

CARL Executive Board Minutes

March 26, 2012

Present: Stephanie Brasley, Allison Carr, April Cunningham, Hesper Wilson, Kathlene Hanson, Kelly Janousek, Les Kong, Lise Snyder, Matt Conner (minutes), Nicole Allensworth, Dominique Turbow, Pam Howard

Absent: Ned Fielden, Shana Higgins

Meeting called to order at 9:39am

1. Introductions

2. Approval of Agenda

Moved and seconded.

3. Approval of Minutes

Approval deferred until recent changes incorporated. The minutes will be circulated by email with relevant quarterly reports appended. Email decisions will be included in the minutes of the next board meeting.

4. Announcements

(Lise) Gary Strong, UL at UCLA, is retiring. A search is underway for a replacement.

5. Reports

a) Mentoring Program: Ned is not present to report

b) Membership: (Kelly) For 2011-2012 we had 406 members. Since the report, some new ones have been added. We have a total of 42 retired/student members and 364 actual members for a total of 406. The North has 126 members and the South has 280. In terms of institutions, the number of members followed the order: private colleges, Cal State, community colleges, and UC. There were 44 members in the database. The Biggest IG was CARL-Dig and SCIL.

c) 2016 Conference Site Selection: (Les) There is an update on the 2016 site selection. RFPs sent to hotels. 2014 is in San Jose. Long-range planning subgroup is visiting sites. The needs of our sites are potentially different as we grow. These needs must be communicated. The RFP process is automated. RFPs are sent to website clearinghouse for hotels. Size of the group and types of meeting space are important factors. Are there any suggestions now?

Discussion Points

- Allie offered to write up a post-conference report.

- Stephanie mentioned the possible need for more food events and additional rooms for the virtual conference. The 2012 conference has five conference breakout rooms with a capacity of 50-75 each.

d) Treasurer's Report: (Pam) Sent attachments of the Treasurer's Report. Current membership almost covers expenses. For 2011, our expenses were \$15,000. I checked with additional insurance carriers and \$1800 is as low as we can go. That is the figure for maintaining costs. With membership, we will cover our costs—the first year this has happened. Money donations from Amy and Adolfo (\$13,000) were unprecedented. These donations were to the Rockman Scholarship and research award. Standing rules say that if money is earmarked, we have to make sure that contributors know that donations were used for their intended purpose. Bounty creates its own problems. \$13,000 went for tables, the Rockman, and research. Research awards were \$6700.

Discussion Points

- Lise asked if donated money can only be used for its original purpose and whether it can sit in funds and collect interest. Pam stated that she wants “my successor to know what the money was for.”
- A small group was proposed to draft language about awards. Lise, Pam, and Kelly volunteered. This group will also tackle the executive board rules for decision-making and the rules generally. It was decided that the deadline for this work will be the September meeting rather than the June one.
- There was some discussion about how to organize the work of the committee and set priorities. There are 20 standing rules plus 12 or 13 articles. It was suggested that committee chairs should look at standing rules that apply to them. The standing rules committee should look at larger issues such as membership and “intermeeting business,” then issues of money, and finally with committee chairs on their issues. The exact sequence of the review should be ready for discussion by email by May 1. Another issue for study is the correct format for the standing rules. Pam observed that they were derived from the by-laws.
- Action item: Email chairs of groups to look over relevant areas.
- Action items: The charge for the subcommittee will be sent by email. Hesper volunteers. Action items will be completed after the conference. After taxes are filed and by the end of March, a budget report will be prepared and sent to the newsletter.

e) Conference 2012: (Allison) The conference team reported that it was ready. 225 were registered in advance with 233 as of this morning. The day registrations were rapid and ongoing. Three non-CARL members registered for the full conference. There was a 17% increase in registration over last year. There were nine cancellations but not substitutions which were “big” at this time last year.

Discussion Points:

- Les asked about numbers staying at the hotel. Allison replied that the numbers meet the target but “drop off.” There was a concern about sufficient numbers for Friday and Saturday night. 56 rooms were booked for Thursday; 64 for Friday; and dropped drastically for Saturday. There were 65 pre-conference participants.
- Kathlene asked about data for stays of North vs. South participants and the differences between them which could be useful for future hotel planning.
- Kelly mentioned the need to still print badges which would have the CARL blue as a color scheme. A map with the room layout would be on the back of the badges.

f) CARL Newsletter : Nicole thanked the Board for the opportunity to edit the newsletter. She provided a quick report. The March newsletter was delayed but is now online and a blast email has been sent to publicize it. The delay was caused by key pieces not being ready. Other factors were moving into a new library and illness. There were questions about newsletter content. The fun April Fools Edition did not contain an announcement about interest group fees. Did the interest groups know about these fees?

Discussion Points

- Billy Pashaie is working on merging the duties of the North South IG Chair so that there will be no distinction between the two.
- Pam noted that there is a 10% CARL fee for IG programs that was instituted under Vicki Rosen. 10% is an overhead fee. Without CARL, there is no insurance to run the meeting. Stephanie suggested that a representative from the active IGs look into the IG document.
- Action Item: Stephanie asked that DT, Liz, and Allie revise the IG document by December 2012 or September. It will be a work in progress.
- Since the December newsletter had nothing about IG fees, that issue will be rerun. Also changes in the IG leadership need to be reflected in the IG masthead. Nicole noted that there is discrepancy between the minutes and the website on the IG leadership.

6. In Progress/Old Business

a) CARL IG fee announcement in March 2012 Newsletter: Dealt with. Pam and Nicole will complete work to go out tomorrow.

b) Executive Board Decision-Making Process: Already discussed.

c) Taskforce on CARL structure and Conference Coordination: Stephanie referred to a discussion at the December meeting about the potential inequities between the presidents of North and South because the conference is always held during the South presidency. A group is being convened to produce an update on this issue at the June meeting: Kelly, Kathlene, Pam, Hesper, and Billy as well as a few people not on the Board or a committee. Joseph and Allie are also on the committee. An additional two or three members not on the Board or committees would be good.

7. New Business

a) CARL 2012 Outstanding Member Award: This was taken care of by email. Lynn Reasoner was approved with 11 votes in favor and no nays from 16 Board members. Vicki will take care of the plaque. Kelly will get Lynn to the conference. There will be a congratulatory telephone call and an offer of day registration.

Discussion Points

- Pam raised a question about the desirability of a plaque. “Just because it has been doesn’t mean has to be.” Lise commented that she likes her plaque.
- A question was asked about when the policy was stopped of telling the person ahead of time about the award. In one case, the recipient was not able to accept the award in person because of personal problems but was able to send in prepared remarks. Kathlene commented that if someone is not good on their feet, it does not do the awardee a service to tell them on the spot. Stephanie noted that there is no need to vote about telling the recipient since it would just be a reversion to prior practice.
- Part of the award is that the recipient can come to the conference as long as they want (although this is currently not in the standing rules).
- Decision: Inform the recipient in advance. Allow them to choose the conference registration of their choice.
- Action: This decision will be added to the standing rules.
- In addition to the plaque, the recipient receives \$300.
- If the awardee needs to make arrangements for the conference, the Senior Vice-President should be informed. (Not the Junior because they are involved in the conference.) These arrangements for future conferences should be considered for the standing rules.

b) Other announcements: Lise noted that the newsletter has a “tentative” note that should be removed.

8. Next Meeting

The next meeting will be a virtual one on June 15, 2012 10am-2pm. Kelly noted that there will be more business for the next meeting. Kathlene agreed and guessed that it might take three hours but not four. Stephanie said that the two hours for this meeting were because some things were last minute. Two and a half hours will work, but four hours are never needed. Board members can probably expect 10am-1pm.

9. Adjournment

(Lise) Move to adjourn. (Les) Second. Meeting adjourned 11:20am.