



November 15, 2019, ABOS Board Meeting minutes

Susan called the meeting to order at 2:14 p.m. Central Time.

In attendance: Susan Parkins, Cathy Zimmerman, David Kelsey, Lori Berezovsky, Tina Williams, Kim McNeil-Capers, Wendy Ramsey, Zach Roberts, Katrina Ford, and Rose Huling

Absent: Michael Swendrowski and Brock Hutchison

Secretary Minutes

The September 20, 2019 Board Minutes have been distributed to all board members and reviewed. David moved to accept the September Minutes as written. Cathy seconded. Motion carried.

Treasurer's Report

David reported that all hotel bills have been paid and all of the conference reimbursements have been sent out. The bills were all below what was budgeted for. All conference finances have been completed. We will have increased our finances by \$60,000 over the past two years.

President's Report

There are 20 Spectrum Scholars this year. We will offer them free ABOS membership for one year in the hopes they will continue working in outreach. Katrina said that the Membership committee sends a renewal reminder to all members, but will find out if Spectrum Scholars get a targeted email or letter. This is the third year that we've offered complimentary membership to the Spectrum Scholars.

Committees

Awards: Cathy reported that all award winners have received their awards. Amy Perry misread the conference schedule and wasn't present to accept her award. She sent a very sincere apology to the board. Her award was mailed to her.

BOIR: Michael reported via email that the BOIR committee will meet again on Nov. 22. Contacts and vehicles have been updated for limitless entries and ease of editing, deletion, and archiving. Creating an improved save feature is next on the priority list. The committee added two new members during the conference. The Data subcommittee is working on user access levels. The main committee is working with Amigos to develop payment integrations. Several fundraising seeds were planted at the conference.

Bylaws: Tina reported that the Bylaws have been tabled for now.

Conference: Susan has the committee sign-up sheets from the conference and will put them in the appropriate committee folder in Drive. She would like to create a Conference App

committee. The post-conference survey is almost ready to go out. There are currently over 30 questions on the survey. It was suggested that in order to make this survey shorter and to get better evaluation results of the sessions, that sessions should be evaluated immediately following each session. Evals could be added to the conference app, too. The survey has been done by the President and a committee for the past several years. Thank you notes have been sent to the hotel, CVB, and vendors. The ABOS cocktails had a low response but the hotel donated \$250.00 to ABOS which was very generous.

Lori received a handwritten thank you note from the Midwest Speakers Bureau today thanking us for booking Juli Burney. They thanked us for our business.

Vendors: Cathy reminded us that 2020 will ABOS' 15th anniversary. The vendor brochure has been updated. It has gone from a tri-fold to a four-fold. Cathy added dollar amounts for sponsorships so new vendors can see exactly what kind of commitment is needed. The new brochure will be accessible by all board members in Drive.

Photos: Kevin's photos will be uploaded to Drive. Anyone can add them to our Flickr account from there.

Technology: Tina said the tech volunteers were great. Putting notes on people's registration was very helpful in addressing technological issues. It would be good to add this to the conference procedure notes for future conferences.

Long Range Planning: Susan will create a document for successful conference sites. Omaha is one of them. We'll cycle back through the successful sites. Shonna sent information about a hotel in Florida. The hotel had a cancellation in Sept. and was looking to fill that spot. We'd need to look at state library associations for conference conflicts since many of them are held in Sept. Another concern is Sept. falls in hurricane season.

Marketing: Lori reported that starting with the Jan. 2020 issue of Out & About, Marketing committee member Liana Morales will be the editor. Liana was the original editor of the newsletter and her new job has settled down enough where she has time to work on it again. Liana has created a schedule figuring in how much time is needed for layout, editing, etc. Lori will still be involved with editing and anything else that needs to be done, but Liana will take the lead on this.

Membership: Katrina reported that new members were welcomed this month. The committee will meet again in December. They are looking forward to the new year and new members.

Nominations: Tina said nominations will be accepted until Nov. 22. The election will be held Nov. 29 through Dec. 9. Not many nominations have been turned in as yet. Board members need to reach out one-on-one to people who would be good as officers. Share with other organizations or listservs. Maybe those who ran last year but didn't get elected would be interested in running again.

Technology: Rose reported that when she was uploading things to the website she noticed that we were using up most of our allotted space with Wild Apricot. Increasing space with them is not an option. We could offset this by moving some documents to a shared Google doc. It was proposed that we look at buying a website that will accommodate ABOS' web needs now and into the future. Rose will look at options and will report to the board next month or sooner.

Rose asked Amigos some questions about election set up. Amigos originally reached out to us asking about our elections and what we use. We almost always have problems with elections, such as emails that bounce back or a library has blocked Survey Monkey. Rose is currently pulling together tags so photos taken at the conference will be searchable. Photos, including Kevin's, will be uploaded this weekend. They will be in Flickr and added to Google Drive for board use.

Tina added that Brock has been working hard behind the scenes. Brock sent his sincere thank you's to Tina and Rose for all their hard work this year and stepping up to fill in.

Old Business

We've attended all of the conferences that we set out to attend this year. We'll put out the 2020 conference dates in Jan.

New Business

We'd like to start the new year with an updated ABOS Membership brochure. Susan, Cathy, and Katrina will work on it.

The BOIR committee needs to know what is needed concerning payment portals before talking to Amigos.

Zach has new contact information and will send it to Susan.

Addendum: Per Susan's email of 11/18/19, board members are reminded to clean up our ABOS email accounts. Some of us will keep the same email account, but it is still a good idea to tidy things up. Keep all email that is necessary concerning procedures, history of committee events, voting and discussion.

The next board meeting will be December 20, 2019, at 2:00 p.m. Central Time. We will be welcoming our newly elected officers and board members at this meeting.

Susan adjourned the meeting at 3:45 p.m. Central Time.