

UUGI Executive Board
August 1, 2006

MINUTES

- I. The meeting was called to order at 9:00 a.m. MDT

Present: Debby Conrad, Holly Gordon, David Slater, Kristen Valyi-Hax, Natalie Palermo, Rob Brown

- II. SC 2007

Rob and Natalie passed out a timeline. They reported that Stephen Lucchetti has asked about a pre-conference. Proposals are beginning to arrive. Last year there were about 70 programs just by UUGI presenters, and the number rises to 120 when counting SirsiDynix presentations. We ought to ask SirsiDynix about the programs that they want to host, because we can warn them which programs might be popular. We would like to avoid a repeat of last year's problems with the ISBN-13 program. Rob suggested trying to start "tracking" sessions for new users by noting which programs would be appropriate for them.

Pia may print the programs this year. Rob suggested having the room names on the outside and inside of the foldout sheet. We will have an introduction from the UUGI Executive Board. The conference will be opened by Debby and closed by Holly.

Nothing in the by-laws mentions discounts. We made some changes to the UUGI discount sheet. Natalie will write it up and send it to the Executive Board. It will be posted to the UUGI web site.

We will be working with Reg Online for the conference registration. Pia will work with us on registration verification. We discussed ways to make verification easy. We don't think that SirsiDynix will bring staff this year to register people once they arrive at the conference. We can ask for volunteers among the UUGI members, and we will send out an e-mail later.

We will give out presenter's certificates at registration. The UUGI secretary will sign the certificates. S/he can do so either by signing by pen or a digital signature.

The conference will run from Sunday to Wednesday. There will be a pre-conference on Sunday and a full day on Wednesday. It is unacceptable for the party to be on the last day like it was for SC 2006.

We discussed dates for the incoming and outgoing UUGI Executive Boards to meet. Having it on the morning after the last full conference date is not optimal. After some discussion, the board decided to have the meeting from 4:30 – 7:00 on the night of the SC party.

We would like to host a new attendee's breakfast again. Executive Board members should plan to attend. Debby will talk about UUGI, Rob and Natalie can talk about programs, and Holly will talk about the 2008 conference. We won't do a new customer program unless there is a gap in the programming.

Regarding the pre-conference, Carla sent an e-mail. Stephen Lucchetti will do a program on Federated Searching. We would also like to host one on PERL. Will the PERL program be hands-on? If so it would need to be a full day. After discussion, we decided it should be how PERL is related to reports, which will not need to be as hands-on. It will be a 4-hour program on Sunday afternoon. UUGI will provide beverages for both pre-conferences.

Streaming Video – A lot of work went into it last year, and there were some problems with the visual resolution. If we can't do it professionally, why should we do it? We will not do this for SC 2007.

SirsiDynix Blog / Wiki – We need to do this, and have it be for members only. We would like to make presentations from our CD available on it.

Will we have an UUGI sponsored night out? We might just sponsor some buses to go to a local mall or another place locally. We might have a concierge desk near the registration desk. Perhaps the Broadmoor could help us with this.

We need to investigate other options for conference evaluations. We want to have Karen work with us in advance, ideally having the evaluation form done a month in advance. Perhaps we could use Survey Monkey. We need a shorter survey because attendees don't like to fill out long surveys.

III. SC 2008

Since Pia is doing this, there will be flight and hotel discounts. We need UUGI members to help with local arrangements. CODI had a desk at their conference.

IV. 2009 Joint Conference

Pia wants to go out to bid soon. Rob Brown volunteered to act as a CODI liaison. The UUGI Chair formally appointed Rob Brown to act as CODI Liaison. Rob and Debby will go to the 2006 CODI conference, and Rob and Holly will go to the 2007 CODI conference.

The UUGI Executive Board discussed changes to the Joint Conference agreement. Kristen will type them up and send them to the board.

We will still have two conference chairs for planning UUGI programs. Rob can recommend somebody else if needed.

There is a long time between the 2008 conference and the 2009 Joint Conference. SirsiDynix has agreed verbally to have more of a presence at Regional User Group (RUG) meetings and Special Interest Group (SIG) meetings.

V. Treasurer's Report

105 people have already registered as members. There have been no problems so far. We may put our W-9 tax form on the UUGI web site. When new customers select SirsiDynix, we'd like to get their address information and send out a packet ourselves and include a personal invitation to join UUGI.

David will have an accountant look at our IRS filing, but it should be fine. We still have our banking in Alabama. We must maintain a signature card in any state where we have our account.

The Executive Board decided that the treasurer should be responsible for UUGI's corporate documents, and s/he should have a safe deposit box in a nearby institution.

VI. By-laws

The Executive Board reviewed the changes to the by-laws.

The changes should be posted in October for perusal by our members. We want to put it to a vote to take effect January 1, 2007.

We would like to have people use their membership numbers to vote.

VII. UUGI Web site

Merry Vortz from Corpus Christie has volunteered to be UUGI's webmaster. We will pass other volunteers to her. We need to set up FTP. The Academic SIG is ready to go. We will host SIG and RUG sites at no cost. We will invite Merry to sit in on our next conference call.

The URL naming convention will be uugi.org/sig/academic or uugi.org/rug. Branding isn't necessary, but we will give them a copy of the logo to post on their site.

VIII. Nominating Committee

Debby will go back and look at the timeline. Next year, don't post the candidates in alphabetical order.

IX. Strategic Plan

The Executive Board discussed their strategic plan. Kristen will type these up to distribute to the group:

- *Discounts for SuperConference presenters to encourage participation
- *A web site for organizational information and tools to assist fellow customers
- *Assistance to SIGs and RUGs – help coordinate activities
- *Set up a grant for RUG conferences
- *Establish a mentoring system
- *Act as an advocate for the user to SirsiDynix

X. Other

Holly will talk to Mack Lundy about setting up a Wiki or Content Management for SirsiDynix customers.

XI. Next Call

No call was scheduled at this meeting.

XII. Adjournment

The meeting was adjourned at 12pm MDT.