

CARL Executive Board Meeting

Time period: January 1 - February 5, 2016

Friday, February 5, 2016, 10:30am - 12:00pm

Dial-in-Number: (641) 715-3580; Access Code: 584-925

Attendees: Annette Marines (Past President), Shana Higgins (President), Cynthia Mari Orozco (ACRL Delegate), Jordan Nielsen (Treasurer), Ben Lea (VP South), Nicole Branch (DAL Private), Jacqui Grallo (DAL CSU), Pearl Ly (VP North), Ellen Carey (DAL CC), Lee Adams (DAL UC), Melissa Browne (Membership), Brena Smith (IG Coordinator), Jenny Yap (Secretary)

Absent by notification: David Drexler (Web Site Coordinator), Cynthia McCarthy (Newsletter Editor)

Agenda	Relevant Discussion	Action Items/Next Steps
Amend/approve Minutes from December meeting (Jordan, Jacqui)	Call to order - Shana (10:35) Approval of the December minutes - no changes	
Treasurer Report : Jordan	Nicole suggests we do cash flows to show the flow of income and expenses Jordan: every year will be different so numbers might not match up. Event Brite/Reg online convenience fee is worth it (checks are an inconvenience)	Shana: Finances council will meet and include Melissa Browne Nicole: share cash flow template with Jordan Jordan: show cash flows from now on to save data for future conferences
Membership Director Report: Melissa	CARL at 423 members (maybe highest it's ever been?). Melissa removed inactive IGs when registering for CARL from the list of IG options and added new IGs like ALIGN Conference registration is 126 right now (target is 200).	Ben and Shana: ask Joseph how many max attendees can be at the conference.

<p>IG Coordinator Report: Brena</p>	<p>Carmen in charge of SCORE IG. Brena will look at IGs and see if they're following standards and guidelines.</p> <p>Jenny: will there be space for IGs to meet at conference? - Brena: SCORE and CARLDIG are planning happy hours instead of having official tables</p>	<p>Brena: talk with IG chairs to see if they need meeting space at the conference</p>
<p>ACRL Chapters Delegate Report: Cynthia (webinars)</p>	<p>Bigger states want more log-ins for free ACRL webinars. ACRL will now provide 6 logins to host the free ACRL webinars.</p>	
<p>Conference Experience Survey: share results and discuss (Shana) a. Recommendations to Long Range Planning Committee</p>	<p>Shana: surveys show preconferences for attendees and presenters not a high priority. People want costs under \$300 but want all-inclusive experience which would be difficult to get Nicole agrees. But people generally like our conference. People want practical skills and knowledge Ben: disagrees with our evaluation of preconference. It depends on what the preconference is. What % would attend a preconference? Probably only 20% would attend and only attend if interested.</p> <p>People like 2 days, preconference adds 3 which adds to the costs. Precons don't make money but don't lose very much. People will leave by noon on the last day always so people presenting last will be unhappy. Annette suggests instead of a preconference, have the board and IG meet the day before at a university, then have the conference at a hotel the next day.</p> <p>Brena?: For 2018 only 3 sites responded to CFP. Only 1 is acceptable. We're a small conference so that needs to be communicated to membership.</p>	<p>Shana: share results of survey with long range planning committee then with membership</p> <p>Shana and Nicole: communicate to membership so they understand the costs. Create a FAQs on the conference site. Example: how is the conference selected? so people know what goes into costs</p> <p>Shana and Long Range Planning Committee: look at 2 day conference instead of 2.5 days, discuss results of survey - email Board before the next board meeting with results of discussion</p> <p>Presidents and VPs: look at bylaws to revise</p>

	<p>Annette: Attendees seem to want more flexibility. Shana: People like all-inclusive and in general they like the conference as is.</p> <p>People like all inclusive so maybe we should move to the summer like LOEX. Needs to also be by an airport so people can shuttle to it and don't need to rent a car.</p> <p>Annette: We should also find out who doesn't attend. For part-time people this could be cost prohibitive.</p> <p>Ellen: At her CC she gets \$625 professional development money. She has to think carefully where she goes each year.</p> <p>Long range committee: Joseph's experience is invaluable. This is a fairly new committee since moving to the hotel model in the last 10 years.</p>	<p>something about long range planning committee composition. Maybe add someone from Nor Cal or So Cal to the committee wherever the conference will be held.</p>
<p>Conference Planning Report: Shana, Melissa, Annette</p>	<p>Shana: AV package very expensive, wireless access most expensive right now on the package.</p> <p>Brena: AV package 16k right now, we need it at half of that. Hotel's preferred AV contractor is experienced in case of emergencies. There is an outside bid that's cheaper.</p> <p>Agree that wifi is necessary: Annette, Cynthia, Nicole, Jacqui, Pearl, Ellen, Lee, Melissa, Brena, Penny</p> <p>Abstain: Ben</p> <p>\$8750 in sponsorships right now. Nearby universities can maybe sponsor the conference or something like wifi.</p>	<p>Brena: check if outside AV bid includes wireless (DONE: it does not)</p> <p>Shana: Check if we can take out wireless in hotel room to make it cheaper. Share with Joseph that attendees want wifi.</p> <p>Annette: follow up with sponsors. Hit up rich universities for sponsorships (example USC)</p> <p>Shana: create call for volunteers for moderators, introduce keynotes, etc</p> <p>Everyone</p>

		advertise on regional listservs outside of CA and national listservs.
Outstanding CARL Member Award b. Board member to volunteer to chair?	Need committee for outstanding member award. Junior Vice President (Ben) will chair the group - happens every 2 years.	Pearl and Ellen will nominate or put a call out for volunteers (4 including chair). Get rep from each type of institution if possible
New business?	<p>Ben: IF we switch between north and south the VPs should run the conference in their region. Convenience of access to get there in case needed. 2022: wise to have VP north run that conference.</p> <p>Can we re-stagger the election process? Shana: we could stagger and expect VP to lead conference planning or the role of VP can be more coordinator and we can rely more on conference planning committee with local members.</p> <p>Annette: de-coupling conference planning from the VP position makes sense too.</p> <p>Ben: suggests that the conference planning committee director is an elected position. We can recommend north/south people to run.</p> <p>Pearl: Dec 9 in-person board meeting at Berkeley City College.</p>	<p>All board: gather ideas and share ideas for decoupling or changing election cycle. Shana create shared document for that.</p> <p>All board: put on your calendar December 9 for the in-person board meeting at Berkeley City College.</p>

Meeting adjourned 11:55am.

Elected Members	Role	Add reports here
Shana Higgins	President	Conference planning: <ul style="list-style-type: none"> • Conference planning conference call

		<ul style="list-style-type: none"> ● Hotel site visit ● Call for volunteers--Proceedings Team ● Sent poster presenters specifications/space details <p>Responded to questions regarding SCIL and ALIGN upcoming programs.</p> <p>CARL Conference Experience survey</p>						
Ben Lea	Vice President-South	<ul style="list-style-type: none"> ● 						
Pearl Ly	Vice President-North	<ul style="list-style-type: none"> ● responded to emails as needed ● planning for Dec 2016 in-person board meeting 						
Annette Marines	Past President	<p>conference sponsorships conference planning meeting 2020 conf survey input responding to questions as needed</p>						
Jenny Yap	Secretary							
Jordan Nielsen	Treasurer	<ul style="list-style-type: none"> ● Conference Planning conference call ● Worked with Account Director at Westin South Coast Plaza (CARL 2016 conference site) to make conference deposit arrangements ● Issued reimbursement checks ● Made checking account deposits ● Responded to emails about SCIL, CARL DIG, and scholarship awards 						
Melissa Browne	Membership Director	<p>Membership Breakdown (12/5/15-2/2/16):</p> <p>Total Confirmed Members = 421 (up from 393 in December 2015)</p> <table border="1"> <tr> <td>CARL Members</td> <td>379</td> </tr> <tr> <td>Student Members</td> <td>27</td> </tr> <tr> <td>Retired members</td> <td>15</td> </tr> </table>	CARL Members	379	Student Members	27	Retired members	15
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		<u>By Region</u>	
		Northern CA	131
		Southern CA	290
		<u>By Institution</u>	
		Community College	94
		California State University	118
		Private College/University	127
		University of California	43
		Not specified	14
		Research Institution	8
		Consortium	2
		Public Library	1
		<u>Interest Groups</u>	
		ABLE (inactive)	50
		CARLDIG	276
		CARLIT (inactive)	159
		CALM (inactive)	105
		CDIG (inactive)	124
		DIAL	131
		SCIL	223
		SCORE	115
SEAL	76		

TSIG (inactive)	58
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Mentoring Program

Mentors	56
Mentees	56

Activities

(Dec: 4 hours/week; Jan-Feb: 6-8 hours/week)

Conference Update

§ There are 121 registrants. The registration target is 200.

§ Participated in a conference planning meeting with Shana, Joseph, Jordan, Annette and Brena (1.12.16)

§ Responded to registration questions regarding group discounts, registration options, membership status, etc.

Membership

§ Created the online registration form for the SCIL Works 2016 program. Facilitated registrations and answered questions from attendees and the program organizers. Provided ongoing registration summaries to the SCIL leadership for their program planning and record-keeping.

§ Answered questions received through email and by phone about CARL memberships.

§ Sent membership renewal checks and conference registration checks to Jordan for deposit into CARL's account.

§ Compiled updated IG membership information for Brena in early January, to forward to the IG Chairs so they can keep their listservs up-to-date.

		<p>§ Also consulted with Brena to update the Interest Groups on the CARL membership registration form. Added ALIGN: Academic Libraries Interest Group North. Hid the following inactive IGs from the registration options: ABLE, CALM, CARLIT, CDIG, TSIG.</p> <p><u>Listservs</u></p> <p>§ Continue to manage the CARLALL list. Posted 7 official CARL messages.</p> <p>§ Updated the CARLALL list (401 subscribers) to reflect the active memberships for 2015-2016. Shared the updates (in an Excel spreadsheet) with the manager of the CALIBACA list.</p> <p><u>Plans for Next Quarter:</u></p> <p>§ Continue to support and troubleshoot questions about conference registrations and membership renewals.</p> <p>§ Attend the CARL Conference in Costa Mesa.</p>
Cynthia Mari Orozco	ACRL Chapters Council Delegate	Each chapter can now have up to 6 logins to host the two free webinars each year provided by ACRL.
Ellen Carey	Director at Large, Community Colleges	<ul style="list-style-type: none"> • No activities to report.
Nicole Branch	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> • No activities to report. • In the process of setting up a time to chat with the outgoing Director at Large, Annie Knight.
Lee Adams	Director at Large, UC	<ul style="list-style-type: none"> • Agreed to chair 2016 Conference Proceedings Committee • Contacted Proceedings Committee volunteers • Responded to emails as needed • Participated in Conference Planning Team conference call
Jacqui Grallo	Director at Large, CSU	<ul style="list-style-type: none"> • participating in website refresh project • responded to emails as appropriate

Appointed Members	Role	Add reports here
Brena Smith	IG Coordinator	<p>Upcoming IG Events:</p> <ul style="list-style-type: none"> ● ALIGN: Tour of McHenry Library @ UCSC 3/11 ● SCILWorks @ Fullerton 2/19 ● CARLDIG: <ul style="list-style-type: none"> ○ Field trip plans in the works ○ Spring meeting 4/22 (conf call) ○ Meet up at Conference (happy hour) ● SCORE <ul style="list-style-type: none"> ○ Planning election ○ Conf call 2/4 - planning elections and activities for this year <p>I'll be looking at what each IG is doing for elections (when they are scheduled, how they are carried out, etc.)</p>
Cynthia McCarthy	Newsletter Editor	<ul style="list-style-type: none"> ● January newsletter distributed
David Drexler	Web Coordinator	<ul style="list-style-type: none"> ● Ongoing content updates. ● Reviewed Facebook page admins and editors, removed people without current CARL roles. ● Refresh project is underway: <ul style="list-style-type: none"> ○ Workgroup has provided great feedback on audiences, purposes, and goals. ○ Content inventory is in progress.
April Cunningham	Advocacy Liaison	
Rand Boyd	Archivist	