McGraw Hill provided in-kind technical support for the event in exchange for enhanced sponsorship status.

In addition to the 36 attendees at the CE event, 70 attendees participated in the online conference on Thursday, October 29. The removal of financial and geographic barriers might explain the higher than usual attendance in 2020.

Recommendations for future conference planning committees

1. Consider limiting the number of keynote speakers to 1 or 2. We can spend more on each speaker and can bring in higher calibre speakers. One suggestion is to have only one invited speaker who can open the conference on Thursday morning
2. Use a flat rate honorarium for invited speakers instead of covering speaker expenses and negotiating honorariums with individual speakers. We recommend the following for future conferences:
   1. $1000 USD for **in-person** invited speakers/CE *inclusive of travel to and from the conference venue and accommodation at the conference.*
   2. $500 USD for **online** speakers/CE
   3. $500 USD for other invited guests (e.g. extra conference activities such as Laughter Yoga in 2020)
3. Add the UNYOC treasurer to the planning committee to enhance communication
4. Offer conference chair/co-chairs training or support before they sign a contract with a venue

Respectfully Submitted

Denise Smith

Jennifer McKinnell

1 February 2020