ARLD Meeting Agenda - Transitional Meeting
Friday, 12/16/22
1:00 PM to 3:00/4:00 PM

Present: Kat Nelsen, Bekky Vrabel, Annie Larson, Jenny McBurney, Molly Bostrom, Preeti Gupton, Alex Wieker, Alexandra Schmierer, David Norris, Kayla Olson, Sara Fillbrandt
Absent:
Notetaker: Sara Fillbrandt, Jenny

Agenda

1. Request to extend meeting 1 hour (potentially) [Kat]- everyone except Alee and Kayla can extend the time if needed
2. Welcome new board members! and introductions [all]
   a. Icebreaker: What is your favorite holiday treat to eat and/or make?
   b. Knowledge transfer - quick chats
3. Big thank yous to outgoing board members - what is one thing you would like to see ARLD do in the future?
   a. Yes! Doing things in a mix of in-person/online or a hybrid. Zoom is a lot more accessible for folks for lots of different reasons. (Especially business meetings at conference) x2
   b. Have a listserv or some type of digital network (Slack) to talk to each other about lesson plans or research questions or OERs - building community!
   c. Lunch and learns, dialogues, more community building.
4. Review and approve November Meeting Minutes [all]
   a. Approved as they stand.
5. MLA Board Meeting Notes [Kat]
   a. Next board meeting is Monday, December 19th.
   b. Most of November board meeting was spent talking financials and did not immediately affect ARLD. Jonathan to email Karen back, Sara to chime in during MLA Board meeting about line item conversation
6. November/December social debrief [Jenny]
   a. Approx. 16 attendees?
   b. Jenny has the slide deck for the social if you want a copy for future reasons.
   c. Do not have other social things on the agenda right now, but please take into account that ARLD Day planning is coming.
   d. It would be good if we can offer something in February - some low-key dialogue. Let’s come back to this at the January meeting. Low barrier to entry.
7. MLA support for ACRL-ARLD members and policy changes [Kat]
   a. Proposed changes and notes
b. If you are an ACRL member, you are automatically an ARLD member but NOT an MLA member - that needs to be paid for separately.
c. If you are an MLA/ARLD member you are not automatically an ACRL member.
d. MLA is trying to untangle the membership benefits, and figure out how to communicate with ACRL/ARLD members who are non-MLA members and allow them access to things like voting for ARLD board.
e. ARLD Board members that are ACRL only members may not be giving money but are giving time to MLA.
f. Please email Kat if you have any additional input for this conversation. Kat will email Stacey et al. Sara will work on wordsmithing the policy for the policy manual.

8. ARLD budget update [Kat]
   a. From ACRL – $158 from ACRL
      i. Could request membership lists from ACRL - we get 1 per year, and we have no way of knowing who joins after we get the member list.
         1. Need to investigate how much it costs to get a member list. The last list we have is from January 2022 - we will request the new list soon.
         2. Getting an updated list in September we could use it to make sure all members get emails about ARLD board elections.
      ii. Molly/Kayla: ask ACRL, for new list, cost for additional lists, and can that cost be reimbursed. And if not, can we shift the date we get it
   b. MLA Financial - 2023 budget
      i. Goal is to cover the cost of the ARLD Day conference.
      ii. Questions about the budget? There were none.

9. ARLD Day 2023 [Kat]
   a. April 28th works for Synergos! Yay!
   b. Timeline discussion
      i. DRAFT virtual timeline and template
      ii. DRAFT in person template
   c. Budget
      i. Revenue:
         1. Registration fees: keep the same as last year?
            a. Change student registration from $5 to free.
            b. All other registrations will be staying the same.
         2. Sponsorships
            a. letter template
            b. Asked 6 sponsors in 2022, had 3. Hopefully, we can get the same this year.
            c. Contact Library Juice Academy/Publishing(?)
      ii. Costs:
1. Keynote - honorarium (see budget doc - because don’t have to cover travel costs)
   a. We will need to bring this amount down when we go back to paying travel costs for speaker.

2. Sched - should be the same

3. Zoom - should be the same

4. Is additional money needed for overhead? Want to be sure that we at least break even.

d. Nominations and Elections Committee/Innovator Award selection committee
   i. Usually Past Chair, Member-at-large, and one other board member
   ii. Change to not be Past Chair moving forward since they manage the full conference
   iii. Innovator Award committee work: call for nominations, selection committee reviews proposals and selects the winner, arranges their money award transfer, and introduces the winners at ARLD Day for their brief presentation, posts news on website/email
   iv. Molly will lead instead of Kat as Chair Elect, Alex will be a member, Molly will send an email to see if others who had to leave are interested (Annie is backup if needed)

e. Proposal submission form
   i. Need to send call for ARLD Day proposals in January; Preeti will use the form from last year to create a new one, done by next meeting

f. Call for proposals
   i. Communications Officer sends out the email blast (Kayla will work with Molly to learn the tasks!)

g. Select top 3 keynote speakers
   i. Ask if it can be recorded, include complimentary registration, offer a breakout session
   ii. Kat will make a form so board members can vote on who to invite

10. Communications update [Molly]
    a. Roundup submissions due 4:30 on Wednesday the 21st
      i. Molly will add a save the date and reminder that ARLD Day will be virtual

11. Legislative update [NA]

12. Membership update [Annie/Bekky]
    a. Spreadsheet of new members from last 3 months is very confusing; Annie - respond to Jennifer’s email with Qs and cc Julia

13. Meeting Schedule for next year [Incoming Board]

14. If time:
    a. Ownership of ARLD files and folders update
      i. Annie would like to ask about old PBWorks account
1. Annie- If possible, make the ARLD Gmail account the owner; if not, then give it to Kat

ii. Dividing up this work - proposed tracking spreadsheet
   1. Login info
   2. Everyone: Steps:
      a. If any items are owned by a individual person (not MLA or ARLD account) then ownership needs to be transferred
      b. Sign up for which folders you will take care of
      c. Log in to ARLD Google Account
      d. As ARLD, make a copy of each doc, and each folder, and recreate the folder and file structure
      e. This will ensure that the ARLD Google account is the owner of each doc and folder
      f. label the folders as New and Old so we don’t accidentally delete the wrong stuff
      g. The Reviewer will double check your work
      h. DO NOT delete the old docs yet

3. Q for Annie - if you have been doing docs with your personal email, can you transfer them to ARLD account? Probably, so maybe copies don’t need to be made
   a. Annie will test transferring ownership

iii. Kat will write an email to everyone to explain situation, provides links, and instructions for how to do this

   b. Website Updates [Jenny]
      i. Ideas for changes:
         1. Determine how many years of minutes to keep (MLA does current and previous)
         2. Include nomination schedule somewhere - link in area where current board members are listed
         3. New member roster to the website

15. Anything else?