

**UUGI Executive Board  
October 24, 2006**

**MINUTES**

- I. The meeting was called to order at 2:02 p.m. CST

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

- II. Registration Fees for Nonmembers

What will we do with the extra \$105 for people who register for the conference but don't join UUGI? UUGI could accept the money from SirsiDynix since it is not a donation, but because we share responsibility for registration.

We won't know what will happen until the conference, and we can call it "sharing of fees."

UUGI asked for continued budget information as we continue to take over the conference planning. Budget projections show we will have an estimated \$63,000 left over.

- III. Identifying UUGI Members

The pre-conference will be done like last year with RegOnline. SirsiDynix will send us an attendees list. We will reconcile at the end of the conference, based on the number of attendees and presenters.

SirsiDynix will send a list of registrants to David, who will check against the list. We currently have 230 paid members. David will send a letter if someone hasn't joined UUGI.

Executive Track registration is separate. Can people go back and forth between the two tracks? The fee for the Executive Track is \$375 for early bird and \$425 for regular. Both tracks have the same price whether or not the attendee's institution is an UUGI member. Debby was concerned that somebody could pay for the less expensive Executive Track, and attend the User's Track instead. The Executive Track attendees have a different badge style. The Executive Track is on Sunday and Monday. SirsiDynix will handle the nametags.

- IV. Q&A with Pat Sommers

Questions will be due two weeks before the conference. We want the UUGI Chair to read the questions. How long will the session last? It will likely go from 3:30pm – 5:00pm. The questions may not be anonymous. Pat will accept questions from the floor

if time permits. UUGI may use SurveyMonkey for submitting the questions. The Executive Board can then go through the questions and remove duplicates.

V. Registration Desk

Karen will reconfirm with Pia since she thought Pia will take care of this. We may need to have an UUGI Board Member available for questions. The pre-conference registration will likely be UUGI's responsibility.

VI. Conference Party

The Conference Party will again be held on the last night by virtue of the room block. We might have a sightseeing session on Thursday morning. We are reluctant to have a speaker or another topic. There are not a lot of flights out of Colorado Springs after 5pm on Wednesday. If we are going to do this, we need to do something soon. We will offer a chance to win a \$50 credit. Also, SirsiDynix needs to push the fact that we get cheap rates before and after.

VII. Testing of RegOnline

Karen says they've finished with internal testing, and they are ready for UUGI board members to test registration. A SirsiDynix staff member will send situations to the board members shortly, and testing shouldn't take long.

VIII. Conference Evaluations

Debby would like to post conference evaluation questions at the beginning of the conference. Can we send out e-mail to attendees for feedback? We can thank them for attending and send a link for the survey at the same time. UUGI would like to make the survey shorter this year. We may use SurveyMonkey.

IX. CD of Presentations

Where do we stand on the CD? We can put it together in an ISO format or we could have it zipped to download all files at once. Attendees could burn the CD on-site. There will be no CD this year. Doing this allows us to push back the deadline for presentations. We'll try to get them in before ALA Midwinter – January 17. Natalie will convert the presentations to PDF format.

X. Next Call

No call was scheduled.

XI. Adjournment

The meeting was adjourned at 4:30 p.m. CDT