

UUGI Executive Board
December 6, 2007
Conference Call

MINUTES

- I. Preliminaries: The meeting was called to order at 2:05 CST by chair, Mark Andrews.

Present: Debbie Martin, David Slater, Mark Andrews, Carla Clark, Coleen Neary, Shawn Carraway, Michael Bowden, Natalie Palermo, Ranny Lacanienta, Karen Eggert, Merry Bortz, Scott Thomas and from CODI, Tammy Baker.

Absent: Debby Conrad and Lissa Potter.

Carla moved & Michael seconded to approve the October 9th minutes as written. The minutes were approved unanimously.

- II. Treasurer's report:

David reported a bank balance of \$43,830 in checking and \$10,169 in savings. He has about \$3000 of checks and PayPal payments to deposit. Approximately \$2000 was paid since the last meeting for the two CODI trips.

- III. Old business:

A. CODI report (Carla and Ranny)

Carla thought their report had been e-mail previously to the group but she did e-mail it again after the call.

She and Ranny reported on some highlights...

Good conference/facility/food

Attendance down approximately 30%

CODI presents STAR awards to members who made a big impact to CODI customers

Door prizes were provided by vendors

CODI board meets with key SD staff at a Summit meeting where they discuss key/critical member concerns & issues and get timelines from SD staff. They then report out on this meeting at their business meeting. (A discussion was held on whether this format could replace or supplement the SD Q & A session at UUGI. Will discuss further at next Exec call.)

B. By-Laws Revision (Debbie)

The draft by-laws with revisions were sent to the Exec Committee. There was no discussion/response. With input from Carla & Mark, it was decided that it would probably be more prudent to hold off & instead begin focusing on a combined by-laws document with CODI. Carla moved & Debbie seconded to table the revisions for now.

- IV. SC '08

A. Pre-conference planning (Natalie)

Two pre-conference sessions have been confirmed. Some questions to address...

1. Can/will the pre-conference sessions be videotaped? Issues were discussed such as would this cut down on attendance if a video was available? Would we need to charge & how much? Could it be streamed? Is 8 (or even 4) hours too long to video? Should we video some regular conference sessions but not the pre-conference sessions? It was decided to revisit this issue for the 09 joint conference but not provide this service for pre-conferences for the 08 conference.
2. How many co-presenters can be compensated for each session? For the 8 hour session it was decided that the main presenter & up to four others would be compensated. For the 4 hour session it was decided that the main presenter and up to two others would be compensated.
3. One presenter wants to have several Internet workstations in the room. Since Detroit is a union shop this will be a significant fee. Michael, Lissa, Natalie will work with Pia to get prices and then estimate a reasonable pre-conference fee with these computer fees built in. They will report back to the Exec committee for guidance/opinion before committing.

B. SC '08 conference planning (Michael)

1. Per Carla, Karen Albright is being contracted by SirsiDynix to come back and work on the '08 conference. Mark is going to talk with Tom on logistics and communication concerning the conference and will report back.
2. Michael reported that in Detroit at the meeting he & Lissa attended they were only given two deadlines, 7 January and 7 March. Since Karen A. has not been on board (or anyone in her place) some things have not been communicated by SD. Michael, Lissa, Carla, Mark, David, Pia, Tom and Karen will meet to work on firm timelines and to see where there is any wiggle room.
3. To date there are 32 valid presentation proposals and many of these are sharing sessions. Michael requested ideas on topics and presenters from the committee. Several ideas were presented during the call & more can be forwarded to Michael & Lissa. (Committee members volunteered to do sessions, look at other conferences programs, contact RUGs, put on forums, possible incentives to first-time presenters) The presenters only need a basic idea of their topic now and then they can provide more concrete information by the early March deadline.
4. Michael asked if the budget was finalized. The first one he saw listed a projected profit of \$10,000. The most current one he has now lists a projected net profit of \$2000. David stated that last year, even with Karen on board, they did not always have full information. It was also mentioned that there was only a \$35 difference in fees if someone attended just the Executive Track or the Executive Track plus the UUGI conference. Mark volunteered to send budget questions/concerns to Tom.

C. Enhancements (Scott & Tammy)

Scott reported that on January 30th they would have a Web-X session with folks from CODI and from SD on how to start a merger of the two group's enhancement processes. They are quite different currently. The Sirsi enhancements are currently still scheduled to go forward in May 08 following the conference.

V. New business:

C. Contract with ICM for the 2010 conference (Mark)

CODI is already starting to work with Pia on the 2010 joint conference. Mark will send the Exec committee the agreements and then we'll discuss them by e-mail. It was thought that it would probably be OK to proceed with a signature from an UUGI officer after the members see the documents.

D. Nomination (Coleen N.)

Coleen reported that a draft of the call for nominees was completed after input from the committee. She will send it out before the holiday break and then will resend after. It will ask for short bios, as well as for a statement on why they are running. It was emphasized that they must be a UUGI member to run for a position.

E. ALA Midwinter (Mark)

Mark will see about a possible meeting with CODI at ALA midwinter. Carla and Ranny will be attending ALA midwinter.

VI. Other:

David asked if there was any update on the new customer website. There was a prototype presented at the CODI conference. It is supposed to be unveiled by the end of the year or in early January.

Mark will e-mail the group to get a time for the next conference call.

Meeting was adjourned at 3:10 PM CST by Mark Andrews.

--Minutes respectfully submitted by Debbie Martin