

UUGI Executive Board
Feb 18, 2007

MINUTES

I. The meeting was called to order at 6:00 p.m. MST

Present: Debby Conrad, Debbie Martin, David Slater, Kristen Valyi-Hax, Natalie Palermo, Rob Brown, Holly Gordon, Carla Clark, Eileen Kontrovitz, Coleen Neary, Colleen Medling

II. Approval of Minutes from January 2007 Meeting

A motion was made by Holly to approve the minutes from the January 2007 meeting, seconded by Natalie. Motion carried.

III. Treasurer's Report

We have \$30,000 right now, with \$5000 in outstanding member fees. We have to pay for outstanding expenses, the pre-conference, and speaker fees. We will have double what we had last year.

How will we go forward with membership fees? It is difficult for some organizations to pay UUGI and easier to pay SirsiDynix. We will discuss this with the new committee members tomorrow.

IV. Committee Reports

Pre-conference: Executive board members have heard great remarks. Jim's perl session was outstanding. Pia was a great help. Carla will write up a document for next year's person. The room numbers were listed incorrectly.

For next year, we should not have last-minute registration. It was problematic this year. We must get headcounts and equipment requests to Pia in a timely manner. If there are more than 50 people in attendance, there should be two people at the door to check in attendees.

Program Chairs: Debby will announce about cancelled programs. People are happy that that they are getting their user certificates at registration. There are 57 user sessions. People seem happy about the variety and types of sessions. There are nearly 150 new attendees this year. We must remember to ask people to present next year. The wiki and listservs are good places to seek potential presenters.

2009 Joint Conference: We will have one, and it will be held in the southeast U.S. We are leaning towards Orlando over Atlanta due to price & space. Pia will make a site visit in March. She hopes to have a contract in April. The conference will be in late October

or early November. We are looking at getting a separate domain name to keep the name of the conference fair. We didn't want to call it SuperConference since that is associated with UUGI. We are discussing programs. Carla and Rob will go to the CODI conference in Pittsburgh in the fall.

Local Arrangements: We only have two laptops at the registration desk to check people in. We will try to streamline it next year. We had great local help. Next year, we won't give people a choice on binders or not.

V. Old Business

Review of Business Meeting Agenda: We are all set. The PowerPoint is set. Dave will do the treasurer's report, Merry will discuss the UUGI web site, Kristen will talk about the changes to the bylaws, Rob & Natalie will give a Program Chairs report, Coleen & Debbie will announce the winners of the election, Debby will give her final report and then hand the gavel over to Holly.

First Time Attendees Lunch: Debby asked for people to check in attendees and Debbie & Holly volunteered. Holly will do the welcome, either Holly or Debby will do an introduction, Debby will discuss getting the most out of the conference via meals, programs, vendors and Q&A, Holly will talk about sharing sessions, Kristen will talk about SIGs, and Rob will talk about RUGs.

VI. New Business

Client Care: Lebron will work with us on this. He did send a mockup of the new Client Care site. They will hire somebody to clean up old information and they will have a timeline for this. There is no progress on documentation. We will place user-produced documentation on the wiki.

Documentation: There was a conference call on Feb. 13 with Lebron and Karen about the 2008 conference. We will get a signed letter from them on what needs to be done.

Conference Issues and Problems: There have not been many problems, and Pia has taken care of most of them.

VII. Other

There will be a meeting on Monday, February 19 at 4:30 with the new Executive Board. There will be a meeting on Tuesday, February 20 at 4:30 with the new Executive Board as well as Pia, Lebron, and Karen. On Tuesday at lunch, we will sit at tables with SIG chairs to discuss any issues.

VIII. Adjournment

The meeting was adjourned at 7:15 p.m. MST