

UUGI Executive Board
January 25, 2008
Conference Call

MINUTES

- I. Preliminaries: The meeting was called to order at 10:05 CST by incoming chair, Carla Clark.

Present: Debbie Martin, David Slater, Carla Clark, Coleen Neary, Shawn Carraway, Michael Bowden, Karen Eggert, Debby Conrad, Lissa Potter, and Merry Bortz.

Absent: Mark Andrews, Scott Thomas, Tammy Baker (CODI), Ranny Lacanienta and Natalie Palermo. (Natalie has stepped down from her position due to personal reasons. Many thanks to Natalie for all her hard work to date.)

Carla moved & Coleen seconded to approve the January 10, 2008 minutes as written. The minutes were approved unanimously.

- II. Treasurer's Report:

David reported that UUGI memberships are still coming in. David reported a bank balance of \$45,640 in checking and \$10,257 in savings. He has a stack of checks to deposit.

- III. Old Business:

A. Nominations (Coleen)

Coleen has a slate of candidates but currently only has one person for each open position. She will solicit for more nominations. If anyone knows a person who might be interested, forward that information to Coleen. The ballot should be out for voting by mid February. Voting will conclude at midnight on April 5th.

B. Candidate Meeting Schedule (Coleen)

Candidates will be e-mailed the meeting schedule for executive committee meetings they will be expected to attend if elected. It was decided that they would not need to arrive early to attend any meetings. Their meetings will begin after the elections are announced at the UUGI Business meeting on Sunday.

C. Check Karen Albright's Project Plan (Michael)

Things are on track. The conference sessions are posted on the web. Attendees will mark the sessions they plan to attend and then Pia will slot the sessions based on this input. Michael will make sure attendees know to vote on the sessions as this was not made clear. He will ask that the presenters' names be added along with the title & description. Michael did report that the website person has been ill. Merry reported that if you do vote on sessions that the link to take you back to the conference site does not work.

D. New Client Care Portal, Listservs and Forums (Carla)

Sylvia Szafranski, the circulation forum moderator, is working on posting the circ enhancement polls for voting onto the new forums. Lissa is working on this for the sys admin

forum as well. Lissa reported that she and the other moderators had to manually copy over information from the old to the new forums. Scott T. is aware of this and has reported it to SirsiDynix. Merry stated that when SirsiDynix posts to the lists (in at least the digest form) the text is unreadable. Debbie reported and others agreed that it is hard to find the client care portal to submit new calls on the new portal. There seems to be a general dissatisfaction on related to navigation on the new portal. Carla will discuss these issues with Mark and they will notify SirsiDynix. Lissa suggested asking SD for usage stats on the new portal. Some SD customers do not yet have logins for the new portal/forums because their sys admins have been too busy or for some reason have not set them up.

E. \$25 Gift Card for First-Time Presenters (Carla)

We may give a card that could be used at the hotel. Ask Pia if she can get any donations. Coleen mentioned that she, and other federal government presenters, cannot accept any donations, meals or otherwise. We will discuss this further during another call.

F. SC '08 Closing Session Format (Carla)

Mark is talking to Tom Gates about possible changes for the closing session. We prefer to not have the speaker. Mark will report out on these discussions during the next conference call. The Exec committee will have lunch & then a formal meeting with SD Execs on Friday, April 4th to discuss issues of concern to the membership and to work out an action plan with SD with timelines and commitments.

G. SC'08 Presentations (Lissa & Michael)

Michael & Lissa have approved 74 UUGI sessions. This is more UUGI sessions than the past two years. Thanks to Michael & Lissa! It looks great.

H. Invitation to CODI member to attend SC'08 (Carla)

Mark, Amy Terlaga (CODI), Tom Gates and Pia wrote the invitation. It was sent out by Tom on January 25th.

I. Mandate from Membership to Merge CODI & UUGI Groups (Carla)

A paragraph will likely be put on all the messages asking UUGI members to vote for new officers asking for a vote of confidence to merge the CODI and UUGI user groups or to not merge. This will be discussed more in an upcoming call.

IV. New Business

A. Draft Executive Committee Meeting Schedule (Carla)

Mark sent out a draft schedule of meetings. The basic outline looked fine. More details on times and locations will be coming shortly.

The new member luncheon should be scheduled for Sunday, April 6th. Old and new officers will be expected to attend. The UUGI Business meeting on Sunday should be slotted for 1.5 hours. At lunch on Monday, April 7th, the new officers will sit with the SIG and RUG chairs to discuss any issues of concern to the SIGs and RUGs. Michael indicated that the SIG business meetings would be scheduled for Sunday.

B. Pre-conference Planning (Carla)

Due to personal reasons, Natalie has turned over the pre-conference duties to Carla. Carla indicated things are moving along well. On the update sent out by Pia today there are 23 people signed up already for the ½ day pre-conference and 32 for the full day. Carla has been in touch with the presenters and is on top of the preparations.

C. Closing Session Format and Questions to Bring Forward from Membership (Carla)

Last year there was a link on the UUGI website as well as e-mail messages to members asking for input on questions to ask SD. Debby Conrad will develop the format, possibly on Survey Monkey, to solicit input from UUGI members on issues of concern. The Executive Committee will then bring these issues forward to SD at the meeting on April 4th. We will come up with an action plan. SD and the Executive Committee will agree on a document which lists the items and commitments/timelines that can then be posted to the UUGI website. The plan is to have this finalized in time to share with the membership at the UUGI business meeting on Sunday, April 6th. This document can then be used to hold everyone accountable for the items and timelines.

D. CODI & UUGI Merger Discussions (Carla)

Carla has drafted a report about the meeting she & Ranny had with CODI folks at ALA. She has forwarded this to Ranny for input. Once Ranny comments the report will be forwarded to the exec committee. Mark indicated on the agenda notes that he talked with Amy Terlaga on January 23rd and told her that the committee does not have a consensus about the preferred way to merge the two user groups. We will discuss this in more detail during the next or an upcoming conference call. User input will also be solicited as mentioned earlier.

E. Enhancement Process (Scott)

Since Scott was not in attendance at the call this item was tabled.

V. Action Items

The action item from the agenda was for Mark to contact the two libraries that did not renew their UUGI membership this year but were members last year.

Meeting was adjourned at 10:41 AM CST by Carla Clark. Next call is scheduled for Friday, February 8th at 11 AM CST. The conference phone # is 1-800-853-0223. The code is 874986.

--Minutes respectfully submitted by Debbie Martin