

## **2016 December Executive Board Meeting Teleconference Minutes**

Wednesday, December 14th, 6 pm EST

Dial-in info is as follows:

Toll Free Number: 866-801-5789

Participant Passcode: 78965432

### **1. Call to Order**

Action: None

Item Facilitator: Deb Sica

Vote: No

6:00 (5m)

Minutes: Called to order at 6 PM with participants: Matt Cizek, Jennifer Maguire-Wright, Peter Coyl, Ana Elisa de Campos Salles, Ann Symons, Deb Sica, Sherry Machones, Elizabeth DeCoster. Also, Gina Persichini.

### **2. Approval of Agenda and Minutes**

Action: Approve agenda for the December 2016 Executive Board meeting.

Approval of minutes from the November 2016 Executive Board meeting.

(Link: <http://connect.ala.org/node/261049>)

Item Facilitator: Deb Sica

Vote: No

6:05 (5m)

Minutes: Discussion: Ann Symons pointed to item 3 and suggested rewording; Peter Coyl suggested striking the sentence altogether to clarify his wording. Jennifer Maguire-Wright moved to accept minutes with this change, Ann Symons seconded and motion passed.

### **3. Treasurer's Report and Budget**

Action: Update from the Treasurer

Item Facilitator: Liz DeCoster

Vote: No

Supporting Information: Liz will provide her monthly update on the Round Table's finances.

6:10 (5m)

Minutes: this item was moved down in the agenda to accommodate Bylaws discussion while Gina Persichini was on the call. Elizabeth DeCoster reports (and whose written reports will verify these numbers): there is no update on endowment balance. Dues are up over projections. Revenue 9/1-10/31 is

\$6557 (incl 2000 in dues, a donation from the Tennessee Library Association of \$1175). Expenses included \$418 in shipping, bank fees, conference call charge. Estimated ending asset balance will be \$37,117. Ann Symons requested a written report for FY16 at MidWinter. Gina Persichini noted that this might be appropriate to report to our ALA liaison, and Ann Symons and Peter Coyl noted that other Round Tables had also experienced long delays in receiving accurate and timely financial information.

#### **4. Bylaws Draft Finalization for Submission**

Action: Discussion

Item Facilitators: Gina Persichini

Vote: No

Supporting Information: The Board will discuss the latest draft of the Bylaws document in preparation for a Midwinter vote.

6:20 (10m)

Minutes: Gina Persichini led us through a discussion of the major updates and highlights from last version, including: 1) consolidated language for all 3 book committees, 2) language describing awards made more symmetrical and consistent with other committees; Ann Symons clarified that this year, the board is the Jury for the Newlen-Symons, Larry Romans Mentorship and Political Activism awards, but that these awards would have their own juries next year; 3) more discussion and clarification on Page 8, item D, language referring to ad hoc and special committees and their dissolution. Deb Sica noted that process insists particular track-changes format options in Word. Joel Nichols suggested adding "queer" to the list of "gay, lesbian, bisexual, transgender" modifiers in our mission statement. This led to much discussion, and additional suggestions to add QIA, not just Q. Consensus to continue this discussion at Exec Board meeting at MidWinter, to survey members suggested by Ana Elisa de Campos Salles and Jennifer Maguire-Wright, and to invite more discussion at the membership meeting at Annual. Ana Elisa de Campos Salles posed three additional questions relating to clarifying that awards committees are subject to the same rules as other standing committees, and there was a lengthy clarification of term limits and chair eligibility for the book awards. Consensus to clarify this language based on suggestion from Jennifer Maguire-Wright that changes this page 5, item B language to separate bullets as in: B. "members shall..."; C. "no individuals shall..."; D. "Vacancies will be filled by an appointment...". Ann Symons moved to approve, with deep gratitude to Gina Persichini and her team, these changes, seconded by Ana Elisa de Campos Salles and passed.

#### **5. New Committee Orientations**

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

Supporting Information: Do the new committees need an orientation?

Should we have a meeting exclusively around this issue before Midwinter?

Peter Coyl said that we should email the people on the Web Committee to see if they're going to be at Midwinter (as well as the Chairs) and try to casually meet and discuss at the conference in an informal work session. The Board will discuss.

6:30 (10m)

Minutes: discussion of on-boarding and succession planning for committee chairs. Deb Sica noted we have two cycles: book committees at MW, and other committees turning over at Annual. Ana Elisa de Campos Salles suggested connecting new and current chairs electronically for information sharing. Joel Nichols suggested a "compliance" or orientation call or meeting with a checklist, that the chair(s) would complete with incoming committee chairs. Ana Elisa de Campos Salles noted the many useful documents that will need to be passed forward, and Deb Sica expressed the desire to establish a fixed procedure. Matt Ciszek agreed. Deb Sica, Ana Elisa de Campos Salles and others committed to working on the documents sharing/site updates at MW to continue these efforts, and Deb Sica will email the volunteers. Note that this relates and refers to the Procedure Manual below.

## **6. Updating GLBTRT Procedure Manual**

Action: Discussion

Item Facilitator: David Isaak, Ana Elisa de Campos Salles

Vote: No

Supporting Information: Google Sites was updated recently. When reviewing/rewriting their sections of the procedure manual, we should have the committees (and the executive board) submit their changes to the Web Committee in order to create a new manual in the new version of Google sites. The latest version is very easy to use and this will save us the headache of migrating everything to a newer version later. A video of the new Google Sites: <https://youtu.be/S1WZtm6aNWM>

6:40 (10m)

Minutes: Ana Elisa de Campos Salles led discussion of this item on behalf of David Isaak and herself. Ann Symons wondered if we would leave this on Google sites, or also cross post on the official RT site. Deb Sica suggested leaving it intact on Google sites and linking from the RT site for version fidelity. Ana Elisa de Campos Salles reported that David Isaak suggests we limit

edit access and process by which site is updated. Should committee chairs update it themselves? Deb Sica reminded the group that the Google site is a tool, not our definitive, official web presence. Ann Symons noted that we should note leave it open to edit from anyone, and that that would create a mess. Ana Elisa de Campos Salles suggested a controlled process that would let committee chairs make language edits in concert with the Bylaws committee for fidelity and accuracy, and noted that the password should be changed more frequently. Jennifer Maguire-Wright suggested the web committee be the final language checkpoint, but Deb Sica and Ana Elisa de Campos Salles noted the big workload of the web committee, and committed to emailing the team and deciding in person at MW how best to proceed with using the Bylaws committee as a final check. A work group will continue on this item at MW.

## **9. Announcements and Adjournment**

Action: Information

Item Facilitator: Deb Sica

Vote: No

6:50 (end)

Minutes: Ana Elisa de Campos Salles updated Executive Board on the Emerging Leader working lunch she is attending on our behalf, a 2.5 meeting at MW where she will explain the project and help them begin planning their work. She and the EL team have been communicating via email. Deb Sica will send an email congratulating the EL team! Final reminder that we will meet on 1/21/17 at 830 AM in Atlanta. Much mutual happy New Year wishing followed. Adjourned 7:30 PM EST.