

## ACRL-LA Executive Board (includes committee chairs)

### Special Meeting: Summer Research Forum

Friday, February 11, 2022 (via Zoom)

9:00 a.m. – 10:00 a.m.

Present: Rebecca Kelley, Elizabeth Batte, Danny Dupont, Brittany O'Neill, Laurie Gaillard, Sarah Simms, Zack Stein

Excused: Megan Lowe

#### Minutes:

1. Welcome
  - a. Rebecca called the meeting to order at 9:05 a.m.
  - b. No announcements
2. Approve minutes from last meeting (January 20, 2022)
  - a. **Minutes approved via email 02/21/2022**
3. Draft charge for the Summer Research Forum Planning Committee
  - a. Set the parameters and expectations of this ad hoc committee (could include any of the following ideas):
    - i. This Committee shall: select a theme (if desired), decide on the format (including types of presentations, how many presenters, length of presentations, etc.), draft and promote the call for proposals (decide on whether presentations are open to members only or to include nonmembers), select which presentations to accept, set up registration (including fees, if needed), promote the Forum, host the event, conduct assessment (if desired), and provide regular updates to the Executive Board during the planning process
    - ii. Discuss the charge:
      1. Elizabeth: Good to have this much detail, this is what the committee has been doing/working on --- more detail is better in this case – gives the committee a checklist; focus on assessing it afterwards; are expected to provide regular updates to the board (good to be explicit)
      2. Danny: theme *if* desired, assessment *if* desired – makes sense for those years when we don't need to do this (or years when things are happening like COVID or natural disaster, etc.)
      3. Brittany: since this is ad hoc and not public facing, keep the charge as written for now
  - b. Eventually, the Planning Committee may need to be added to the Bylaws as a standing committee, if that is the Board's wish.
    - i. Brittany thinks it's good we haven't made a standing committee just yet as we are still waiting to see if the Virtual Conference will be something that happens again in the future as an annual conference event.
    - ii. If this committee does become a standing committee, can update the charge then (if we consider it too wordy, etc)
  - c. **ACTION ITEM: Rebecca will send out a draft charge to Exec to approve**
4. Board-level decisions for ACRL-LA Summer Research Forum:
  - a. **ACRL-LA Annual Business Meeting**
    - i. **Will this meeting be held at the Forum?**
      1. **YES!** All in agreement, ideally held at the beginning of the Forum

- ii. If so, will award(s) be given out at this Business Meeting?
    - 1. Depending on what awards are chosen to be given out by Awards Committee, then this can be given at Business Meeting
  - iii. If so, how much time do we need for this meeting?
    - 1. Elizabeth: Business Meeting first so that attached to forum, however don't have to register for the forum to attend this public facing meeting
    - 2. Brittany: keep the Business Meeting to 30 minutes or less
    - 3. Open with President (update/overview); update from Treasurer; update about website; possibly update from Committee Chairs
    - 4. Rebecca can share documentation from last year's meeting to see how much time allotted to certain things
  - b. Keynote speaker
    - i. Will the speaker be invited by the Board to speak at our Business Meeting? Or invited by the Planning Committee as part of the Forum itself?
      - 1. Meet in the middle with **group discussion between Planning Committee and Exec** --- Planning Committee can bring ideas to Exec for approval, Exec can also have suggestions and ideas
        - a. Planning Committee can make report to Exec with dates, theme, keynote speaker(s) - this language can be added to charge
  - c. Who can register to attend?
    - i. Open to nonmembers, free to members, have it be a nominal registration fee to nonmembers (close enough to membership that they will want to join)
      - 1. Discussion about how to manage this:
        - a. Currently we are manually checking membership - will continue to do so for this year's Forum
        - b. Might have two separate registration pages --- have members login on new website; for nonmembers could still register but not able to login. This will be a continued conversation with Laurie -- - maybe something we could put in place next year, but something we can explore/put on wish list
        - c. Could create a Qualtrics link that is sent only to membership on listserv for them to register and then separate registration link for nonmembers.
    - ii. Who can present?
      - 1. Limiting right now to just Louisiana presenters to keep it from possible overlap with Virtual Conference (can change if VC sunsetted)
    - iii. **Decisions made:**
      - 1. **Members and nonmembers can present**
      - 2. **Keep it to Louisiana-affiliation (not necessarily academic)**
      - 3. **Open to members (free); nonmembers pay nominal fee**
  - d. Budget
    - i. Should the Board allocate a budget to the Planning Committee? If so, how much? This will depend on the Board's decisions regarding the keynote speaker and who can attend.
      - 1. Add language about budget to charge
      - 2. **Brittany: let the Planning Committee propose a budget to Exec for approval**
5. Review and approve final dates from the list of recommended dates from the Planning Committee
- a. With suggested dates from Planning Committee, **Exec narrowed down to July 19-22**

- b. Will be a two-day Forum either on a Tues/Wed or Wed/Thurs - Elizabeth will confirm with Planning Committee as to what dates are preferred and let the board know
  - c. Once those dates are finalized, we'll send out a Save the Date to the membership
6. Other Business related to the Summer Research Forum
- a. Elizabeth will double check that Planning Committee is ok with having Kaetrena as keynote speaker. Then Elizabeth and Rebecca can reach out to her to see if she's willing and available.
  - b. Professional keynote speakers will come back with their fee; last year we gave \$150 to each keynote speaker as an honorarium (for total of \$300)
  - c. **Cap = \$300**

Meeting adjourned at 9: 58 a.m.  
*Respectfully submitted by:*  
Sarah Simms  
02/21/2022