

ABOS Board Meeting Conference Call

April 27, 2009

11:00 am Central Time

Present:

Jody Olivieri, President

Karri Marshall, Treasurer

Kathleen Butzen, Secretary

Margie Brumm, Board Member 2009-2010

Edith Isele, Past Treasurer

Mary Anne Marjamaa, Board Member 2008-2009

Kathy Totten, Vice President/President Elect

Martha Buckner - Board Member 2008-2009

Tena Wilson - Board Member 2008-2009

Absent:

Brad Thomas, Board Member 2009-2010

Pattie Johnston, Board Member 2009-2010

Theresa Gemmer, Past President & 2009 Conference Committee Chair

1. Call to Order:

- Jody Olivieri welcomed Board.

2. Approval of Minutes

- Motion by Karri Marshall to accept the minutes from previous meetings was made and second by Mary Anne Marjamaa. Motion passed.

3. Treasure Report:

- Karri Marshall reviewed tentative budget and asked if we have enough money to add budget line for auditor and tax preparation. Everyone agreed to add both. Karri Marshall brought up some additional expenses that need to be considered, including the marketing flyer.
- Martha Buckner is working on a flyer for marketing. For 1000, 2-sided copies, plus shipping, a two color flyer will cost approximately \$175. Jody Olivieri indicated that funding is available. Karri Marshall agreed and said this would come from the marketing line item.
- Discussion about expenses for the conference. Edith Isele said we need to stay in budget. Jody Olivieri and Karri Marshall said the total budget is approximately \$41,750 and we have the money to cover the expenses for the conference. Bank of America (debt card-\$6,769, Edward Jones, \$25,200. CD should be changed over to a money market account.
- Edith Isele suggested Bank of America balance o.k., but that before the conference we need to transfer over at \$5,000 more from BCR in July. Karri Marshall said we need to decide how and where to transfer money. Bank of America has low interest, but Edward Jones account can't be touched for 3 months. BCR has no minimum required balance. Edith Isele suggested not to transfer funds until after the conference. Jody Olivieri asked if we should open a savings account so we have liquid funds. Karri Marshall said that Edward Jones has a 3 month CD and if we transfer now, the money will be available to use by the conference date. A general poll was taken as to whether we should put most or all of the money to Edward Jones account. Kathy Totten moved to transfer \$30,000 to Edward Jones, leaving approximately \$14,000 in BCR. Jody Olivieri asked if anyone thought that might be too much money in BCR. Mary Anne Marjamaa thought a fair

amount should be in BCR because otherwise it is left in the Bank of America account and because it is a debt card anyone could access the money. She thought we should move \$8,000 – \$10,000 in to BCR and leave the balance in the Bank of America account. Further discussion ensued. Finally a motion to move money from BCR was made by Mary Anne Marjamaa and second by Margie Brumm. Martha Buckner made a motion to move 40,000 to Edward Jones account. Tena Wilson second. Both motions carried.

- Jody Olivieri began discussion about the 2009 Conference. She would like to add \$1,000-\$2,000 to the budget as a contingency line item to make sure we do not go over budget. Discussion about whether we should pay speaker fees & expenses. It was agreed that ABOS members should not be paid, but speakers outside the organization should. Mary Anne Marjamaa suggested a limit of \$2,000, Martha Buckner, said \$2,500 and Jody Olivieri suggested \$3,000. Kathy Totten noted that if we should put the money in the budget even if we don't use. This will allow us to bring in speakers of a higher caliber and in return this may bring in more attendees to our conference. Karri Marshall made the motion to add a contingency line item for \$2,000 and a speaker fee line item of \$3,000. All board members agreed.
- Karri Marshall said that 501c3 is in limbo with the IRS. Karri Marshall added line item to budget for tax preparation and a misc. \$300 for an auditor. If we want to be bonded, then we need an auditor. Karri Marshall suggested an auditor may cost \$750. Discussion ensued and it was agreed that Karri Marshall would investigate the cost of an auditor. Martha Buckner thought we should add a contingency amount to each line item.

4. Membership Committee:

- Martha Buckner read aloud an email Brad Thomas sent about membership incentives. Discussion ensued on what the incentive should be in regards to conference fees. Kathy Totten made a motion to give two, ½ price off conference registration fee. Mary Anne Marjamaa second. All in favor -100% of the Board. Motion carried. Martha Buckner made a motion that beginning Jan 1, 2009, 1 ½ off incentive for renewal and 1 ½ off incentive for new. Second by Kathleen Butzen, all in favor, 100% of Board.

5. Long Range Planning:

- Mary Anne Marjamaa brought the subject of CEU (Continuing Education Units) and the very formal process needed to be in compliance. ALA does not do it, but will do certificates. Could we come up with a certificate? Kathy Totten wanted to know if we need to keep track of the number of sessions. Mary Anne Marjamaa said yes, and we would need to plan conference around the tracks. Mary Anne Marjamaa will contact Therese Gemmer so we can plan it and get it on the website to promote. Jody Olivieri would like to put together AdHoc committee to look into this for next year.
- Jody Olivieri suggested we should add nominations to the agenda for the next meeting.
- ALA Conference 2009 – Mary Anne Marjamaa suggested we have information about the ABOS Conference available at a table at ALA, with vendor information.
- Kathy Totten is having trouble getting representatives from ACRL and State Library subcommittee to look at hotel locations for 2010. Martha Buckner suggested giving them a deadline and if they don't follow through, Kathy Totten should be able to make the decision. Mary Anne Marjamaa reminded everyone that we have to stick with the October date for 2010 because of fiscal budgeting. Martha Buckner reminded the Board to keep in mind the Jewish High Holidays when planning the conference for 2011. Jody Olivieri asked that we start thinking about a 2011 conference site.

- Tena Wilson has agreed to chair the Bernard Vavrek Scholarship committee and will right rules of conduct by June 1. Mary Anne Marjamaa said that Saita Orange would like an update of the award information for ALA Conference.
- Mary Anne Marjamaa reminded the Board that committee reports for the conference need to be done by September 15, including end of year reports.
- Tena Wilson said she is still looking for suggestions for a Speakers Bureau list. Therese Gemmer is putting out an all call to State Libraries.
- Jody Olivieri asked for help staffing the Bookmobile table at ALA. Kathleen Butzen volunteered.
- Jody Olivieri will send doodle survey for best date for next meeting.
- Karri Marshall said ARCL needs a contact name and number from our organization. Suggested to add President, VP & Treasure.

Closed the meeting at 1:15 pm central time.

Submitted by Kathleen Butzen, ABOS Secretary, June 15, 2009

Amended with corrections by Kathleen Butzen, ABOS Secretary, September 4, 2009