

**UUGI Executive Board**  
**July 13, 2007**  
**Conference Call**

**MINUTES**

- I. Preliminaries: The meeting was called to order at 1:15 EDT by Mark Andrews. Mark thanked everyone for their participation.

Present: Debby Conrad, Debbie Martin, David Slater, Merry Bortz, Carla Clark, Mark Andrews, Coleen Neary, and Kristen Valyi-Hax.

Absent: Rob Brown, Lissa Potter, Shawn Carraway and Michael Bowden.

There was one correction to the minutes from 12 June 2007. Under the treasurer's report the savings balance should have reflected \$10,119. Carla moved & Debbie seconded to approve the minutes with this one correction. The minutes were approved unanimously.

The next meeting date/time will be set after Mark talks to the members who were absent today. Mark will notify everyone of the date/time.

- II. Treasurer's report:

David reported a bank balance of \$35,293.97 in checking and \$10,169.37 in savings.

82 UUGI memberships/renewals have been received for the current year for a total of \$8200.

David reported that the form 990 filed online with the IRS was rejected due to a clerical error and has been resubmitted in paper copy. David confirmed with the IRS that UUGI does not need to file returns for prior years because the revenue did not exceed \$25,000 when averaged across 3 years. He suggests filing annually from this point forward.

Following the treasurer's report David had to leave the call.

- III. Old Business:

Nominating Committee: Coleen reported on the recent chair-elect election necessitated by the resignation of Holly Gordon as chair and of chair-elect Mark Andrews moving into the chair position. The two candidates were J. David Bavousett and Carla Clark. The election closed on July 7<sup>th</sup>. One vote was invalid which then had the results ending in a tie. Following the by-laws the tie was decided by lot. The initial random tie-breaker number also resulted in a tie. The second tie-breaker number resulted in Carla Clark becoming the new chair-elect. Coleen suggested a line in the by-laws or as a procedure in case this situation arises again. Merry will post the election results on the UUGI website. Coleen will send notices to the lists congratulating Carla and with a link to the election results. Thanks to Coleen and Shawn for their work on this special election.

Program Officers: Lissa and Michael were unable to attend the call so conference planning was tabled until next meeting.

By-laws: Debbie gave an update on the status/progress of the by-laws committee. Members include Mark, Debbie, Shawn, Lissa and Carla. A co-worker of Carla, Jim Evans, who has experience with by-laws and nonprofits also agreed to assist. Several committee members have submitted input and suggestions. The group will look over submissions and information and then “meet” at some point in the future, probably in August 2007. According to the current by-laws, in section 7:

“These Constitution and By-Laws may be amended by two-thirds (2/3) majority vote of UUGI dues-paying members by voting format determined by the Executive Committee. Notification of recommended amendments shall be made on the UUGI website at least two weeks prior to the next scheduled annual meeting.”

Once the committee works out suggested revisions, these will be forwarded to the executive committee for comment. The revisions will then be posted and voted upon by UUGI members.

Ad-hoc Committees and Projects:

ALA meeting w/CODI: Debby, Carla and Mark met at ALA with Colleen, Eileen and Amy from CODI. Everyone felt the meeting went well and was productive. Some time was spent talking about the joint 09 conference as well as about the eventual merger (and interim steps) of CODI and UUGI.

Documentation: Mark has been having conversations with Chet from SirsiDynix (SD) about documentation and the client care website. Chet seems cooperative and willing to work on this however he does not have the authority to proceed on his own. Mark is reviewing all suggestions made by SD customers concerning these issues. The client care site is maintained by multiple staff at SD. Customers are frustrated and unhappy with the site and with documentation. Debby pointed out that both she & Holly had talked with SD previously about these issues. Perhaps the “biggest” issues/concerns should be addressed first. Mark will send a letter from the UUGI board in the future and invite SD to a portion of a UUGI call to discuss next steps. Since documentation and the client care site are not revenue generators for SD it may explain some of the problems and lack of progress.

Joint conference letter: Mark will send this through Tom Gates and up through the SD org chart. The letter, requesting a written confirmation of SD agreements about the 09 joint conference, was worked out with CODI and UUGI officers. Mark will follow up with Tom.

SirsiDynix org chart request: Michael has submitted his request for org chart updates and information twice already through Tom Gates at SD. Mark will follow up with Tom.

Projects: Debby and Carla are working on posting a list of past officers on the wiki. Carla will let David Slater know that Jack Drost has a list of past officers.

Merger committee: A discussion was held about forming a CODI/UUGI merger committee to begin discussing options. It was decided to table this for a future meeting.

IV. New Business:

Nominating committee: As mentioned previously, the results of the chair-elect election will be posted to the UUGI website with links on the lists. Congratulations to Carla.

Program officers: Carla mentioned that CODI seems to have a good method for soliciting program ideas for their conference. She will contact them to get more information as it might provide a better mechanism for UUGI to solicit this feedback.

By-laws: See above.

Ad-hoc committees and projects: Merry mentioned a previous discussion about forming a committee to look at other web hosting options. Our current web host service is paid for through July 21<sup>st</sup> and can then be continued on a month by month basis. It was decided to table this for now since we have more pressing issues such as the by-laws revision and the 08 conference program.

V. Communications: Steven Lucchetti recently submitted a possible pre-conference program idea. Mark suggested that we should tread lightly in proposing programs that would be directly competing with SirsiDynix products. SD would be concerned about this also. It was mentioned that Natalie Palermo is the pre-conference chair for 08 and that she should be invited to attend all, or a portion of, upcoming UUGI Exec Committee calls. Carla will make sure Natalie has Steven's proposal.

VI. Chair's Report: Mark had nothing additional to report.

VII. Action Items:

No specific action items were mentioned at this time. Some taskings are mentioned earlier in the minutes.

Meeting was adjourned at 3 EDT by chair, Mark Andrews.

Next call time will be sent electronically by Mark.

Minutes respectfully submitted by Debbie Martin