**UNYOC Summer 2021- Executive Committee Meeting**

June 24, 2021

**Present**: Olivia Tsistinas (Chair), Lorraine Porcello (Immediate Past Chair), Denise Smith (Incoming/Vice Chair), Mary Jo Russell (Conference Planning Co-Chair), James Evans (Government Relations Chair), Cristina Pope (Chapter Council Representative), Abigail Smith (Chapter Council Alternate), Elizabeth Irish (MLA Credentialing Liaison), Deborah Crooke (Member at Large), Virginia Trow (Treasurer), Elizabeth Mamo (Membership Chair), Eldiflor Felipe (Member at Large), Jennifer Raynor (Member at Large), Kim Nolan (incoming Conference Chair, 2023), Sarah Lawler (CE Chair), Stephanie Helsher (Secretary)

Attendance notes:

Ginger Trow left the meeting after the Treasurer’s report was given

Beth Mamo joined at 10:15am

Liz Irish joined the discussion around 11 am

**Action Items**:

1. Committee to watch and prepare for any needed bylaw changes if MLA votes to drop the membership requirement for chairs of standing committees at the 2022 meeting, and issues new language. The bylaw wording change would have to be announced to *our* members at least 30 days before our 2022 Membership Meeting
2. Lorraine and Mary Jo to take the following steps with the Procedure Manual revisions:
   1. James and Cristina to help Lorraine revise the Government Relations section of the Procedure Manual
   2. Remove language about supporting MLA participation travel funds as a UNYOC objective
   3. Remove language about a joint a legislation committee with NJ
   4. Lorraine to meet with individuals serving positions to update those sections of the Procedure Manual
   5. Lorraine will send completed draft of the revised Procedure Manual to Executive Committee for comment before the membership meeting
   6. Remove the language about a strategic plan and substitute with a mission statement
   7. Update the MLA stipend section to remove procedural responsibility for the Vice Chair in administering the stipends, add responsibility for the Immediate Past Chair in the event that other members of the Executive Committee request an MLA meeting stipend and the requests need to be adjudicated
   8. Edit the Chapter Council Alternate/Chapter Council Representative Elect to reflect the new name and clearly state the intention for this position to move into being the Chapter Council Representative
3. The Members at Large to make criteria changes to the Ursula Poland scholarship according to the motion passed
4. Include MLA’s social media policy in our own policies
5. Ginger to make the following changes to the proposed budget:
   1. Combine lines 10 & 11 and have the line read “Stipend for attendance at MLA 5 @ $500”
   2. Change line 15 (professional development award) of the budget by rounding the funding to $4,000
   3. Add $100 to line 12 (AHIP reimbursement) in the budget
6. Darcy to check into two possible venues for 2022 conference in Rochester
7. Kim will start the conversation with the Hotel in Clayton for 2023 conference, then touch base with MaryJo & Jennifer for procedures and what questions to ask
8. Kim will reach out to Paola Durando to discuss possible joint conference partners
9. Mary Jo to amend the officers/positions spreadsheet to make the Government Relations position renewable
10. Denise to ask Liz Irish whether she would like to renew her term as MLA Credentialing Liaison
11. Candidates needed for Vice Chair and Communications Co-Chair
12. Lorraine to attempt to contact Casey Cornish again
13. Liz to meet with Beth to pin down the real number of UNYOC AHIP members
14. Liz to organize an AHIP informational meeting in late Summer/Fall for interested members
15. Lorraine will reach out to membership/move forward with the Archives & Document Management working groups
16. Listservs to migrate to Wild Apricot
17. Ask the Budget Committee to add a donation function/button on the website

Meeting called to order at: 9:04am

Agenda:

1. Opening remarks
   1. Olivia thanked the other chairs for taking over the meeting
2. Treasurer’s Report (Ginger)
   1. Ginger thanked the Budget Committee, which has met 3 times. The committee has been very helpful
   2. Proposed expenses are in blue on the spreadsheet, beige indicates in-process
   3. 2020 was okay, we only lost around $1,300-$1,500
   4. Professional Development Awards
      1. Ginger questioned whether we’re planning to have these change/combine with the scholarship fund
      2. Mary Jo recapped the discussion from the May meeting where it was decided that Professional Development would stay separate from the Poland award
         1. The scholarships are supported by raffle, which didn’t happen this year
      3. Ginger’s 2022 proposal for professional development awards is based on the last 3-4 years. The amount proposed is less than previous budgets to recover some losses
   5. Wild Apricot meetings: the management of the website is a nontrivial amount of work, and we may need to recruit someone. A bit more work than we can be justified in giving to a volunteer. We could possibly pay a member a stipend/retainer fee ($500 estimated); this is included in the proposed budget
   6. Proposed conference expenses mimic last year’s expenses
   7. 2022 conference expenses based on previous location-based years. Ginger advises to be conservative in spending as we build back
   8. The budget committee discussed the notion of investing money in a money market account. A number of other associations do this
      1. If approved, the budget team would look at possibilities
   9. $28,500 in account
   10. $1,200 in membership dues this year
3. Approval of minutes from both the February 2021 & May 2021 meetings

**MOTION to** approve the minutes

**Motion** madeby Mary Jo/ **Seconded** by Kim

**Discussion**:

Mary Jo noted that two of the items noted in the minutes as to be discussed at this meeting are both on the agenda (MLA travel stipend & Poland award)

**Vote:** All in favor, none opposed

**MOTION APPROVED**

1. Chapter Council Update (Cristina and Abigail)
   1. Update from MLA
      1. Cristina summarized Chapter Council’s discussion of the requirement for chairs of standing committees to be MLA members. Council members all agreed that this should be vacated.
         1. This is one of 2-3 things going to bylaws committee for review
         2. Mary Langman retiring
         3. Drafted language will be brought to the New Orleans meeting, and membership will vote in May of next year. If adopted, the Bylaws Committee will post language and recommend that chapters implement the language. By early May of 2022, we’ll know whether we have to change our bylaws. If we do need to make a change, the change needs to be announced 30 days in advance of the fall membership meeting.
         4. Abby noted that this change is just for the chairs of chapter standing committees, not for chapter officers. The motion at chapter council was a unanimous vote
      2. Cristina gave details on next year's meeting in New Orleans, which is being planned as an in-person hybrid meeting. The first calls for submissions will be in August. Business meetings will continue to be online because of enhanced participation, as well as shorter. The business meetings will be the first week in May.
      3. Abby also noted a discussion on MLA membership costs. Chapter Council was informed that MLA is conducting a needs assessment and having a membership value discussion. Membership and Chapter Council will be stakeholders in the conversation.
2. UNYOC Procedural Manual (Lorraine)
   1. Continuation of work from last year. This is in response to questions from the membership over last year’s proposed changes.
      1. This work is not done yet; Lorraine and MaryJo are doing a deep dive into every word
   2. Changes to the given definition of “catchment area”. Lorraine revised the wording to “All counties North of Metro New York & Province of Ontario” from the original, which was a listing of the counties excluded in New York
   3. Lorraine questioned why UNYOC’s year is October-October, and why we don’t mirror MLA
      1. Abby noted that this makes things out of sync with chapter council things, too
      2. No one had any insights into why this is
   4. Government Relations section reflects that Government Relations is a committee, but we have this responsibility with a single person. The section needs to be tidied.
      1. Cristina is a former chair of MLA national legislative committee. There is a profound absence of librarians from NYS for the virtual hill meetings. Pulling together a committee on the topic would be tough but important, especially since Mary Langman is retiring
      2. Lorraine proposed that James and Cristina could both help to revise this section of the Procedure Manual
         1. James is not opposed to growing the position. COVID has slowed this role since he joined in the capacity, but he would be interested in doing more
      3. Language about a joint legislation committee with NY & NJ is no longer applicable and needs to be removed
   5. Lorraine questioned why there is an MLA participation travel funds support section as an objective of UNYOC, and not just a procedure. Cristina agreed that it should be a line item for the Treasurer
   6. Renewal requests are now calendar year, and Lorraine wants to update the language. Our fiscal year runs on a calendar year, it doesn’t make sense for the membership year to be different
   7. UNYOC strategic plan: the Procedure Manual references a 1989 strategic plan that the Executive Committee passed.
      1. Lorraine doesn’t know where it is
      2. MaryJo & Lorraine proposed striking it out of the Procedure Manual. Instead of rewriting a strategic plan, replace it with a mission statement

**MOTION to** remove language about strategic plan from procedure manual in favor of a mission statement

**Motion** made by Lorraine/ **Seconded** by Denise

**Discussion**:

* Mary Jo noted that strategic plans are a huge time investment
* Lorraine proposed that we focus on mission statement now, and the Executive Committee can form a task force in the future to tackle a strategic plan in the future if desired

**Vote**: all in favor, none opposed

**MOTION CARRIED**

* 1. Chair & Vice Chair duties and timetable
     1. Lots of wording changes; Lorraine will meet with individuals about their responsibilities to update each section
     2. Lorraine will send completed draft to Executive Committee for comment before the membership meeting
  2. Ursula Poland Scholarship
     1. Deborah gave some background that for 2018, 2019 & 2020 only one award was given, and the applicant was not taking a health sciences course
     2. Proposal from the awards committee:
        1. Decrease the letters of recommendation from 3 to 1
        2. Widen the requirements to include health related assignments or practicum instead of just a class
     3. The committee needs to advertise in July, so they need guidance on whether they can implement these changes immediately
     4. Problem advertising to library schools
        1. Eldiflor suggested we add advertising via social media, particularly LinkedIn
        2. We don’t have a social media policy, but we can adopt MLA’s
        3. Eldiflor willing to manage LinkedIn

**MOTION to** adopt the proposal of changes to the Poland award which will reduce the letters of recommendation from 3 to 1, and expand the definition of eligible situations to include health sciences library classes, projects, or practicum

**Motioned by** MaryJo/ **Seconded** by Jennifer

**Discussion:**

* Cristina suggested that a letter of recommendation might be too much of a barrier from both a diversity standpoint, and a logistical one. The procrastination of both students and faculty make this requirement difficult, and students are probably unwilling to nag faculty to get the letters done. The scholarship amount is not enough to justify this requirement
* Lorraine noted that the actual requirement in the Procedure Manual is 2 letters of recommendation, not 3
* Denise pointed to the requirement to provide contact information for the faculty supervising the work/class, and opined that this is sufficient evidence. Jennifer agreed that if the purpose of the letter is to provide credibility, this piece fills that need. Lorraine proposed that it be added to the committee’s duties to reach out to the contact to verify involvement.
* Lorraine proposed that transcript requirements also be dropped in favor of relying on the contact information given
* Denise suggested that the committee draft a form letter to be emailed to these contacts

**Motion Rescinded** by Mary Jo

**Motion to** task the Members at Large to adjust the criteria to remove barriers to applications per the discussion above (eliminate letters or recommendation requirement, adding language to include health science related projects & practicum, and removal of the GPA requirement). The Members at Large are also tasked with updating the advertising to reflect changes.

**Motioned** by Mary Jo/ **Seconded** by Lorraine

**Discussion:**

* Deborah asked about the earlier suggestion of Eldiflor managing LinkedIn for UNYOC, and whether this suggestion needs to be brought to the Communications committee. Eldiflor chimed in to support the idea of adopting the MLA Social Media Policy because it fits, so there’s no need to rewrite. Eldiflor also spoke to the untapped potential of finding new UNYOC members via Social Media.
* Tabled discussion to vote on the motion as worded.

**Vote**: all in favor, none opposed

**MOTION CARRIED**

**Motion to** adopt MLA’s social media policy

**Motion** by Denise/ **Seconded** by Eldiflor

**Discussion**: None

**Vote**: All in favor, none opposed

**MOTION CARRIED**

1. UNYOC Support to attend MLA (Denise)
   1. If there are members of the executive who are expected to attend, it should not be a rigorous process. The discussion in May turned to making it available to all four positions
   2. Funding is currently two $300 stipends
   3. If there is a year where all four plan to attend, all members should be able to access the stipend. Denise proposed budgeting $1,200 instead of $600

**Motion to** budget $1,200 to support MLA attendance in lieu of the current $600

**Motioned** by Denise/ **Seconded** by Abby

**Discussion**:

* Mary Jo commented that the Budget Committee raised the individual stipend amount from $300 to $500 in the proposed budget. This would be an “up to” amount, so we’ll provide stipends to these positions up to $500
* Chapter Council Representative is a separate line item in the budget
* Denise hoping to change the criteria of having to apply
  + A heading in the procedure manual for stipend that lays out the process

**Motion Amended** to remove application process for this money from the Procedure Manual

* Lorraine commented that the language already exists to give money to the Chapter Council Representative and Alternate without a process, but the increase in funds needs to be approved. The way that the procedure is currently written, all Executive Committee members are eligible to apply, with preference given to the Chair and Vice Chair. The four articulated positions have first refusal for the money. If they all/some refuse, others can apply from the Executive Committee.
  + Wording from Denise: the organization is committed to spending $2,000 per year to support Executive Committee members attending MLA. Preference will be given to the Chapter Council Representative, Chapter Council Alternate, Chair, and Vice Chair. If members in these positions pass on the funding, others in the Executive Committee are eligible to receive it
  + No need for the Vice Chair to review the process. The Treasurer can ensure that all four positions get first pass at the money
  + Jennifer questioned how the stipend would be given out to others on the Executive Committee
    - The Executive Committee has a conflict of interest in deciding who gets the money. Lorraine questioned whether we should designate 3 members of the Executive Committee as ineligible to make decisions on requests
    - Kim agreed, and this set-up also allows the committee to change from year to year
    - MaryJo suggested just appointing the Immediate Past Chair to review the process only, and set up simple criteria for the Immediate Past Chair to follow

**Motion Amended** by Mary Jo to update the wording in the procedure manual to reflect the discussion.

**Discussion**:

* MaryJo does not believe that a vote is necessary. Lorraine to change the Procedure Manual wording and send out later

**Motion Rescinded**

**Motion to** accept the budget as proposed with the change from $300 to $500 MLA stipends

**Motioned** by Denise/ **Seconded** by Beth

* + MLA stipend is on 2 separate lines of the budget for a $2500 total
    - $2,000 on line 10 for Executive Committee members. Line 11 breaks out $500 for the Chapter Council Representative.
    - Should combine line items 10 & 11 for clarity

**Motion amended** by MaryJo to include change that lines 10 & 11 combine and that it reads Stipend for attendance at MLA 5 @ $500

* Jennifer Raynor questioned whether those in the Executive Committee are eligible for this AND professional development awards in the same year
* Line 15 of the budget projects $3,700 in professional development awards for 2022, which is a significant decrease from past year’s $6,000
  + MaryJo believes this budget was decreased due to lack of interest and has been reduced to be closer to actual amounts given out in previous years
  + Deborah just advertised for the next round of professional development awards. Going forward she questioned whether there will be a need to shrink the amount given/number of awards to reflect the budget
  + Jennifer suggested at least rounding the budget to $4,000

**Motion amended** by MaryJo to change line 15 of the budget by rounding the funding to $4,000

* Denise commented that the $3,600 is probably based on an average of previous years to project expenses, but it’s not a huge deal if we go over the budget.

**Motion amended** by Lorraine to add $100 to line 12 in the budget: reimbursement for AHIP

* Lorraine commented that even though we don’t always give out this money, we should still be budgeting at least $100
* Denise noted that there is no projected 2021 income
* MaryJo believes that the 2021 conference will not spend as much as projected in the budget, but is ok to leave the estimate

**Vote**: all in favor, none opposed

**MOTION CARRIED**

* 1. Should chapter council alternate be the vice chair/incoming chair (Olivia)
     1. Mixed language and documentation for this role; in some places it’s written as a role to stand in when the Representative is unavailable, in other places it’s written as intended to move into the Representative role at the end of the term
        1. Both positions are expected to be involved. There is a steep learning curve to Chapter Council involvement. It’s in the best interest to see the Chapter Council Representative Alternate as Vice Representative, and will serve next as Representative
        2. Proposed a change to the Chapter Council Representative Alternate to more clearly state the intention of this position moving into the Representative position
     2. Abby proposed that we use the title Chapter Council Alternate/ Chapter Council Representative Elect because this is the title Chapter Council uses
     3. Denise suggested that the Executive Committee vote on title change, but not on clarifying procedure manual language (as that doesn’t need a vote)

**Motion to** change the title of Chapter Council Alternate to Chapter Council Alternate/ Chapter Council Representative Elect

**Motioned** by Olivia/ **Seconded** by Mary Jo

**Discussion:** none

**Vote:** All in favor, none opposed

**MOTION CARRIED**

1. 2021 Conference Update (Mary Jo)
   1. Main speaker secured
   2. MLA update secured
   3. RML update secured
   4. 15 vendors reached out to Jennifer
   5. Rachel has a workable registration for vendors
      1. Using Wild Apricot registration for the conference, but the WordPress site will stay as a landing page. A link to registration for members and vendors will take everyone over to Wild Apricot for payment
   6. Flat rate for virtual speakers $500 (keynote has agreed); going forward for in-person we’ll want a minimum of $1,000, maximum of $2,000
   7. A theme, logo, and phrase has been decided (Help!: Research and services in an unprecedented time). Advertising will begin in mid-July
   8. Keynote speaker: Andrew Radon 2XAR; he’ll speak about medically-related data for research support
   9. Diversity speaker from two years ago just confirmed for CE class (Shannon Jones with Jamia Williams and one other person)
      1. Fee for the class this year
   10. Three vendor levels: bronze ($100-$299), silver ($300-$799), and gold ($800+)
       1. Gold sponsors get 2 20-minute time slots
   11. Breakout sessions for posters
   12. Offering vendor lightning talks twice on Thursday
2. 2022 Conference Planning
   1. In person planning (working with Darcey) in Rochester
   2. 2 venues are a possibility. Darcy is checking on these and hopefully deposit will be able to be put down in this fiscal year
3. Future Conferences
   1. 2023 – Clayton: Kim Nolan will be the conference chair that year. Kim has a venue in mind and will start the conversation, then touch base with MaryJo & Jennifer for procedures and what questions to ask
   2. Lorraine brought up a previous conference that was a joint conference with Ottawa Valley CHLA, and asked if this is something we’d like to do again
      1. Denise noted that there’s also a Golden Horseshoe Health Library Association that’s very small in the area
      2. Lorraine noted that these joint conferences can potentially increase the membership for both organizations
      3. Clayton is right on the border across from Kingston. Paola Durando at Queen’s University Health Sciences Library would be someone good to contact for that area. Denise to send Kim her contact information
4. Vacancies for 2021-2022 – Elected & Appointed Positions (Denise)
   1. Elected positions:
      1. Abby will be Chapter Council Representative
      2. Rebecca Kindon volunteered to be Chapter Council Alternate/ Chapter Council Representative Elect
      3. Liz Grace volunteered to be Member a Large (West)
      4. No nominees for Vice Chair
   2. Appointed positions:
      1. Looking for 1 new communications co-chair
         1. Andrea’s term is ending, Rachel’s term ends 2022
      2. Government Relations will also be available in 2021. The position does not have the option to renew.
         1. Mary Jo to change the position to be renewal eligible and James will stay. There is a good case for this position to be renewed
      3. Liz Irish has not yet been asked if she wants to renew for MLA Credentialing
      4. Casey Cornish said yes to Parliamentarian, but hasn’t responded to messages
         1. Kim willing to be Parliamentarian if we can’t reach Cassey
5. AHIP Update (Liz)
   1. Sent an email out to the Executive Committee with report information
   2. Needs to work with Beth later this summer. Figures from MLA are based on geographical location, not UNYOC membership. Per MLA we have 46 AHIP members, but Liz would like to get with Beth to determine the real number. For those on the list who aren’t UNYOC members, we might use this as a recruitment tool.
   3. Rebecca was at the MLA meeting, and is on the credentialing committee. Will be able to work together for a more robust experience
   4. Helped a few people this year consider or put together applications
   5. In late summer/Fall before annual meeting, Liz wants have an AHIP information meeting for interested chapter members
   6. Extended grace period right now due to COVID
6. New (deferred) business:
   1. Archives (Physically located at UB) & Document Management Working Group (Lorraine)
      1. Amy is still interested in taking a look at archives and document management. Amy is also working at the MLA level with their archives and wants to bring that national knowledge to us
      2. Lorraine will reach out to membership/move forward
      3. Beth mentioned that preserving documents in the transition to Wild Apricot will be important
      4. Liz noted that Katy Nesbit organized the chapter history in 1997, and it might be time to add another chapter for the last 25 years
   2. Listserv coordinator (Olivia)
      1. Move listservs to Wild Apricot so they are not at a particular institution

**Motion to** move listservs to Wild Apricot

**Motioned** by Mary Jo/ **Seconded** by Denise

**Discussion**: None

**Vote:** all in favor, none opposed

**MOTION CARRIED**

1. Membership Report (Beth)
   1. About 60 paid members, same as last year
   2. 2020: no in-person conference depressed numbers, but Beth reached out to members individually to great response. 2020 payments came in through Wild Apricot, but you can’t go back and pay for previous years. We had to accept 2020 payments through a “donations” function in Wild Apricot
   3. 2021: most paid via Wild Apricot, a few paid by checks. Beth noted a need to re-check the Emeritus and AHIP numbers
   4. Everyone will get automated reminder in January to renew, and Beth will also send a message to the listserv
   5. Old membership spreadsheets are in Google Drive and need a new home

**Motion to** approve the membership update

**Motioned** by Denise/ **Seconded** by Lorraine

**Discussion:** none

**Vote**: all in favor, none opposed

**MOTION CARRIED**

1. Good of the Order
   1. Anything new to discuss?
      1. Lorraine asked whether we could/should use Wild Apricot’s ability to take donations to raise money for the scholarships, as we’ll be 2 years without the raffle baskets this year
         1. Denise suggested that we could leave the link up year round
         2. Lorraine wanted someone from the Executive to promote the ability to make donations on the listserv, but Beth commented that Ginger or one of the Communications Co-Chairs need to set up a donation payment portal first

**Motion to** have the Budget Committee look at setting up infrastructure for taking scholarship donations on the website

**Motioned** by Lorraine/ **Seconded** by Denise

**Discussion**: none

**Vote:** all in favor, none opposed

**MOTION CARRIED**

* 1. Action items review

1. Adjournment

Denise motioned to adjourn the meeting at 11:43 pm

Seconded by Mary Jo

Motion approved