

**UUGI Executive Board**  
**March 9, 2006**

**MINUTES**

The meeting was called to order at 9:40 a.m.

Debby mentioned that the group e-mail for the UUGI executive board is [uugi@sailsinc.org](mailto:uugi@sailsinc.org). When responding to an e-mail from another member, respondents should also reply to [uugi@sailsinc.org](mailto:uugi@sailsinc.org) since responding to one member will not be forwarded to the entire group.

Treasurer's Report

- Attendees reviewed the report prepared by Joan Stringfellow.
- No fees were taken off of the top. We need to put discounts in the budget.
- SirsiDynix will tell us about institutions versus individual membership amounts to see if UUGI will get as much money for operating.
- Committee discussed the possibility of having SuperConference attendees who have not paid the \$100 fee to join UUGI pay \$110 as a conference fee. Executive Board will try to get \$100 from all customers. In doing so, we must make sure that customers see the value in having the fee assessed to them.
- We have a checking account and files. Joan will work with David Slater to transfer the information.
- UUGI will end the conference with nearly the same amount it had when the conference started.

Conference Planning

2006 SuperConference

- We have gotten many compliments on the programs. Carla and Ranny did not have to turn down any presentations.
- We discussed having 2-year terms for Conference Co-Chairs. However, it may be harder to get volunteers for the position. Perhaps with Pia Jones from ICM working with us, this may not be a need for 2-year terms.
- In the future, Pia will be able to do scheduling.
- Perhaps the by-laws could be changed so that the vice-chair will act as liaison since that position is in place for 2 years (as vice-chair, then as chair).
- Debby will create an e-mail to poll presenters on their preferences.

2007 SuperConference (Colorado Springs)

- The conference has been moved up 3 weeks, so there will be less time to plan.
- Once we get the results from the surveys, we can start planning a timeline.
- The UUGI conference call will be on March 29, 2006 at 2pm CST.

- If we do not have Pia for the 2007 conference, then we should assume that we will go to the Broadmoor for a site visit.
- Should we be paying taxes on our hotel as a non-profit entity? David will investigate.
- The last time that we did a site visit, we flew in on Saturday, had meetings on Sunday, and we left on Monday afternoon. We should plan for a July trip.
- The Oracle pre-conference was very popular, and it generated revenue.
- Carla is interested in working on the pre-conference. Tom will look at the number of rooms.
- We will likely begin the conference on Sunday evening again.

#### 2008 Conference

- We discussed much of this at yesterday's meeting with Pia. Pia Jones was formerly the Director of Sales Support for Dynix. She left 10 years ago to start her own business. Pia does meeting planning and conference planning. She has already gone out to bid for the 2008 conference. She plans to have the bids back by March 20, and she will summarize them for us. She also does a site visit. She negotiates a contract, but she does not sign it – that is for the customer. She helps us identify our budget, and she will work with vendors to provide free giveaways. She will also get contracts with airlines and rental car companies for reduced rates. She brings staff on site to manage things during the conference.
- It is likely that the 2008 conference will be in the Midwest.
- Kristen Valyi-Hax and David Slater will both be at PLA in Boston, and they will try to meet with Pia.

#### 2009 Joint Conference

- After Sirsi & Dynix merged, the possibility of a joint conference was discussed. Executive Board members saw the value in having a joint conference, but in keeping the user groups separate.
- UUGI will pay our share of Pia's fees, and CODI will handle the deposits.
- The conference will be in the fall.
- Because UUGI will go nearly 18 months without a conference, SirsiDynix will have to have a larger presence at the regional meetings than before.
- Pia will do an RFP shortly.
- Rob asked if we should consider another program officer. Debby suggested that we wait to see how things work out with Holly as a liaison.

#### Bylaws

- Kristen Valyi-Hax will work on making changes to the bylaws.
- A change in the language must be made so that it no longer reads "Unicorn users" but so it says something like "Members in good standing." This will make the group more inclusive.
- Another change will be to the description of the Vice-Chair's position, so that it adds the responsibility of acting as liaison to the conference planning committee.

- Currently, the bylaws say that changes must be made by a 2/3 vote at the annual conference. We would like to change it so that it reads a 2/3 vote by other means (such as electronic voting).
- We would like to add a Member-at-Large who will work with Regional Groups and SIGs.

#### Budget for 2006-2007:

- Debby suggested a July – June billing cycle.
- Debby suggested that we put the fiscal cycle in the bylaws.
- Debby and David should have a preliminary budget for April.
- David will work on mailing list for invoices.
- Debby suggested a flyer explaining benefits of UUGI membership be included with invoices.
- Jack will send all of the files he has for UUGI to David.

#### SIGs:

- There was some discussion about scheduling SIG meetings earlier in the program.
- Debby talked about meeting with SIG chairs at the conference, possibly after their meetings.
- One attendee suggested creating best practices for SIGs.

#### Regional Groups:

- Colleen volunteered to come up with best practices for SIGs and regional groups so that we can best serve them.
- We will make use of calendar software to track activities of the regional groups.

#### Streaming Video of Conference Sessions

- Ranny said that BYU will host the video since SirsiDynix does not have a streaming server.
- Cathy Lambert at SirsiDynix will add a link to the streaming video on the SuperConference presentation archive.

#### Website:

- Jack said that we need to beef it up and jazz it up.
- Information about regional groups and SIGs will be kept up to date.
- Two people have volunteered to work on the website; Suellen Stringer-Hye will oversee that work.
- More announcements will be added to the website.
- We will move it from Client Care to a commercial hosting site; FAQs will probably have to stay on the Client Care site.
- Tom Gates has offered a reduced fee to host the website on Sirsi.net.
- As mentioned before, there will be a calendar.
- A mentoring program was mentioned.
- The site will be password protected.
- A PDF version of the membership application will be available on the website.

#### Other:

- Rob asked if we needed to add something to the bylaws for ASP customers; Debby said that the licensing is similar to Unicorn and that is not necessary.
- David asked about contacting customers who are not “members” and have never subscribed to a listserv; he will come up with a list of such situations for Tom.
- Debby mentioned that SirsiDynix will be offering discounts on products and services for dues paying members in the fall.
- Jim commented about membership and voting in regards to “customers in good standing.”
- Holly commented that documentation and training guides were the most requested service in the survey results; we’ll wait to see what SirsiDynix decides to do with this issue.
- Reminder about conference call on March 29.
- We need to look for a set day/time for conference calls.

The meeting adjourned at 9:00 a.m.