

CARL Board Meeting #1 Agenda

Friday, April 13, 2018

9:30 - 11:30 am

Pullman Hotel San Francisco | Ballroom

Attendees:

Talitha Matlin (President)

Pearl Ly (Past President)

Lee Adams (VP-North)

Joseph Aubele (Membership Director)

Crystal Goldman (UC-DAL)

Maryann Hight (CSU-DAL)

Melissa Cardenas-Dow (IG Coordinator)

Yen Tran (Treasurer)

Liz Galoozis (UC-DAL)

Jenny Yap (Secretary)

Dave Drexler (Webmaster)

Lindsey Shively (Newsletter Editor)

Kelly Janousek (VP-South)

Cynthia Mari Orozco (ACRL Chapters Council Delegate)

Absent:

Absent by notification:

Mario Macías (CC-DAL)

Nicole Branch (Advocacy Liaison)

Meeting Notes

Items	Discussion	Action Items
1. Welcome, Amend/Approve Minutes a. Introduce new officers (9:30-9:34)	Minutes approved	
2. CARL Conference Update (Lee/Talitha/Joseph) a. Long Range Planning b. Sponsorships (Pearl)	-Budgeted 15k and received 15k in sponsorships for the conference. -For past conferences Talitha was unable to find reconciliation sheets for	Kelly and conference planning team with Talitha have call to brainstorm

<p>c. This year's budget/expenses (9:34-9:50)</p>	<p>how much was spent and how much made. Joseph involved since 2008--conference made money twice and broke even other times.</p> <p>-Highest northern registration ever! 205 attendees in San Jose, this year 264. We want to investigate why we had high registration and keep it that way.</p> <p>-It's expensive here near SF (AV and food expensive). We went over budget on food even though some food has been cut. Budgeted 85k for the conference--we're 11k over right now.</p> <p>-long range planning team does site visits to conference places. We need more volunteers for 2022 (Northern California). Our group is too small to be desirable for hotels to plan that far out.</p> <p>-At a future meeting, rethink a structure for conference planning teams so that there's more continuity between long range and conference planning team and so that the VP South doesn't always have to chair the conference planning team.</p> <p>-2020 Conference in Costa Mesa again in different hotel</p>	<p>ideas of how to restructure conference planning teams</p>
<p>3. President Updates (Talitha)</p> <p>a. President's Commendation</p> <p>b. WASC ARC Conference</p> <p>c. 2018 meeting dates</p> <p>i. June 8 (Zoom meeting)</p> <p>ii. September 14 (Zoom meeting)</p>	<p>-Les Kong is retiring and he's been involved with CARL board for 27+ years. He will receive the President's commendation at the Awards Ceremony</p> <p>-During awards ceremony we will recognize Member of the year and Rockman scholarships</p> <p>-WASC ARC Conference will have CARL representation. Amy Wallace, Zemirah Lee, Sarah Dahlen will be</p>	

<p>iii. December 7 (In-person at Berkeley City College) (9:51-9:57)</p>	<p>panelists -all meetings at 10am</p>	
<p>4. ACRL Webinars (Talitha) (9:57-10:03)</p>	<p>-ACRL offers webinars to their chapters. -We have to come up with guidelines for how to grant access to future webinars like limit to CARL members -places offered to host: San Marcos (Talitha), San Jose State (Yen), Los Angeles (Liz), Berkeley (Jenny) confirms</p>	<p>Melissa and Cynthia work together to send info to IG chairs to see if they'll host (to SCIL and CARL-DIG)</p>
<p>5. Membership Report (Joseph) (10:03-10:14)</p>	<p>-Renewals high during conference year. System shows lapsed membership if they didn't renew in time so a lot of people couldn't register for the conference at member rate because system didn't show it. People had to email him to tell him about renewal -Joseph registers free people but created a discount code to make it free so that the cash value can be captured -historically 300 in state people are members. We are thinking of increasing student membership and having student chapters -Discussion: what's the benefit of CARL? IGs are a big reason. Explore "What does it mean to be a CARL member?" And convey that to people -IG programs are generally open to everyone and everyone pays the same rate. Maybe think about charging different rates for members and non members -maybe we need to rethink the whole structure of the board or rework position duties</p>	<p>Joseph explore other registration options and bring to a future board meeting</p> <p>Talitha, Joseph and Kelly: think of membership survey or membership drive ideas to get more members</p> <p>Pearl, Maryann, Crystal, Liz, Lindsay: brainstorm over the summer to rethink board structure or roles</p>
<p>6. Treasurer Report (Yen)</p>	<p>-Issues resolved with bank accounts</p>	<p>Yen: By June 8</p>

<p>a. Backup treasurer (standing rules) (Pearl) (10:14-10:24)</p>	<p>(finally!) and Yen has all the power now. Kelly is the backup treasurer. Add the next new VP North to the account after the election</p> <ul style="list-style-type: none"> -reimbursements forms: make sure people fill out the forms when they send in a reimbursement -bank issues: when Yen called them they asked her a lot of questions she didn't know about, there are codes generated every time someone logs in, etc 	<p>meeting, clear up bank issues, remove old signatories. Propose language for who will be new signatories (new VPs? Long range planning person?) and create language/process for taking people off</p>
<p>7. IG Coordinator Report (Melissa)</p> <p>a. New proposed language for non-program funding (from page 9 of the IG Guidelines) -- see appendix B (Talitha) (10:24-10:28)</p>	<ul style="list-style-type: none"> -IG Coordinator submits requests under \$200 to Finance committee. Requests \$200 or more has to go to Board for approval -Board reviewed the language and new language is approved 	<p>Melissa: Disseminate to IG Chairs information about the manual</p>
<p>8. Outstanding Appointed Board Positions (Talitha)</p> <ul style="list-style-type: none"> a. Archivist -- Rand Boyd has resigned b. Mentorship Committee Chair c. Rockman Scholarship Committee member/chair <p>(10:28-10:44)</p>	<ul style="list-style-type: none"> -Zemirah Lee volunteered to chair Mentorship Committee. Board voted unanimously to approve -Ethan Annis was voted unanimously by board to be the person to match mentors and mentees -Rockman Scholarship Committee. Daniel Ransom was chair but wants to step down. Chair advertises scholarship, reviews applications, select awardee(s), and set up dinner at ACRL and CARL -Archivist. Need to find an archivist and need to find a new home for 17 boxes. -Cynthia volunteered to house the collection temporarily until we find a 	<p>Cynthia, Rand, and Talitha transport the archives to East LA College</p> <p>Talitha (or anyone): find us an archivist! And Rockman Scholarship Committee Chair</p>

	<p>permanent home. Librarian at East LA CC might be interested.</p> <ul style="list-style-type: none"> -need to digitize the collection <ul style="list-style-type: none"> -Contact a faculty member at UCLA or SJSU to see if a class would be interested? -Pearl already approached Pasadena to have digitization certificate students to digitize collection. They might be interested. Palomar has a library certificate so maybe they can help or house the collection permanently. The Dean 	
<p>9. Awards Liaison Updates (Liz/Lee)</p> <ul style="list-style-type: none"> a. Outstanding Member Standing Rules -- new proposed language (Lee) i. Proposed Language: Sitting Executive Board Members are not eligible to be nominated for the Outstanding Member Award. OR Voting Members of the Board are not eligible to be nominated for the Outstanding Member Award. b. Research Award Committee Webpage (Liz) <p>(10:44-11:08)</p>	<ul style="list-style-type: none"> -Discussion: should only Elected Board Members not be eligible to be nominated for the Outstanding Member Award and Appointed members be eligible? -Board voted to approve this language: Current Board Members are not eligible to be nominated for the Outstanding Member Award. -Liz suggests that we update language on the Research Award Committee Webpage since it's outdated. Board discussed changes <ul style="list-style-type: none"> -we also have to rethink timing of research awardee because if they get the award they might have to wait a few years to present their project. Suggestion to say they get the award and present on their progress at the next CARL Conference -Liz volunteered to chair the Research Award Committee this year. -we need a board member liaison for four award committees 	<p>Talitha: update outstanding member award language</p> <p>Liz: find people to serve on the Research Award Committee and will create new language for Research Award website</p> <p>Yen and Liz: decide how research award amount will be given</p>

10. Mentorship Committee Update (tbd)	See item 8.	
11. Board Position Review (Talitha) a. Overview of CARL mission , CARL activities, and board responsibilities (11:08-11:18)	-Board discussed CARL mission. Lee and Talitha are talking about revising bylaws this year like board responsibilities -Discussion about previous bylaws and standing rules revisions in 2016 that aren't on website--perhaps the document on the website hadn't been updated	Pearl and Talitha: will investigate the standing rules and bylaws revisions to add most current to website Pearl, Talitha, Kelly, Lee: make a commitment to add relevant documents on google site
12. Review action items (11:18-11:20)	Reviewed.	
13. New item: code of conduct (11:20-11:25)	Board discussed code of conduct at the conference and also that conference attendees should report harassing behavior to board members.	
	Meeting adjourned at 11:26	

Appendix A - Board Member Reports

Elected Members	Role	Add reports here
Talitha Matlin	President	<ul style="list-style-type: none"> • Wrote newsletter announcements • Appointed IG Coordinator • Working to rehome CARL archives • Worked with Yen to coordinate WASC ARC Conference • In progress identifying new appointed

		<ul style="list-style-type: none"> positions ● Provided support to conference organizers
Lee Adams	Vice President-North	<ul style="list-style-type: none"> ● Chaired the Outstanding CARL Member committee, facilitated the award process, and had the award plaques made. ● Conference planning: negotiated AV contract & food contract, communicated with hotel on room set-up, sleeping rooms, and all hotel logistics. ● Responded to questions about the conference from CARL members ● Responded to emails as necessary
Kelly Janousek	Vice President-South	<ul style="list-style-type: none"> ● Read bylaws and standing rules to prepare myself for job. Reviewed program planning manual.
Pearl Ly	Past President	<ul style="list-style-type: none"> ● Responded to emails and questions ● Communicated with Adolfo Prieto on Sponsorships for CARL Conference ● Attempted to find a new archivist and archive location
Jenny Yap	Secretary	<ul style="list-style-type: none"> ● Answered emails and questions ● Served on the poster session review committee for the conference and the local arrangements committee
Yen Tran	Treasurer	<ul style="list-style-type: none"> ● Added to the CARL Citibank account (finally) ● Made deposits (membership checks and conference checks) ● Provided reimbursements ● Started the process of adding Kelly as back-up for bank account ● Balance: \$137,000 (after we have paid everything for CARL 2018 Conference: \$66,555)
Joseph Aubele	Membership Director	<ul style="list-style-type: none"> ● Confirmed members: 408

- 362 Regular members
- 33 Student members
- 13 Retired members
- 132 NorCal members
- 276 SoCal members
- 1 Outside California member
- Membership by Institutions
 - Community Colleges: 97
 - CSU: 122
 - UC: 44
 - Private: 109
- IG Membership
 - ALIGN: 86
 - CARLDIG: 264
 - DIAL: 188
 - SCIL: 233
 - SCORE: 150
 - SEAL: 88
- Mentors/Mentees
 - Mentors: 49
 - Mentees: 79
- Answered numerous questions regarding membership, membership status, and CARL 2018 conference.
- Collaborated with conference planning team.
 - Name badges
- Moderated CARLALL list (54 messages to date).
 - January 2018: 21 messages
 - February 2018: 23 messages
 - March 2018: 22 messages
- CARL 2018 Snapshot
 - 257 Registrants
 - 142 CARL members
 - 14 Student members
 - 56 Non-CARL members
 - 44 Single day registrations
 - 6 Sponsor registrations
 - Opening reception tickets: 12
 - Total preconference registrations: 48
 - Gross Revenues: \$80,240.00
 - Net Revenue: \$73,422.81

		<ul style="list-style-type: none"> ○ Fees: \$4,894.69 ○ Discounts: \$5,430.00 <ul style="list-style-type: none"> ■ Sponsors: \$2,100.00 ■ Group Discount: \$2,155.00 ■ Invited Speakers: \$1,175.00 ○ Cancellations: -\$997.50
Cynthia Mari Orozco	ACRL Chapters Council Delegate	<ul style="list-style-type: none"> ● Attended ACRL Chapters Council meeting at ALA Midwinter ● Updated ACRL Chapters Council roster and conference information.
Mario Macias	Director at Large, Community Colleges	<ul style="list-style-type: none"> ●
Liz Galoozis	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> ● Reviewed Research Award Committee webpage - suggestions for changes at this Google doc
Crystal Goldman	Director at Large, UC	<ul style="list-style-type: none"> ● Responded to emails and questions, as needed.
Maryann Hight	Director at Large, CSU	Respond to emails and questions Reviewed directions for 2018 CARL conference proceedings, suggested changes and edits.
Appointed Members	Role	Add reports here
Kelly Janousek / Melissa Cardenas-Dow	IG Coordinator	Kelly worked with Align IG for special funding, which in the end was not needed. Started working with Melissa concerning CARL Conference and IG dining out events. Transitioning materials and notes.
Lindsey Shively	Newsletter Editor	<ul style="list-style-type: none"> ● Sending out spring newsletter 4/3
David Drexler	Web Coordinator	<ul style="list-style-type: none"> ● Regular content updates. ● Conference site concerns: ran up against limitations of WordPress plugins. Will report as suggestions to the developers.

		<ul style="list-style-type: none"> • Web coordinator's term ending.
Nicole Branch	Advocacy Liaison	<ul style="list-style-type: none"> • I have started looking into resources and models for advocacy in other library associations and nonprofits. In addition to better defining this role, I would recommend developing spaces and strategies that are more specific (perhaps the newsletter, list serv, website). I did reach out to a community college librarian who had an inquiry about advocacy, but I did it very late and did not hear back. I plan to write a more formal recommendation and run it by Talitha and all of you.
Vacant	Archivist	

Appendix B - New proposed IG Guidelines Language

Special Projects and Non-Program Related Initiatives

Interest Groups may request funding from CARL in support of special projects and non-program related initiatives. Chapter finances permitting, the CARL Executive Board will consider financing of IG special projects according to the following guidelines:

- The principal criterion for deciding to fund a proposal will be how well it meets any or all of the objectives of CARL, as stated in the CARL Bylaws, Article II, and
- The state of the CARL treasury.

Proposals for such special requests/projects should be submitted in writing to the CARL IG Coordinator for distribution to the Executive Board. Proposals should be in writing and should include detailed information on estimated costs and possible revenue (if any). The IG Coordinator will submit requests of less than \$200 to the Finance Committee for consideration; any request over that amount will be submitted to the entire Executive Board for review. The Executive Board may suggest that alternative sources of funding (e.g., ACRL) be considered before a decision is made to fund part or all of a proposal.

~~Chapter finances permitting,~~ The CARL Finance Committee/Executive Board will consider financing of IG special projects and non-program related initiatives according to the following guidelines:

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The Finance Committee/Executive Board may suggest that alternative sources of funding (e.g., ACRL) be considered before a decision is made to fund part or all of a proposal.

Special Projects or Non-Program Related Initiatives (clean copy)

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The CARL Finance Committee/Executive Board will consider financing of special projects or non-program related initiatives according to the following guidelines:

- How well it meets any or all of the objectives of CARL, as stated in the CARL Bylaws, Article II, and
- The state of the CARL treasury.

The Finance Committee/Executive Board may suggest that alternative sources of funding (e.g., ACRL) be considered before a decision is made to fund part or all of a proposal.