

UGI Executive Board
June 12, 2007
Conference Call

MINUTES

- I. Preliminaries: The meeting was called to order at 9:03 CDT by Mark Andrews. Mark thanked everyone for all their recent help and indicated that he had received a box from Holly with her documentation & the gavel.

Present: Debby Conrad, Debbie Martin, David Slater, Merry Bortz, Carla Clark, Rob Brown, Lissa Potter, Mark Andrews, Coleen Neary, Shawn Carroway and Michael Bowden.

The minutes from 31 May 2007 and 5 June 2007 were approved unanimously.

- II. Treasurer's report:

Bank balance is \$28,846 in checking and \$10,119 in savings.

There are no expenses to be approved currently.

Nothing new to report on the IRS project. Dave will be working on this soon.

The 2007-2008 budget is OK as previously approved. It may need to be revised at a later date. Dave will get membership renewals out today. He will also have the treasurer's report and budget posted on the website.

- III. SuperConference planning:

SuperConference 2007: Only outstanding item is getting FAQs from the survey posted on the website. Rob will do this soon.

SuperConference 2008:

Lebron had mentioned September 2007 as the timeframe for Lissa and Michael to make a site visit. This probably coincided with a visit to Detroit by Pia. (Debby C. notified us that Lebron's last day with SirsiDynix is June 15th. Future contacts will need to be with Tom Gates for the near future.) Lissa will contact Tom Gates to see what the next steps are for setting up the site visit.

By Friday, June 22nd, Lissa will make initial contacts with Detroit area libraries about local arrangements.

Holly had started a preliminary SuperConference planning timetable. Mark will see if it is included in the materials he received from Holly. If not, Debby C. will use last year's info to start building this timetable. Rob and Natalie sent Mike & Lissa the programming planning timetable from the 2007 conference. Once the timetable is developed it will be posted to the website or wiki.

Carla (as last year's preconference chair) will contact Natalie (the current preconference chair) to see if she has questions. Lissa & Mike will also work closely with Natalie on planning.

Who is paying for what for SuperConference 2008 between UUGI and SirsiDynix? Mike and Lissa will contact Kathryn Dilworth at SD to start this conversation. Pia's contract for 08 is with SD so for most things we will need to go through SD instead of directly to Pia. Carla & Natalie can work with Mike & Lissa about who paid for/did what last year.

Joint Conference 2009:

Mark contacted Lebron about confirmation from SD that they are going to cover the majority of the up-front conference fees. Lebron indicated that he needs, in writing, a statement/request from CODI/UUGI asking for this support. He indicated that Tom Gates has asked for this. Mark has attempted to contact Colleen Medling of CODI about this and other pending issues such as the upcoming ALA meeting. He has not yet heard back from her. Carla will contact the past CODI chair, Eileen to inform her of the outstanding issues and see if Eileen is in contact with Colleen. (Colleen is moving cross-country.) Mark will begin a draft UUGI portion of the SD 08 conference fees memo to SD. It was suggested that once this memo is prepared it should be sent by registered mail and should include a suspense date.

IV. Nominating Committee:

Shawn Carroway is working with Coleen Neary. Coleen has prepared a spreadsheet of past UUGI officers in the past 5 years. She will contact these officers to see if any are interested in running for the chair-elect position. A suspense date of June 20th will be given for interested candidates to notify Coleen and Shawn & provide a brief bio & small JPEG head shot. Debby Conrad (with Rob's assistance if needed) will post the survey to Survey Monkey. The election will run from June 21st to July 6th, 2007. At that time the results will be reviewed and the winner will be announced.

V. Projects:

Member-at-large rep Kristen Valyi-Hax was not able to attend the call today. It was mentioned that the DC area RUG has added their info to the UUGI website. Also, at some RUGs, an integration with CODI and Sirsi members/sites has already begun.

Debby C. is working on an outline for a procedure guide. She will be working more on this soon.

The committee felt a client care award(s) as suggested by Lissa was a good idea. It was decided however to table this until the chair-elect is named as this might fall under their duties.

The European Users Group has wanted the UUGI chair to attend their spring meeting. Holly did not attend this year. It was felt that establishing closer ties with EUG and with customer/groups/sites in other places such as Asia, Africa, Middle East, and Australia would be desirable. Mark will contact the EUG rep.

VI. Communications:

Michael B. is drafting a request to SD obtain a current copy of the SD company organization chart and to obtain updated copies when changes occur. Michael suggested seeing if CODI would like to sign a joint request at ALA for this information.

Mark will wait for Carla to contact Eileen from CODI before he drafts a letter to Colleen Medling of CODI about joint CODI/UUGI meetings at ALA.

At this time it was not felt that any SD staff member would need to sit in on the next UUGI Exec committee conference call.

Mark will send CODI a copy of our meeting minutes. We would like to receive copies of their minutes as well.

Holly Gordon has been removed from exec@uugi.org and the website and wiki. Natalie Palermo will be added.

Mark had a call with Lebron and Kathryn recently because the DC Area RUG has initially wanted to post their membership list on the website. It was decided this would have to be in a secure (login required) portion. Per Merry we do have this ability now. The DC group has now pulled their request however.

As mentioned earlier, Rob will soon post the 2007 conference FAQs to the website.

Merry indicated that the request for a CMS has not come from her & could be disregarded.

Merry needs content for the website. She could use a backup/assistant webmaster.

A request for volunteers will be sent out with the UUGI renewal messages David Slater is preparing and Merry will post the request on the website. Volunteers will be solicited to help with the website, to serve on a bylaws review/revision committee and to help with local arrangements in Detroit.

VII. Chair's Report:

Holly notified Lebron of her resignation.

After Carla talks to Eileen of CODI, a conference call with the UUGI members attending ALA and CODI officers will need to be held prior to ALA to talk about ALA (meeting times/places), and conference funding requests.

Debby C. will contact Emma at SD about hotel room confirmation numbers and about scheduling meeting room times for ALA.

Mark has been in conversation with Chet Wright at SD about documentation issues/concerns. It has been going well. Mark has provided Chet with several suggestions for improvements. Chet cannot make ultimate decisions however. He must go up the chain to John Dickson and so on. Mark & Chet are going to jointly review customer documentation concern/suggestion e-mails.

New Business;

A motion was made by Mark and seconded by Mike to create a standing by-laws committee. After some discussion this was approved unanimously.

A motion was made by Mark and seconded by Lissa that Debbie M. chair this committee. This passed unanimously. Lissa and Mark have volunteered to serve on the committee. Other volunteers will be solicited as listed above. We will try to find law librarians willing to serve. We may need to use funds to pay a parliamentarian and/or attorney to review the by-laws. The committee will make recommendations on this in the future.

Since UUGI has no paid employees and does not have much money it is probably not necessary for officers to carry Directors and Officers insurance.

Meeting concluded at 11:15 CDT.

Next call is scheduled for Tuesday, July 10th, at 1 PM CDT.

Minutes respectfully submitted by Debbie Martin