**UNYOC 2024 Post-Conference Executive Committee Meeting**

October 27, 2023

# **Present:**

Stephanie Sanger (Chair), Beth Merkle (Vice Chair), Kim Nolan (Past Conference Planning Chair), Abigail Smith (Chapter Council Representative), Stephanie Helsher (Government Relations NYS), Sarah Lawler (CE), Angélique Roy (Government Relations Ontario), Amanda Ross-White (Member-at-Large, Ontario), Lorraine Porcello (Conference Planning Chair), Rebecca Kindon (Vice Chapter Council), Jamia Williams (Member-at-Large East/West), Michael Labrecque (Webmaster), Stephanie Helsher (Government Relations NY), Jennifer McKinnell, Ginger Trow, Ehsan Moghadam

# **Absent:**

Denise Smith (Past Chair), Rachel Becker (Treasurer), Susana Galbraith (Secretary), Jaimi McClean (Communications Coordinator), Lisa Buda (Archivist), Beth Mamo (Membership)

# **Action Items:**

* Stephanie S. to set Summer Executive meeting for the week of the 20th/21st in June.
* Lorraine & Jennifer to meet and remind vendors that they are invited to the banquet.
* Give more attention to the raffles earlier, and potentially find/buy a bingo roller.
* Conference committee to focus on more member engagement.
* Chair huddle to discuss virtualizing the business meeting.
* Ginger & Michael need to connect with Rachel to change over all the Treasurer responsibilities and information.

Meeting called to order at 12:46 pm

# **Agenda:**

1. Opening remarks and intros
	1. Stephanie S. pleased with our ability to fill the open positions.
		1. Still missing a Member-at-Large because Beth is Vice Chair, but this is ok
2. Approval of the Pre-conference Meeting Minutes

**Motion to** approve the 2023 pre-conference meeting minutes.

**MOTIONED** by Kim/ **Seconded** by Abby

**Discussion:** None

**Vote:** 7 in favor, none opposed, 3 abstain

**MOTION APPROVED**

1. Treasurer’s Report (Ginger)
	1. As long as we continue to manage expenses and revenues, we’ll stay ahead. A good job was done with the conference, and we’re in fair condition.
	2. Need to fund raise for scholarships.

**Motion to** approve the Treasurer’s Report

**MOTIONED** by Kim/ **Seconded** by Abby

**Discussion:** None

**Vote:** 11 in favor, none opposed or abstained

**Motion Approved**

1. Summer Executive Meeting
	1. Stephanie S. will choose a date in June. CHLA is June 12/13th, so won’t choose that week. This year’s was 20th /21st—will plan for that week. Stephanie S. will set it up.
2. 2023 Conference debrief (Kim)
	1. Went well! Some things were cut from previous years.
		1. Briefer welcome reception cut some money. The 1 hour that we did was comp’d. On top of what was comp’d, we ordered a little extra food.
		2. Plumbing issues in the building. Covidence folks didn’t have water. Some rooms didn’t have hot water, some didn’t have cold. Should be noted on some survey or feedback form.
		3. Jennifer mentioned that we have a standard vendor form, but she wants to do something different, and wants different information on the next form.
		4. Lorraine noted that there were 20 unclaimed plates at the banquet. Vendors chose not to eat with us.
			1. Covidence decided not to come. BMJ didn’t come either.
			2. Per Kim, we had to pay for this number of plates anyway.
			3. Action items: Lorraine & Jennifer to meet and remind vendors that they are invited to the banquet. Plan for next year.
			4. Jennifer mentioned the disconnect in communication between the inside folks and the sales reps. Michael questioned whether that disconnect is responsible for how late the materials were submitted.
				1. Lorraine suggested a requirement of vendor registration to be to attach the logo.
				2. Denise has info on parameter sizes. Denise will stay on for past-chair year and will do the programs. Lorraine noted that someone needs to shadow Denise and learn what she does. The cover takes creativity, but the rest is a template.
		5. Lorraine commented that this year’s speakers were outstanding. Thanks to Abby, Amy and Rebecca
			1. Kim noted that the member content was good, too, and it was nice to see the increase (but not as much interest in doing posters).
			2. Lorraine to solicit ideas to get students involved.
		6. Raffles:
			1. Rules should be communicated beforehand.
			2. Action items: pay attention to the raffles earlier (maybe obtain a bingo roller?)
		7. Vendors and vendor passport
			1. Rebecca noticed that not every vendor was forthcoming about stickers. The Passport usually gets an announcement, but Jennifer was busy at 9. Rebecca suggested that it could be addressed at the registration table.
			2. Amanda noted that the Passport encourages shyer people to talk at tables (Amanda)
			3. Jennifer spoke with vendors, and they assured her that it’s unique to our conference that everyone talks to them.
			4. On next year, Jennifer received assurance that everyone wants to come back. This year JAMA decided not to come because of the low attendance. EBSCO would prefer to see more people.
			5. Lorraine spoke with vendors about a virtual conference. Elsevier would still support us; MCGraw & TDNet would not.
		8. Attendance
			1. Amanda suggested surveying members who don’t come to the conference.
			2. Lorraine noted that the Buffalo folks had a competing event, and Albany can’t travel.
			3. Abby noticed that NY Medical isn’t coming either.
			4. Action item: this year’s conference committee will focus on more member engagement. Maybe CE from one of our members
3. 2024 Conference update (Lorraine)
	1. Conference fees
		1. Per the contract, Kim reported that the room rate is the same ($118 for tax exempt), and food cost will be the same.
			1. Total food cost: $13,900 for all the meals. This is 2/3 of the conference cost (the other costs are the speakers and CE)
			2. Should be able to meet Ginger’s recommendation of keeping conference costs under $20K.
			3. Jennifer and Amanda questioned whether there was a different rate for students.

**Motion to** reduce conference rate for students and emeritus/retirees.

**MOTIONED** by Lorraine/ **Seconded** by Kim

**Discussion:**

* Michael questioned how this status could be verified. It was mentioned that there is a student membership rate, but Rebecca argued against making students become members to register for the conference. Abby suggested making them provide their school email.
* Kim questioned what the rate should be, and the group arrived at $100.
* Flat fee all the way until registration

**Vote:** 13 in favor, none opposed or abstained

**Motion Approved**

* 1. Ginger brought up the need to transfer the account to Rachel. Rachel needs to find a KeyBank branch she likes, and the bankers need to talk with each other. Michael also needs Rachel’s contact information to update the invoice procedure for the website.
	2. Lorraine commented that there may be a need to solicit volunteer help from membership if not enough people volunteer on the survey. Sarah and Rachel both need to participate, but Lorraine would accept any other Executive volunteers as well.
	3. Speakers
		1. Lorraine suggested using Zand Goodman as either a CE teacher or speaker.
		2. Sarah wants to pursue the 1st choice for CE speaker that was unable to come this year.
		3. Having the speakers lined up before the announcements is better—people will know what they’re signing up for
1. Membership Report

**Motion to** approve the membership report

**MOTIONED** by Stephanie S./ **Seconded** by Kim

**Discussion:**

* Wild Apricot has really helped with keeping track of members and contact information.
* Kim praised Wild Apricot for the reports she could pull for the conference.
* Numbers
	+ 2022: 88 members
	+ 2023: 81 members
	+ 34 members attended the conference this year.
	+ Might be attributed to reductions in force, retirements.
	+ Jennifer posited that the low conference registration might have impacted the membership numbers, as many usually renew at the conference.
	+ The reminder for renewals will be sent in December.

**Motion Tabled**

1. Outstanding Objectives for 2022-23
	1. Research Award
		1. Jennifer was going to work with MLA but didn’t have time.
		2. Kim reminded the group that we’re holding off on awards for 2 years.
		3. Marie interested in engaging the chapter to use MLA research funds.
	2. Inclusion & diversity committee
		1. New potential discussion about the DEI officer
	3. Library Advocacy Day in Albany
		1. Stephanie H. to look into attending.
2. New Objectives for 2023-2024
	1. Archiving
		1. This dropped off Lorraine’s radar. Need to get with Lisa Buda and give her the reigns.
	2. Member Engagement
		1. Need to continue working at
3. New business
	1. Kim questioned a point in MLA’s (Tony’s) presentation. His slides indicated that a history of the chapter is due later this year. Jamia believes this to be a typo—that was a previous project, and it’s actually the history of the caucuses due this year.
	2. Lorraine noted the motion to virtualize the business meeting. This year’s was sparsely attended even by registrants.
		1. Topic for chair huddle (action item)
4. Adjournment

Stephanie S. motioned to adjourn the meeting at 1:44 pm

**MOTION APPROVED**