

UUGI Executive Committee Meeting
Thursday March 22
10:37 a.m. to 11:55 am CDT
Teleconference
DRAFT MINUTES

1. Preliminaries
 - a. Who is here - Holly, Lebron (SD), Karen (SD), Mark A., David, Michael, Mary, Carla, Lissa.
 - b. Who is absent - Rob, Debby Conrad, Coleen, Kristen
 - c. Mark taking minutes.
 - d. Approve minutes from SuperConference meetings - Holly moved to approve, Carla seconded the motion. Minutes approved by acclamation.
2. Treasurer's Report – D. Slater
 - a. Balance - Dave reports we have \$38,000, plus \$4,590 from SD for presenters' fees. Total revenue was 14,590 + \$5,000 in presenter fees. \$3,200 in presenters fees to be subtracted. Pia needs \$250 for pre-conference planning. After all bills are paid we have about \$39,000 and another \$1,000 in stray membership fees that are trickling in. Lebron said that includes the \$105 surcharge to charged to UUGI non-members, less any [less any what? MJA]
 - b. IRS status project - Dave tried to complete a Form 990EZ online yesterday. Mark is working with a colleague to find an attorney to eyeball the situation. Dave will file the calendar 2006 990 to the IRS and look into what we owe the State of Alabama for calendar 2006. That leaves 2000-2005 for the Feds and probably the same time period for Alabama. The Feds seem to have a 2000 or 2001 form, which Dave has requested but never received from the Feds. Mark will help Dave with finding a form.
 - c. Developing a Budget for 2007-2008 - we agreed to table this until the next meeting.
 - d. When do we straighten out finances with Sirsi?
3. Evaluations – Rob B. and Natalie P.
 - a. Review - How should the data be reviewed or evaluated? The raw data has not been sent to Lebron and Karen. We received 412-414 responses, better than the 300 responses to past post-conference surveys. Karen asked what the results were. Michael said comments varied greatly, but were favorable overall. Breakfast comments varied widely too. Action item: Michael will send the survey results to Carla, Lebron and Karen.
 - b. Discuss what and where to put on our website/wiki - Holly suggested putting a conference FAQ on the UUGI web site, so folks can see how & why decisions are made. E.G., VISA debit cards can be problematic WRT credit holds.
4. Relations with CODI – Rob Brown and Carla Clark
 - a. CODI requests for access to System Admin list - Holly and Mary have gotten a few calls from CODI and Horizon users, respectively; Holly received calls from CODI executive committee members. The formal request from CODI executive committee members is for Horizon users to have access to the Unicorn system administrators list. Michael said the initial requests were for access to Unicorn-L, which is a low-volume list. [Unknown speaker, MJA] "What objections would/could there be to Horizon users participating?" Is the concern that Horizon users would read the sys-admin list and migrate away from the product? Holly suggested creating a "migration" discussion list for potential Horizon-to-Rome users. Lebron asked the SD web team for a Rome discussion list apart from the existing Horizon and Unicorn discussion lists. Holly and Mark liked the idea of creating a "Roman Forum," no pun intended. Lebron says it will take at least a month to set this up. Holly asked Carla and Rob if they were comfortable with this, and Carla and Rob said yes. Another idea is for the CODI folks host their

own discussion lists, as they do now for Horizon and Dynix Classic. Could the "new" Rome discussion list be hosted on whatever system CODI sponsors? The next question, after where to host the list (for discussion's sake, say it's at CODI) is how to link it to existing web sites and discussion lists, and who to invite from the Unicorn customer base to participate on it? Lebron says a big issue is authentication. Access to the Unicorn lists is controlled by SD. CODI controls their own discussion lists. Action item: Holly will discuss with Carla and Rob, and then make a formal request to Lebron for resources.

- b. Moving the two groups into one, or just wait until this happens as it did with DRA - Holly suggested tabling this for a while. This will happen organically over time.
5. Wiki and webstuff – Kurt Hadler and Merry Bortz
 - a. Changing provider - Merry said we can stay with XMission, which allows 2 FTP logins. If we wanted to offer hosting support to SIGS and RUGS, we'd need to change to a provider with "unlimited" access to sub-domains and FTP accounts. Merry recommended we stay with XMission for now. Karen told us that XMission is no longer going to offer ASP services, but Merry doesn't think this will affect us. Action item: Holly will ask Kristen to see if SIGS and RUGS want to use this hosting service. Karen has a list of SIGS and RUGS that may not match UUGI's list. Holly asked Karen to check the list on the UUGI web site, and talk to Kristen Valey-Hax, and copy Merry too to facilitate posting updates to the UUGI web site.
 - b. Wiki working yet? - Merry asked if the wiki is to be used to create the UUGI procedure manual. The base wiki is functional and has been accessed 15 times, but there is no content there. The URL is about how to limit access to the wiki to those writing the conference procedure manual, just the executive committee for now, and Merry and Kurt, that would be great. The wiki will go public when it is ready for public access.
 - c. Report on status of Website (updates to officers and Bylaws made?) - Action item: Holly asked Rob to post the SC comments on the UUGI wiki. Question from Merry: Will the wiki scope be expanded? Holly asked Rob and Merry to work out the best place to put this content, web page or wiki. Holly offered kudos to Merry for the great looking web page. Action item: Holly will work on updating email addresses, mapping individual email addresses for executive committee to generic addresses.
 - d. exec@uugi.org working ok? how about Chair@uugi.org, et al.
6. Projects
 - a. Procedure guide – Debby Conrad
 - b. Documentation committee – Any action yet? - Lebron had to take a break from the doc wiki and new cc web site to work on Rome. Action item: Holly asked Mark to focus on 990 issues for now and let the doc go for the next little while.
 - c. Communications to members – post minutes to website, should we try mentoring, other ideas? - Action items: Rob will send approved minutes to Merry for posting on the UUGI web site. Holly asked to table the discussion of mentoring new members. Mark will draft a project plan for contact with UUGI/non-UUGI members and survey work. Due date is next UUGI meeting. Mark to focus on 990 work first.
 - d. Member at large – Kristen Valey-Hax –Did the luncheon work? Do you have info you need to contact RUGS and SIGS? Info on website?
 - e. ALA meeting? I've forgotten what we decided about this - Anyone attending ALA? No, as far as we know. Any interest in an UUGI meeting at the annual meeting? SD has covered the room expenses, but double duty for UUGI in the am and CODI in the afternoon. This year at ALA SD may be interested in getting a room for a joint meeting of UUGI, CODI and SIGS. However, SD needs to give ALA advanced notice to get meeting space.
 - f. Jobs for "also rans" Dawn Peters, Karen Eggert, J. David Bavousett? - If you need help w/projects: Karen Eggert, David Bavousett, Dawn Peters were the also

- rans. Also Randy-whose-last-name is hard to spell and say [get name from Holly, MJA]
- g. Nominating Committee – Coleen Neary – enough people? - Nominating committee for 2007 at work.
7. Conference Planning
- a. 2007 SuperConference close out done? - 2007 conference is closed out. No trip to Detroit in 2008 unless necessary. SD can comp transport for Rob, and use a comp room (as per Lebron); Lebron thinks is best for the program chairs to visit for room slotting, etc. Karen also suggests that Lissa stay at the hotel, even thought she is local.
 - b. 2008 SuperConference – Detroit, April 5-8
 - No Summer Trip for whole group, though SD has offered to help Michael Bowden visit with Lissa Potter, who is local to Detroit
 - Timetable for planning – ready yet? Post on Website/wiki
 - Ready to send out request of ideas, presenters?
 - Pre-conference (Natalie P.) – status
 - Budget preliminaries (next teleconference meeting)
 - Action item: Holly suggests sending out invitations to potential presenters ASAP. Karen would like to be part of the planning for this, particular the timeline, esp. in relation to the pre-conference.
 - o 2009 Joint Conference – status on location (Rob and Carla) - 2009 conference: no location chosen yet, Rob says. Site visit on 4 April by Pia. Contract to be made final by the next meeting. Carla asked if we need to consider merging users groups by that time? General discussion ensued....
 - c. Teleconference Schedule still ok? - Scheduled for 17 April at 11:30 am Central time. Moved to Monday, 23 April at 10:30 am Central time.
8. For next meeting:
- a. Budget
 - b. Program ideas started
 - c. Status reports on procedure manual, documentation, taxes
 - d. Replies to common comments on website
 - e. Membership drive and annual re-subscription (Membership runs July 1 – June 30)

Respectfully submitted,

M. Andrews, Chair-elect
Friday, 20 Apr 2007 at 9:25 am Central time.