

**UGI Executive Board
January 11, 2007**

MINUTES

- I. The meeting was called to order at 2:05 p.m. CST

Present: Debby Conrad, Debbie Martin, David Slater, Kristen Valyi-Hax, Natalie Palermo, Rob Brown, Holly Gordon, Carla Clark, Karen Albright

- II. Update on 2007 SuperConference

Pre-Conferences

We currently have 655 people signed up for the user's conference. The Broadmoor hotel is nearly full, and they will soon have to schedule people at the satellite hotels. We have 74 people signed up for the perl pre-conference, and 22 people signed up for the federated search pre-conference. The pre-conference will be in Broadmoor Hall.

Should Jim and Stephen be allowed to send an e-mail to the preconference attendees? The committee agreed that it was all right. Jim wants to ask the attendees some questions, like what they hope to get out of the pre-conference. Stephen wants to tell them about a web page he is setting up. Karen will send the list of attendees and their e-mail addresses to Carla, and Carla will forward the lists to Jim and Stephen. Jim and Stephen should include in their e-mail information about registering in the morning. Pre-conference attendees should register at the registration desk for the conference and to get their nametags.

Stephen stated that he wouldn't have any printing needs for his session. Jim is planning to do a Power Point presentation that he would like to print. Jim should forward his presentation to Debby and Carla by February 8, and Debby will have it printed at Staples and bring it with her to the conference.

If somebody wants to register for the pre-conference after they've already registered for the conference, how could they? They should go back to RegOnline and register with it. RegOnline will ask them to confirm they've already registered. Carla will send out one more e-mail announcing the pre-conferences to the listservs.

Pia will take care of the signs for the pre-conferences. The pre-conferences will have a break in the morning and afternoon. There will be coffee at the morning break, and coffee, soft drinks, and cookies in the afternoon.

Registration Desk

We have plenty of volunteers to stuff bags. We still need volunteers for Sunday, Monday, and Tuesday. We would like to get all people running for office to volunteer. Debby will send a message to them.

All equipment needs are taken care of. Debby will do the opening on Monday morning.

Meeting Schedule

The 2009 Conference Planning Committee (Rob, Carla, Debby, Eileen Kontrovitz, Colleen Medling, and Pia Jones) will meet on Feb. 17 at 5:30 in the Randall Davey room to discuss plans for the 2009 Joint Conference.

The 2006-2007 UUGI Executive committee and CODI reps will meet on Sunday, Feb. 18 at 6:00 in the Randall Davey room to finalize plans for the conference.

The 2006-2007 and 2007-2008 UUGI Executive committees will meet on Monday, Feb. 19 at 4:30pm in the Randall Davey room to discuss the upcoming year's meetings.

The 2007-2008 UUGI Executive committee, Lebron Miles, Karen Albright, and Pia Jones will meet on Tuesday, Feb. 20 at 4:30pm in the Randall Davey room to discuss finances from the 2007 conference and to discuss responsibilities for the 2008 conference.

The SIG chairs want a meeting with the Executive committee, and the group decided to meet on Tuesday at lunch.

The New Attendees' lunch will be on Monday. There will be a sign giving information. The 2006-2007 UUGI Executive committee will sit at a table up at the front, and several members will give a brief speech. Debby will welcome the attendees, give a history of the organization, and discuss getting around the conference. Holly will talk about sharing sessions and getting involved in UUGI. Kristen will talk about SIGs and Rob will talk about RUGs. The incoming Executive Committee will be invited to attend and to sit at the tables with the new attendees.

Documents

Kristen will create the speaker certificates and leave them at the registration desk for pickup. She should create certificates for pre-conference presenters and sharing session moderators. She should use an electronic signature for Debby. Natalie will e-mail the speaker names to Kristen so she (Kristen) can do a mail merge. She will also bring blank certificates.

Signage

Pia will take care of all signs for the conference.

Ribbons for Nametags

SirsiDynix does them for speakers, and Debby has tags for officers. Should we provide them for new attendees? The committee decided against it.

SirsiDynix Q&A

Holly will moderate this session. The survey for questions on SurveyMonkey will end on January 29 or 30. We will organize the questions, print them, and send them on to SirsiDynix. Time permitting, we will also take questions from the floor that day.

We will have information on the Detroit conference at the conference closing session.

Business Meeting

Both Debby and Dave will give reports. Scott will talk about enhancement requests. Holly will talk about the documentation issues that have come up recently on the listservs. We will announce the election results. Holly will discuss the conference in Detroit, how we came to choose that location, and to stress that there has been more input by UUGI. Dave will do his treasurer's report from the end of the fiscal year (December 31), but will note that we have since collected additional funds.

III. Treasurer's Report

Dave has been e-mailing registrants who are registering at the non-UUGI rate. We have gotten 20 more members that way.

Our current real cash is \$31,000. We have spent \$14,000 in the past year. If nobody else joins UUGI, we will have \$16,000 left.

Debby and Holly need numbers from Dave before they discuss the matter of the extra registration fees with Lebron.

The IRS filing and auditing process are going slowly. UUGI will likely only have to file a short one-page form, but UUGI has not filed a tax return since 2001.

IV. Documentation

We are trying to create documentation and instructions for future UUGI executive boards. We will be able to hand it over to new groups as is necessary.

V. Unicorn Documentation

We were unhappy with the response that we received from SirsiDynix about the Unicorn documentation. We will give it to the incoming chair as a project.

VI. Next Call

No call for February was scheduled since the conference will be held soon.

VII. Adjournment

The meeting was adjourned at 3:15 p.m. CDT