

UUGI Executive Board
April 23, 2007
Conference Call

MINUTES

- I. Preliminaries: The meeting was called to order at 10:30 CST by Debby Conrad

Present: Debby Conrad, Debbie Martin, David Slater, Kristen Valyi-Hax, Rob Brown, Carla Clark, Lissa Potter, Mark Andrews, Coleen Neary, Michael Bowden

Absent: Holly Gordon

Minutes from Feb 20th and March 22nd were approved with a motion by Carla, seconded by Michael.

- II. Treasurer's Report: David reported a current cash treasury balance of \$39,225 with some membership money from last year still trickling in. He reported that he had filed the 2006 Federal Income Tax form online and would work on filing previous years. He indicated that we did not need to file a state form for Alabama because we are a 501C. Mark is finding someone to look over the financial forms/info.

David had e-mailed the 2007-2008 preliminary budget prior to the meeting. The webhosting fee assumes we are staying with Xmission. David thought the domain name was only purchased for one year instead of ten but he was going to check. It was decided to leave in the accounting fees to have someone look over the books. It was decided to add money to the budget for the two program chairs to make a site visit this summer to Detroit.

- III. Relationship with CODI
Rob and Carla are waiting to hear from Pia on the final site selection for 2009. They will notify UUGI Exec when they do. They have an upcoming conference call scheduled with CODI. Things are quiet right now. It was decided that a joint checking account should be set up with CODI for 2009 expenses and that either group's treasurer could sign. Each group would put in ½ of the money needed. A budget needs to be developed. Money can be moved to the joint account as needed.

- IV. CODI/Rome Listserv: CODI, through an e-mail from Coleen Medling, requested a Rome listserv hosted by CODI instead of a SirsiDynix sponsored list. A discussion was held on this issue. It was decided that Mark and Michael would draft a message to CODI stating that if CODI wants to create a list for just CODI members that they certainly may do so. Since UUGI only has about 300 members out of approximately 2000 SD libraries we did not feel that we could track who the members were as far as signing up for a special members only listserv and so

UUGI would not initially participate in a new Rome/CODI listserv. The message will be drafted by Friday, April 27th and sent to UUGI Exec. A conference call between CODI and UUGI officers will also be set up soon to discuss issues.

- V. Wiki and Web: Merry is making changes as needed. It was decided that we did not need to set up a password to access UUGI procedure info. David Bavousett will be asked to assist Merry. Kristen reported that recently only the FAST SIG requested some web presence. We may need a different web host if we need to set up the web so certain groups can access only certain parts.
- VI. Projects: Debby is working on the procedure guide and will see if Karen Eggert would like to help with this.

Rob & Merry will have replies to common evaluation comments posted to the website. Mike & Lissa can use the evaluation results to help in next year's planning. We have paid for Survey Monkey for the year.

Mark reported no action yet on the documentation committee/documentation. He will talk with Lebron, who is supposed to be the person taking the lead at SD. It was decided that SD should be allowed no more excuses in putting this off. Mark will go up the line to get resolution if necessary.

Mark reported that by Friday, April 27th, he would have the draft proposal about direct contact with UUGI member and non-members.

As reported above, Kristen reported that only the FAST SIG has so far requested web space. Kristen sent info and changes on SIGs/RUGs to Merry for posting. Some RUGs are leaning toward starting to combine with CODI RUGs. Kristen will contact the CODI person in her position.

The UUGI Exec Comm is going to suggest that they & CODI Exec Comm do a combined ALA meeting about Rome and the impact on both groups. Debby will contact Colleen about this.

David Bavousett will be asked to assist on the website and Mark will ask for his assistance in some areas. Karen will be asked to work on the procedure manual with Debby. Dawn may be going to ALA. If so, she will be asked to work on the joint CODI/UUGI ALA meeting. Also Rany would like to help out where needed.

- VII. Conference Planning
Per David, the 2007 SuperConference is closed out.

For the 2008 Superconference we will see if SD will pay airfare for Lissa (who will no longer be in Detroit) and Michael to do a summer planning trip. We will

put money in the UUGI budget in case they will not and for other related expenses. Someone needs to check with Lebron if SD is going to pay.

Preliminary 2008 planning timetable will be posted to website/wiki.

Once Lissa is settled after her move, she & Michael will be working on an initial mailing for 2008 program ideas/presenters. It is a little early to begin this, as well as to begin the pre-conference planning.

As mentioned above, Pia will let Rob & Carla know soon about the site selection for 2009. They will notify UUGI Exec when they hear.

VIII. Next Meeting: The next call is scheduled for May 31st, 2007 at 10:30 CST. Thanks to Coleen for again making the arrangements.

IX. For Next Meeting

Program ideas started, status report on projects, replies to common comments on website and membership drive/annual re-subscription. (Membership runs July 1 – June 30)

Meeting concluded at 11:28 CST

Minutes respectfully submitted by Debbie Martin