

Quarterly ULA General Board Meeting | MINUTES

Meeting date | time **June 5, 2014 1:00 – 2:00** | Meeting location **West Jordan Library**

Facilitator: Pamela Martin

Scribe: Andrea Payant

Attendees:

Pamela Martin, Patricia Hull, Dustin Fife, Errin Pedersen, Daniel Compton, Barbara Hopkins, Andrea Payant, Javaid Lal, Safi Safiullah, Lorelai Rutledge, Sarah Lemire, Debbie Short, Rebecca Schroeder, Heidi Tice, Emily Bullough, Jason Francis, Kelly Johnson, Juan Tomas Lee, Stacey Vincent, Nanette Alderman, Joseph Anderson, Flora Shrode, Terry Dahlin, Michael Whitchurch, Susan Hamada, Marisa Snyder, Linda Liebhardt, Kent Slade, Vern Waters, Valerie Buck, Dorothy Horan, Jasmina Jusic, Wanda Huffaker, Leticia Camacho, Liesl Seborg, Erin Wimmer

AGENDA TOPICS

Time allotted | 11:00-12:10 | **Agenda topic** General Meeting | **Presenter** Pam

Discussion: General Meeting

- Welcome/Thank You/Introductions
- Minutes – **APPROVED**
- Treasurer’s Report - **APPROVED**
 - Healthy fund balance
 - Revenue/Expenditures (no major changes from last year)
 - Conference Revenue (finalized after June 30th and available on website)
 - Likely no need to dip into fund balance
- Budget – **APPROVED**
 - Groups that didn’t ask for money (HEART, LPSSRT, Outreach, DSRT, special libraries)
 - Separating fall conference from YSRT line items and adjusting budget (\$1000 instead of \$300)
 - Adding line item for scholarship
- Consent Agenda – **APPROVED**
- State Library
 - LSTA grant open until June 13th
 - Other mini-grants available this summer so look for more information
 - ILEAD program applications due September 3rd
- Conference Report
 - Successful conference with great speakers
- Policies and Procedures & Job Descriptions
 - Document needs substantial revision/updating
 - Dustin, Barb, and Dan from the Executive Committee have volunteered to help
 - Other volunteers? Joseph Anderson and Wanda Huffaker (maybe Liesl Seborg?)
- Committees
 - Association Review Committee? – Ask Connie Lamb and Scott Lanning for more information – a group that had responsibility to ensure we follow all the by-laws and serve as a mechanism to audit our organization internally

- Research Committee? – related to the Association Review Committee
- Executive Committee will learn more about these committees, evaluate, and appoint people if necessary
- Trustees
 - Discussion about role of trustees – Executive Committee will continue discussion
 - **Motion** for free membership for trustees with provision to re-evaluate after 2 years – **PASSED** (7 for and 3 against)

Conclusion: Minutes, Treasurer’s Report, Budget, and Consent Agenda were all approved and a new motion for free membership for trustees passed – Volunteers will update and improve the policies and procedures - Executive Committee will look further into the Association Review and Research Committees

Action items	Person responsible	Deadline
Review and Update the Policies and Procedures	Dustin, Barb, Dan, Joseph, Wanda	?
Ask Connie Lamb and Scott Lanning for more information about the Association Review and Research Committees – appoint new Chairs if necessary	Pam	?

Time allotted | 12:10-12:30 | **Agenda topic** Website & Member-clicks | **Presenter** Barb

Training: Website & Member-clicks

- ULA officers are responsible for updating their committee or roundtable web pages
- See handouts for instructions on how to perform tasks on the ULA website

Conclusion: ULA officers should now be able to navigate the ULA website and update their web pages as needed

Time allotted | 1:05-1:30 | **Agenda topic** Group Discussion | **Presenter** Pam, Trish, Dustin

Discussion: Who are you and what are you doing here?

- What is ULA? Not just the conference – ULA provides professional development, activities, workshops etc.
- Refer to by-laws for more information about roundtables and sections etc.
- Roundtable Chairs are on the Program Board and they need to report to and work with the Program Board Director (Errin Pedersen)
- Anyone interested in any of the roundtables should join and participate
- Other Associations in the state that run parallel to ULA? UELMA and UALC

Group Discussions

- Facilitator: Trish (Purple = Roundtable Chairs)
- Facilitator: Pam (Blue = Members at Large, Sections Chairs, MPLA/ALA Reps)
- Facilitator: Dustin (Green/Yellow = Committee Chairs, Admin/ Ad Hoc)

Conclusion: Group discussions concerning responsibilities, discussion questions, goals/suggestions for ULA and any other questions

Discussion: Wrap-Up

Discussion outcome:

- Instructions and training needed for new officers
- Vice-Chairs should attend the ULA meetings to provide for better transition between previous and current officers
- Overall need for improved mentoring and preparation for new ULA officers – good start now with job descriptions
- Suggestion to give minimal budget to all groups with option to ask for increase if needed
- Clarify what the budget funds for groups can be used for (i.e. suggestion to provide travel reimbursement)
- Roundtable Chairs (and perhaps others?) should have a term of 2 years not 1
- Each group should set goals and plans for the year
- Creating outside websites? – may be confusing so essentially the ULA website just needs to be improved – Evaluate need for improvement and/or re-design of ULA website
- Idea for “new member” packet – This is what ULA should be doing for you and here is how you can be involved – how can you affect change etc.

Conclusion: Group discussions yielded various ideas and suggestions for improving the transitions from previous to current ULA officers and the roles and responsibilities of the officers’ duties were clarified (to an extent) – meeting adjourned

Action items	Person responsible	Deadline
Follow up with ideas and suggestions that came up during group discussion	Pam/Others	?
Send out job description information to new officers	Barb	?
Website/Member-Clicks handout to be disseminated/posted to website	Barb	?
Create New member orientation packer for next year	Dustin	?