

2020 SEAALL VIRTUAL BUSINESS MEETING - Agenda

Friday, April 24, 2020, 12:00 PM Eastern Standard Time

Presented on Zoom

1. Approve minutes of prior business meetings.
 - a. Called to order at 12:03 by Louis Rosen.
 - b. One edit of the agenda right before the meeting to fix the dates of the Columbia, SC SEAALL meeting on the DC Minutes to reflect April 19-20th.

2. Treasurer's Report: Cas Laskowski
 - a. Finishing books has taken some extra time due to cancellation of SEAALL meeting.
 - b. Executive Board has been mindful of fiscal situation b/c of previous annual meetings going over budget. We did not do a paid reception last year to save money. Membership fees are still covering our expenses well. Annual meeting was slated to not go over budget before it was cancelled.
 - c. Our Credit Card processor changed from Paypal to Infinipay.
 - i. Infinipay does not break out fees by transaction so it is hard to see how much more it is costing us. We should break even by avoiding upcharge with Paypal.
 - ii. One issue: Paypal would refund us processing fees if we refunded a charge. Infinipay will not and will charge us for refund processing as well.
 - iii. Should have final report by next week when refund issues settled. ~\$300 in fees/charges for taking registration fees then refunding them; this will not be imposed on members.
 - iv. We are streamlining the membership renewals: Open invoices will be suspended after 60 days. Do to issues with current year budgets and people we may extend to 90 days.

3. Committee Reports:
 - a. Articles and Bylaws: Louis Rosen, on behalf of Kris Niedringhaus
 - i. We had no bylaws updates, so it was a successful year.
 - b. Community Service: Jennifer Mart-Rice
 - i. Louis on behalf of Jennifer Mart-Rice – had set up Big House Books as our community service project. Unfortunately, we had to cancel it along with the annual meeting, but members can still donate to this worthy cause.
 - c. Education & Publications: Melissa Strickland
 - i. A couple ongoing projects. One to collect learning outcomes and one to collect research assignments. Organization is going to be involved so it will be an ongoing process.
 - d. Handbook: Rachel Evans

- i. Annual call for updates to the handbook from Rachel and will follow up with email. If you have any updates to make to the handbook please email Rachel!
- e. Government Relations: Wickliffe Shreve
 - i. Started to document information about legislature for the Southern states and have some plans for a regular call for government legislation issue that impact SEAALL and its member's work.
- f. Local Arrangements: Stephen Parks
 - i. Louis: Meeting was unfortunately cancelled. Louis wanted to stress how much work Stephen and the Local Arrangements put into the meeting plans. The Westin has not gotten back to us about reschedule or cancellation.
 - ii. Stephen: Plan is to try to get 2023 going for Jackson. We did receive refund for the payment to the bus company.
 - iii. Ken Hirsch: Wanted to congratulate Stephen on all the work he did and sympathy to Louis for not being able to preside over a meeting.
- g. Membership: Carol Collins
 - i. Has poster and post cards to hand off to new chair. Membership committee also oversaw the SEAALL life memberships.
- h. Newsletter & Public Relations: Katie Brown and Becka Rich
 - i. Katie Brown: There is an upcoming newsletter. Billie Blaine has stepped down as editor so Katie will be editing. Will be shifting us to Publisher for creating newsletter. She has solicited some COVID-related tech tips and other helpful things for our current situation. We also got guest submissions this year and they are welcome!
- i. Nominations: Rachel Gordon and Zanada Joyner
 - i. Zanada wrote report, thanks to committee members and everyone who helps advertise the nominations when recruiting. VP, Secretary, and MAL. Had small number of nominations and worked off rubrics. Congrats to our winners and thanks to everyone who ran.
- j. Placement: Savanna Nolan
 - i. Screen shared the placement report (Kat attached).
 - ii. Job archive bank now available on previous job postings using AirTable. Savanna did a quick demonstration of the table's sorting. Also includes PDF of prior job postings. Thanks to Austin for starting to collect the data.
 - iii. [https://seaall.wildapricot.org/SEAALL-Employment-Posts-Archive-\(BETA\)](https://seaall.wildapricot.org/SEAALL-Employment-Posts-Archive-(BETA)) (requires member login)
- k. Program: Shamika Dalton
 - i. On October 14, 2019 the committee sent out call for proposals. Institute was about inclusive spaces. There was a teaching, service, and diversity track for our annual meeting, so at least one program would be offered for each track at each time slot.
 - ii. Shamika will discuss in the announcement portion about what we will do to offer programming in the future.

- I. Professional Development Task Force: Charge was to provide Professional Development Opportunities. Had two initiatives this year:
 - i. Online community on Wild Apricot.
 - ii. Writing workshop with mentorship, survey showed interest and was planned for meeting. We would like to see continue in coming year.
 - m. Scholarship: Laura Scott
 - i. SEAALL usually awards Student Scholarship in Fall and CONELL and AALL and Lucille Elliott in Spring.
 - 1. Two student scholarship were granted this fall, to Amber Cain (Elon) and Nor Ortiz (UNC).
 - 2. In Spring, applications due March 13th. Committee received applications but most were to attend SEAALL meeting. In light of cancellations and postponements, the committee paused consideration awaiting decisions of AALL on status of AALL annual meeting.
 - ii. Diversity and Inclusion Committee:
 - 1. Tarica LaBossiere
 - a. ACRL publication continuation of previous article on implicit biases and microaggressions. Both available on ACRL website.
 - b. For SEAALL annual conference, submitted 4 proposals were accepted on behalf of committee they are still interested in presenting in the future online.
2. Future Meeting Locations:
- a. 2021: Columbia, SC – Eve Ross, Candle Wester, Aaron Glenn.
 - i. Dates will be March 19th and 20th.
 - ii. Aaron Glenn: shared video on Columbia, SC. Website is being built for the upcoming meeting. Our site will be the Hilton Columbia Center. More information forthcoming.
 - 1. Keynote Speakers are posted on Website: Colin Miller and Tamara King.
 - 2. Website: <http://guides.law.sc.edu/seaall2021>
 - iii. Eve Ross: Shared information about contract with the Hilton. Many thanks to Shamika and Stephen Parks and Cas Laskowski.
 - 1. Block of rooms on Thursday for opening reception. Link already live for rooms, the block is \$189 a night. Eve read Force Majeure clause to membership to clarify. Opening reception will be at University of South Carolina. Hotel works with a specific caterer (Ruth's Chris) which caused some concerns because they were in the news).
 - iv. SEALL will do a survey at end of year to gauge membership ability to travel to conference. Brief discussion among membership about existing

- travels bans, uncertainty over when the bans will be lifted, and future use of Force Majeure or other contingency planning for future meetings.
- v. Candle Wester: Opening reception will be at the newly-built University of South Carolina Law School. Menu still in works, but there will be a silent auction for local artists.
 - 1. <http://guides.law.sc.edu/seaall2021/reception>
 - b. 2022: Richmond, VA – Joyce Janto
 - i. Planning in initial stages. Will be at Richmond Marriot next to the convention center and it is right next door to UR Downtown meeting spaces and café. Mei Kiu Lo and Joyce are co-chairing local arrangements and will begin work this summer.
 - ii. Dates are April 7-9. To work around very big April events, NASCAR and the Richmond Marathon.
 - c. 2023: Jackson, MS – Stephen Parks. We are working on revisiting option to have SEAALL at Jackson in 2023.
3. Service to SEAALL Award: Fran Norton, Kris Niedringhaus, Paul Birch
 - a. Shared video: award given to Catherine Lemann.
 4. Old Business: Louis Rosen
 - a. Remember to nominate retiring members for the life membership awards.
 - i. We have two for this year: James Heller and Terry Long.
 - b. Thanks to outgoing Executive Board members.
 - i. Suzanne Corriell stepping down as Member-at-Large, and Kat Klepfer as Secretary, and Kris as immediate past president. Louis has mailed the gavel in lieu of passing it over.
 - c. Introducing incoming Executive Board members:
 - i. New Secretary Jason Tubinis and new Member at Large Lance Burke. Incoming President Sarah Mauldin.
 5. New Business: Shamika Dalton: Strong appreciation to Louis for answering questions and handling such a difficult situation in cancelling the meeting.
 - a. Shamika is working on the new committees. No one has declined and she's very appreciative. Finalizing the committees very soon.
 6. Announcements: Shamika Dalton
 - a. The Program Committee thinks it is important to offer something in lieu of in-person conference. We have worked out logistics to host virtual conference. Will run May 18th and end week of June 1. Going to host 3 programs a week at noon. Emailed details on Monday, will be a single Zoom link.
 - b. Special thanks to program committee for testing Zoom and selecting excellent programs.
 - c. Ken Hirsch: Carol Watson will be inducted into the AALL Hall of Fame this year.
 - d. Ken Hirsch and Shamika Dalton also recognized Dr. Yvonne Chandler for her work and her passion for the profession and mentoring new librarians.
 - e. Savanna Nolan: Jeremy McCabe recognized for a publication about database created on access to government information.
 7. Adjourn – Meeting Adjourned at 1:24.