

SEAALL Executive Board Meeting
Friday, April 13, 2018
5:15pm - 6:15pm
Nashville, Tennessee
Franklin Hall

Board Members Present: Jason Sowards, Kris Niedringhaus, Michelle Cosby, CJ Pipins, Avery, Li, Rachel Purcell, TJ Striepe

Absent: None

- Approve minutes from prior E-board meeting (December 2017)
 - Approved
- Treasurer's Report – Rachel
 - 55K in revenue from meeting; 12k from membership dues
 - 17K in bank account - 20k by May
 - Normal expenses
- SEAALL Nashville (2018) Update – Kris and Local Arrangements
 - Programming going well
 - 126 attendees
 - Hotel required consumption – made it difficult for event based sponsorship
 - Consider bronze/silver/gold sponsorship next year
 - Special thanks to local arrangements committee who did an outstanding job
- SEAALL Hot Springs (2019) Update – Caroline Osborne
 - March 2019 at the Homestead
 - 165.00/night – good for 3 days before and after
 - 10% discount on spa activities
 - Will try and have activities sponsored by vendors
 - Fly into Roanoke and will organize group transportation to the Homestead

New Business

- Service to SEAALL Award
 - Winner was not present so will announce in Baltimore at the business meeting
- SEAALL Reception in Baltimore
 - Getting menu in place
- SEAALL website transition update – Sharon Bradley
 - Report delivered by Sharon Bradley:
 - Our Wild Apricot account really is two separate areas.
 - Website
 - Membership management
 - The Website Coordinator (WC) should not be expected to deal with the membership management. Those responsibilities should be assigned to various members of the Executive Board (EB). The EB will need to develop work flows which should probably be included in the handbook.

- WEBSITE
 - Dispersed Content Creation – one of the best features of WA is the ability to assign specific website pages to individual editors. Currently two members have been assigned to particular pages:
 - Allison Fentress as chair of the Placement Committee may edit the Employment pages: <https://seaall.wildapricot.org/employment/>
 - Rachel Evans as Handbook Editor may edit the Handbook pages: <https://seaall.wildapricot.org/handbook>
 - Determine which pages could be more efficiently managed by assigning them to someone other than the WC. Outside of the Employment page, the other pages do not change that frequently and with WA are easily changed. It may not be necessary to have more page editors but the EB should make a review.
 - Consider having the Secretary post minutes and other documents
 - Make it clear who is responsible for each page
 - List (maybe in the handbook), or Designation in the page itself – WC (Web Coordinator), PCC (Placement Committee Chair), SEC (Secretary), etc.
 - Committee Pages - there was a request by the Diversity Committee for a resource page on the website. That can easily be done in WA and editorial responsibility assigned to the committee chairs.
 - Determine committee interest in separate pages
 - The WC as a full administrator would create the pages and then assign specific page editor powers to committee chairs.

- Design & Aesthetics
 - The Home page could be more dynamic.
 - Job postings as a separate feed
 - Photo carousel – images from the annual meeting
 - Redesign footer
 - Job Postings – making old job postings available to membership
 - There is interest in making job postings available for reference when drafting new job postings.
 - The server has postings dating back to 2011. They have been transferred to the new service but need to be organized to be available under Members-Only Content (requires login).

- Archives
 - The University of Kentucky has created a SEAALL Archive: <https://uknowledge.uky.edu/seaall/>
 - Determine what material should be copied to the Archive for permanent retention.

- MEMBERSHIP MANAGEMENT
 - All of the members, on the spreadsheets received in Nov. 2017, have been added to the WA system
 - Each member can edit their own record – name change, title change, add a photograph, etc.
 - Membership year for everyone but Lifetime members, has been set for July 1 – June 30. Renewals are due July 2018.
 - A priority is to set the dates when the renewal reminders are sent.
 - Once the renewal reminders are “turned on” they are sent to the bundle administrator
 - Bundle administrators
 - The bulk of SEAALL members are part of an Institutional membership. Each institution is a “bundle” with a “bundle administrator.”
 - Each bundle administrator was notified before everyone in the institution was made active.
 - Consider adding a “membership management” position
 - The position of Treasurer is the most difficult and probably the most challenging job. With the new system there will be a steep learning curve and a period of development.
 - New procedures will need to be developed and implemented so having a second person to aid the Treasurer could be helpful.
 - Maybe the Chair of the Membership Committee would be appropriate?
- Tina will be taking over Sharon’s duties
- All of our documents on the old website have been transferred to the new website
- The old website will redirect to the new website
- SEAALL Listserv
 - The service provided by AALL will be more expensive than the \$250 estimate because not as many chapters will be using it
 - Need to explore other options
- Kris will be sending out an e-mail for SEAALL Committee volunteers
- Adjourned 6:22 PM