



## **ABOS Board Minutes December 15, 2017**

The meeting was called to order by President Ann Plazek.

Present: Ann Plazek, Tina Williams, Brooke Bahnsen, M. Courtney, Kim McNeil-Capers, David Kelsey, Susan Parkins, Michael Swendrowski, Pattie Johnston, Rose Huling, and incoming Board members Lori Berezovsky, Brock Hutchinson, Kris Ringwalt, and Cathy Zimmerman.

Absent: Marianne Thompson, Thomas Moore

The meeting opened with Ann voicing that being a Board member is a position of trust. Everyone introduced themselves and talked their Outreach experience. Pattie said her goodbyes to the Board.

Secretary's Report for November 2017 was approved with one date change.

General Session Meeting Minutes: Courtney asked that changes be emailed to her by the end of the year. Minutes will reflect that she was the notetaker.

### **Treasurer's Report:**

- The Amigos contract will be reviewed in January.
- Brooke is still working on the Pennsylvania sales tax issue from the 2017 Conference.
- Conference expenses have not yet been paid but we will be over budget. However, we have sufficient funds to pay for these.
- David and Brooke will be meeting next week to work on the Treasurer transition.
- Send conference reimbursement requests to Brook through the ABOS Treasurer email.
- Treasurer's report approved.

### **Procedural updates:**

- Meeting times: 2017 Board agreed to meet the third Friday of the month, 2018 Board will need to select a best time for themselves.
- Emails: Account ownerships will turn over in mid-January.

### **Bookmobile reimbursement:**

- Courtney was to re-contact but we had not received any requests up to this time. She had handed all drivers the reimbursement form at the Conference, Willow Gale declined reimbursement, her Director felt that they should cover the mileage.
- Ann thought the reimbursement was for up to \$100 for mileage.
- We need to have the amount we will reimburse in writing and posted on the website for next year. It was agreed that that Bookmobile round trip mileage reimbursement amounts should be posted on the ABOS website.

### **Committee reports:**

Advocacy: nothing to report.

Awards:

- David reported that everything is up-to-date and on the shared Drive for the new chair.

BOIR:

- Michael is training to tweak the new database.
- We will need to move the database to our server/hosting services.
- Rose has been in touch with the Ascendia contact to get specs on what we would need to host the database.
- Crowdfunding not going well yet. There has been a \$25 mystery donation and a \$950 mystery donation from a charitable organization. Linda Elkow has identified the organization as We2.0. Ann said we should go on ahead and deposit the check now. We2.0 is shutting down and is distributing excess funds in the form of donations to various organizations.

Conference Planning/Long range Planning:

- Ann is done for 2017 and Tina will take over for 2018.

Membership:

- Nothing to report.

Nominations/Past Presidents:

- Procedural changes should be saved for 2018. Forms can be developed early in the year while the Board isn't as busy with conference preparations.
- Rose cleaned up survey monkey and membership lists so we have emails for the election.
- Marianne sent out the emails.

Technology:

- Rose will be working on revamping the website and working with BOIR to determine their needs.
- We've had 700 signups for the listserv.
- Tina will be tackling in January.

Old Business:

- Bylaws: will be worked on; they will need to be voted on by the full membership to be implemented.
- Insurance:
  - Ann has been trying to get a hold of insurance quotes. Her recommendation is that we go with the current quote from the US States Liability Insurance Group.
  - Time implementation discussed, it will need to be researched and added to the 2018 Budget.

New Business:

- Accountant: Tabled until January 2018.
- Board members were asked to verify that their documents in Drive are up-to-date and to not delete important items.
- Continuing At Large members and Rose will keep their same accounts.

- If you right click on a folder and open with share, you can see who the document has been shared with.
- Ann closed by stating it has been her honor to serve on the Board and offered her congratulations to our new Board officers and members.
- Tina thanked Ann and she plans to send an email to all new Board members by January 7, 2018 with detailed information for the upcoming year