

SCIL Business Meeting
March 16, 2018, 1:00pm - 2:00pm
Virtual using Zoom

Attendees: Kendall, Zemirah, Amanda Roth, Judy Opdahl ,Jennifer Silverman, Jordan Andradre

Agenda

Recording Starting: All of the board and Jennifer.

Skipped Intros.

1. Introductions
2. Approval of [Minutes from November 17, 2017](#) and [Minutes from February 2nd, 2018](#)
 - a. Motion to approve minutes from November - ZL Seconded by JO. February - ZL motions, Seconded
3. SCIL Works Follow up
 - a. Feedback forms
 - i. Used surveys and placed the data into the survey. Excellent and Good. Most comments had to do with the set-up. Schedule was excellent, everyone LOVED the theme. Room arrangements were okay - most issues related to the elevators not being on when we arrived, flickering screen, parking situations (parking meter). These issues were not under our control. Refreshments were fine and value was delivered.
 - ii. Confusing parking, no signs set-up (due to impromptu meeting with Dean)
 - iii. In the events folder - look at the themes suggested for next year. They are in this folder for revisiting.
 - iv. Locations - new to us was San Diego. Believe that this is due to membership and individuals traveling from this area. Thoughts that Orange County could be a good location.
 - v. Survey is in the P drive if further review is desired.
 - vi. Zemirah Lee - having a meeting later in the day. This would allow for traffic. Have a meeting start a 10:00 allowing for traffic and would prevent presenters from having to stay in hotels (reducing costs).
 1. Amanda Roth - If we start too late we need to consider people picking up kids.

2. Kendall - More clarity on when SCIL members should arrive to walk through site. Make sure issues are addressed prior to the start of the meeting.
 - a. Amanda worked on the elevators - couldn't get ahold of Susan at all, there were some issues they couldn't get to.
 - b. MMM - since people are on the road - perhaps we should ask for phone # and send a text to individuals before they arrive.
 - c. JSO - proposed a list of attendees and sending out an email on known issues morning of event.
- b. Finance/payments - Amanda Roth
 - i. We did not have to have facilities fee.
 - ii. A gift card send to Susan, and person who did the printing on
 - iii. \$550 on the food for costs. We did NOT use Costco to
 1. Profited \$509 dollars. Monies goes back to the CARL general fund.
 2. We saw a lot of non-SCIL members register.
 - a. Thoughts - we had 5 non-members slotted. We may need to have a larger non-member registration slots (on the technology). The non-member price is more - more paid = more profit. There is a balance on the guess for number of participants for non-SCIL.
 - b. ZL - We may NOT always get the site for free, this is perhaps why the profit. For budgeting keep this number to ensure a break even.
 - c. \$30 is a normal cost for members.
 - d. MMM - for getting more non members - is this due to location? Where did the draw come from?
 - i. AR - Presenters coming from the for profit libraries (National University / Ashford). This is an upward trend. Dominique - long time member felt more community college librarians, not a shift.
 - ii. Kendall - non-members. Golden West, West Coast University, Bridgeport, Santa Ana,
 - iii. JSO - Process for following up for acquiring new members.
 1. Kendall and Amanda Roth - work to craft an invitation to join.

4. [CARL IG Showcase](#) Planning

- a. MMM - discussing. Thanks on voting on the proposals.

- b. All speakers have been confirmed. MMM is going to confirm with Allie. We have our room, time slot.
- c. 10 to 11 am on Sat in the Blue room.
 - i. Needs: Collaborative notes (MMM is going to work on finding large pieces of paper) - she will acquire up in the area.
 - ii. MMM write started questions - which help allow them to
 - 1. In this drive are conversation starters if you want to review or contribute.
 - 2. Any costs to be need to be submitted for reimbursement. Should be \$15 to \$20.
 - 3. Name tags for presenters - with the theme
 - 4. ZL - ppt or bio - with presenters (MMM will do this).
- d. Meet up at CARL
 - i. Jordan provided AR a list of places for a meet-up at CARL for SCIL members.
 - ii. ZL - we need to write up something to provide to Kat so she can put on the website.

5. Bylaw update

AR - we sent the bylaws out in the required 30 days.

5 days to respond to the ballot.

This is a majority.

JSO is sending out NO later than 5pm on 3/19/18

6. SCIL elections update

ZL - Thank you to Amanda for the work on the bylaws.

ZL does a screen share. She is showing the CALL for CANDIDATES

The only things ZL changed, we start our voting in April 2nd to 17th, call for nominations.

As this is going on - by April 20th the statements from the candidates will be recvd.

April 20th - for two weeks is the election.

Did you want to do the bylaws and the election at the same time.

AR - NO we want to bylaws change 1st -

ZL April 23rd we send a reminder for nominations. We have not heard from anyone yet who is interested let ZL know she can solicit.

ZL May 10th the winners will be announced.

AR the timeline looks find. Jordan - is too overwhelmed to take the role on.

ZL - pull the language off the bylaws, for the recruiting

KL - asked about date starts.

MMM- June 30th start July 1st - make sure this is on the call.

AR - would like to have the individuals at the last meeting prior to their starting on the job. A transition meeting held in June. Mention in person and virtual meeting.

MMM - Jennifer, perhaps you can be secretary.

AR - decide on the June meeting date.

MMM - any social events for summer. Maybe meeting late May to help new members.

MMM - Late may or Mid to late June - Let's do Late May. A transition with even an online meeting is nice to have that touch. Get familiar with the look, feel, flow.
AR - plan on a Zoom virtual meeting with the board. Send out a doodle poll.

MMM - going be working with ZL on the Election committee

5. Announcements

- a. Next Meeting early June
- b. MMM - going be working with ZL on the Election committee
- c. MMM - change of position.