

UNYOC Summer 2022- Executive Committee Meeting

June 21, 2022

Present:

Denise Smith (Chair), Olivia Tsistinas (Past Chair), Eldiflor Felipe (Communications), Kim Nolan (Conference Planning), Virginia Trow (Treasurer), Abigail Smith (Chapter Council Representative), Beth Mamo (Membership), Darcey Rodriguez (Conference Planning), James Evans (Government Relations NYS), Rachel Becker (Webmaster), Sarah Lawler (CE), Angélique Roy (Government Relations Ontario), Deborah Croke (Member-at-Large, East), Amanda Ross-White (Member-at-Large, Ontario), Lorraine Porcello (Nominee to the MLA Nominating Committee), Rebecca Kindon (Vice Chapter Council), Jennifer McKinnell, Stephanie Helsher (Secretary)

Absent:

Liz Irish, Liz Grace

Action Items:

- Darcey to make the following changes to the conference registration fees: increase the CE registration fee to \$65, and eliminate discounted presenter rates.
- Jennifer to send a listserv message to recruit research fund working group members.
- Research fund working group (Jennifer, Abby, Virginia & TBD) to present proposal at next Executive meeting.
- Eldiflor to reach out to Lorraine to further discuss a plan for the UNYOC Gmail account; they will report a plan at the next executive meeting

Meeting called to order at: 9:37am

Agenda:

1. Approval of consent agenda
 - a. Treasurer update and budget
 - b. 2022 conference update
 - c. 2023 conference update
 - d. Government relations update
 - e. Membership update
 - f. Communications Committee update
 - g. Chapter Council update
 - h. Members-at-large update
 - i. Archives Working Group Update

Motion to approve the consent agenda

MOTIONED by Denise/ **Seconded** by Olivia

Discussion: None

Vote: 14 in favor, none opposed, none abstained

MOTION APPROVED

2. Post Conference Meeting Minutes

Motion to approve the Post Conference Meeting Minutes

MOTIONED by Abby/ **Seconded** by Kim

Discussion: None

Vote: 14 in favor, none opposed, none abstained

MOTION APPROVED

3. 2022 conference (Darcey Rodriguez)

a. Budget

i. Darcey shared a draft budget. This is the first in-person conference since 2019 and there are higher costs across the board

ii. Current projections are showing a \$5,000 loss

iii. Money is being lost on registration and CE

1. Registration: charging \$100 when the cost per person is \$159

2. CE: charging \$50, but the cost per person is \$190

iv. Estimating 100 attendees

v. Vendors have already offered sponsorships

1. Deborah asked how many days sponsors get to present

a. It's spread out—tabling, some presentations, and lightening talks

b. Deborah opined that \$500 is low for 3 days of advertising, and these levels could be raised in the future

2. Denise commented that only 5 sponsors are currently locked in. We usually have 15-20 vendors, so we probably won't have a deficit

a. MLA attendance was way down, reportedly by 1/3. This depression may impact how many vendors are interested.

b. Abby noted that we're currently the only chapter planning an in-person meeting, which might work in our favor. NAHSL is hybrid because institutions aren't supporting travel yet.

c. UNYOC's vendor reputation was noted by Lorraine. We've done a lot of relationship building and vendors should be interested in returning.

3. Denise commented that we shouldn't think of this conference in comparison to previous ones. Because of the pandemic and other world events, the usual timelines can't be expected to be reliable.
 - a. Abby supported this with the idea that people might commit late because of general unpredictability.
4. Virginia noted that we made money last year, so there is a bit of a cushion.

Motion to approve the conference planning budget

MOTIONED by Denise/ **Seconded** by Virginia

Discussion: No additional discussion

Vote: 13 in favor, none opposed, 1 abstention

MOTION APPROVED

b. Registration pricing structure

i. Levels

- Members: \$100
- Member presenters: \$50
- Students/retiree: \$25
- Non-member: \$150
- CE: \$50

- ii. Denise suggested increasing the member presenter cost, which could offset some loss. Abby agreed that the savings on the conference fee is not why she would submit a presentation
 1. A sliding scale was discussed, but abandoned as this would create a problem for state institutions

- iii. Lorraine noted that the CE is usually \$65. Darcey agreed that this would be an appropriate change to make. Darcey to change the cost of CE.
- iv. Per Rachel, a sliding scale would be difficult in Wild Apricot, but a coupon code might be possible. She also noted that funds like this have been difficult to give away in the past.
 1. Who would this be available to? Possibly up to the planning committee
 2. Deborah voiced dissent that this is too complicated and puts the burden on others for logistics. She is also uncomfortable with making others identify themselves as having financial hardship
 3. Darcey suggested we attempt 5 grants this year as a test and evaluate response for next year.
 4. Suggestion made for registration note verbiage: "If you could benefit from a discount on registration, reach out to *Designated Contact Information*"

Motion to approve Darcey's proposed registration fee structure with the removal of the presenter fees, and increasing the CE fees to \$65

MOTIONED by Kim / **Seconded** by Darcey

Discussion: No additional discussion

Vote: 15 in favor, none opposed, none abstained

MOTION APPROVED

4. 2024 conference (Lorraine Porcello)
 - a. Lorraine was approached by Jessica from Regional 7 to have a joint conference with at least 1 if not 2 of the surrounding chapters (Liberty (PA/NJ), NAHSL). Lorraine made no promises.

MOTION to communicate with Jessica that we are in favor of pursuing discussions about a joint conference with the caveat that Region 7 be the organizing body, so that no single chapter will be the conference organizing committee. Lorraine is to be the representative for UNYOC.

MOTIONED by Lorraine/**Seconded** by Olivia

Discussion:

- Lorraine would represent UNYOC for the discussion, and is willing to serve as Conference Chair for 2024. She is willing to chair 2024 regardless of how this discussion turns out.
- Olivia is optimistic about this proposal. With the new regions, there's a neutral body between the chapters, which was the pain point previously.
 - Per Lorraine, Jessica really feels she can be the glue of the process
- In 2024, MLA is in Portland, OR; as travel budgets are drastically reducing, this has the potential to be a mini-east coast MLA
- Abby agreed that with Portland being so far, it is a good opportunity for UNYOC members to present to a larger audience.
- Sarah asked about the relative sizes of the chapters. Olivia answered that UNYOC is the second smallest chapter (of all the chapters), and Liberty is much bigger. Sarah questioned how we could strategize to keep our interests well represented.
 - Virginia suggested request Senate-like representation, as opposed to the House
 - Olivia suggested we designate a color or pin at the conference for all UNYOC members to wear for identifying each other and making ourselves more visibly present despite our smaller number.
 - Denise suggested that, if pursued, we come from a place of insisting that the Region 7 representative be the chair, and

that all components of the conference planning be in writing— including how revenue will be portioned out. She questioned whether we expect this would be even.

- Lorraine is planning to insist on a memorandum of understanding that we are all signatories to.
- A suggestion was made of benefiting in proportion to how much we contribute, financially. For example, contributing 20% for expenses, and receiving 20% of the revenue.
 - Virginia supported this idea as we do not have comparable finances to the larger chapters. We do not want to gamble on something unknown by contributing more than we are able.
 - This might create some unease as we are asking for equal representation on the committee, but not taking an equal share of the financial burden.
 - Olivia commented that we should advocate for equal representation, but we might not have the volunteers for that.

Vote: 15 in favor, non-opposed, non-abstained

MOTION APPROVED

5. UNYOC Executive Committee Terms (Lorraine Porcello)
 - a. Policy & procedure manual edit: Archivist and other appointed positions have no term limits stated. Amy Lyons has been Archivist since 2006. Lorraine is hoping to articulate term limits of 3 years with 1 option to renew for a 6-year maximum.

Motion to articulate term limits of 3-years with 1 opportunity to renew for all the appointed positions

MOTIONED by Lorraine/ **Seconded** by Amanda

Discussion:

- Denise in favor
- Rebecca questioned how many positions this represents, and whether we think it will be feasible to find candidates to fill these roles
- Many positions were discussed including Archivist, Communications, Webmaster, Vendor Relations, Government Relations, MLA credentialing, and UNYOC-L Coordinator
 - Abby agreed with Rebecca about the hardship of filling all the positions more often. Suggested optional renewals past 1 term, but no expectation to take a renewal term. Too many vacancies would be difficult
- Some appointed positions are currently 2 years. Lorraine proposing all appointed positions be 3 years. Current appointments would be grandfather into a 2-year term
- Rebecca questioned whether it makes sense for archives to stay in one location, due to the physical items
 - Lorraine has been working with the Archive Working Group on the archive issues. We don't currently have good inventory; digital objects need a plan.

Motion amended: 3 years with the option to renew, with the understanding that current 2-year terms would be grandfathered in.

Vote: 13 in favor, none opposed, 1 abstained

MOTION APPROVED

6. UNYOC Awards (Jennifer McKinnell)

- i. Jennifer expressed interest in developing an award to support research. It is difficult to find funding that can go towards incentivizing research participation (paying participants, gift cards, prize drawings, etc.)
 1. CHLA has awards up to \$500
 2. Fund could also possibly be used for software to do analysis or transcribe interviews
 3. Open access fees for publishing
 - a. Not sure if we want to get into the business of paying for these fees. We could possibly talk to vendors about funding this type of award
 - b. Denise noted that some awards explicitly state that they cannot be used for Open Access fees
 - c. Rebecca commented that OA publishing fees is a different level of support, and that this might be better as 2 separate awards
 4. Annual Meeting presentation
 - a. Idea from Lorraine to give awardees the opportunity to present findings at the Annual Meeting
 - b. Deborah noted that the timeline of the research might not align with the conference
 - c. Jennifer commented that reporting back should be built in, and to think of the Annual Meeting presentation as an obligation, not just an opportunity
 5. Unsure of how to handle unspent funds
 6. Jennifer willing to take on this idea and develop it more with a working group who will create a proposal for the next executive meeting

Motion to create a working group, led by Jennifer, to discuss creating a research fund award. Proposal to be presented from the working group at next executive meeting

MOTIONED by Denise/ **Seconded** by Lorraine

Discussion:

- Rebecca questioned whether we wanted to bring this to the MLA level, and ask whether they would want to fund it.
 - Jennifer responded that MLA does have research awards, but the administration of them is challenging. She thought it would benefit UNYOC to create something smaller and more local so we are not in competition with so many others.
- Rebecca expressed concern over what the budget would look like if all the other awards were awarded for the year
 - Denise commented that it is worth considering pulling from other sources
 - Virginia commented that it will be more work, but this would fit with UNYOC's core values. We are here to give money away for things like this.

Vote: 15 in favor, none opposed, none abstained

MOTION APPROVED

7. Jennifer to send out a listserv message to recruit working group members. Abby and Virginia offered to serve.
8. Committee will consider how to reach out to Hospital librarians to determine whether this is important to them

7. Managing UNYOC email address: New Policy (Lorraine Porcello and Eldiflor Felipe)

- a. UNYOC email to be on a 'contact us" page on website— similar to MLA's website— along with a statement about the hours/days the email is monitored. A statement is needed in the procedure manual on who is responsible for the email (Communications Chair), and forwarding procedures
 - b. Back end concerns: we don't have dual authorization capability
 - c. Eldiflor to reach out to Lorraine to further discuss a plan
 - i. They will bring a report on whatever changes are made to the next executive meeting
 - ii. Deborah and Beth are invited to email Lorraine and Eldiflor about how the policy could make their lives easier
8. Procedure for paying out award funds (Ginger Trow & Deborah Crooke)
- a. General procedure: write check, make a receipt, track in spreadsheet
 - i. Need to report on these for MLA's tax return
 - ii. Process needs more formalization
 - b. Award request form created
 - i. Stand alone form (not a Google form)
 - ii. Stated completion date
 - iii. Denise noted that this is an opportunity to use organizational Drive and email so that not everyone needs to be updated
 - iv. Lorraine suggested a version date for the document
 - v. Rachel will need a link to the form to put on website
 - vi. Deborah noted that she has never used UNYOC's Drive
 - 1. Eldiflor and Lorraine to add this to their considerations and discuss who has access to the Drive
 - 2. For now, Deborah should just email forms to the UNYOC email address (MLA.UNYOC@gmail.com)

Motion to approve the use of the Awards Request Form for documentation of awards

MOTIONED by Deborah/ **Seconded** by Denise

Discussion: None

Vote: 13 in favor, none opposed, none abstained

MOTION APPROVED

9. Adjournment

Rebecca motioned to adjourn the meeting at 12:02 pm

Seconded by Abby

MOTION APPROVED