

ARKANSAS LIBRARY ASSOCIATION BOARD MEETING

December 2, 2016

The meeting was called to order at 1:03pm by President David Eckert. The changeover portion of the meeting had been cancelled due to duplication of content discussion.

1. **Introductions** were made amongst membership present. Attendance sheet was distributed.
2. The **By-laws** approved by the ArLA membership during the 2016 election and taking effect January 1, 2017, were reviewed page by page. David Eckert stated federal laws require us to have by-laws in order to maintain our federal ID number.

John Paul Myrick addressed Article IV. He would like ArLA to rejoin SELA since there is zero cost, other than sending a delegate to the meeting. The affiliation would provide many benefits to members especially at conference time. Crystal Gates from Laman Library is the current delegate and she indicated that her library would provide her funds to attend the 2017 meeting. The topic will be added to the next agenda for discussion.

Article VI, Section 4. – John Paul Myrick inquired “How many members make a quorum within our organization and what is the current membership in ArLA?” Our quorum requires 5% of the total personal membership to conduct business. Lynda Hampel indicated there are approximately 518 members. Dwain Gordon mentioned that our membership was cyclic and peaked at conference time.

Brit Murphy requested that the number “three” be spelled out in Article VIII, Section 4.

3. **Review and discuss changes to Manual.** David Eckert defined the manual as our organization’s working manual.

Lauren Roberston conducted a review of proposed revisions and solicited the Board’s feedback on certain matters.

Chapter 1- Section will be revised to require permission from the Executive Committee before any use of the ArLA official logo or letterhead for official ArLA business.

Chapter 4 – The sections on Financial Review and Audit were discussed with the Board, including legal requirements. It was pointed out that the new Bylaws specify an annual review by three board members of the Executive Board

Chapter 4 - The Board discussed the use of Survey Monkey or similar products for voting. The Board decided that divisions and round tables must follow voting procedures set up by the Board

Chapter 5- Section will be struck from the list.

Chapter 6 - Refunds policies for conference attendees and vendors has been added.

Chapter 7- After discussion, the Board decided that only a chair must be elected. All other division and round table officers will be elected as needed by the individual divisions and roundtables.

Chapter 7 – The Division and RoundTable chairs need to submit budget requests no later than the first board meeting of the new calendar year.

Chapter 9 – Remove future Conference Site Committee and change it to a duty of incoming Vice President/President Elect.

Chapter 9 - Conference Committee – The Board discussed the importance of assigning someone through the Conference Committee to act as a reporter for the journal.

Chapter 9 - Marketing Committee – The section has been rewritten to include items from the former Public Relations Committee and to remove outdated information, though those updates were not available for the Board's review.

APPENDIX D – The Board pointed out that date specific guidelines needed to be removed.

APPENDIX and D- The Board recommended that the sample forms are water marked to indicate their unofficial status.

4. Review the layout of budget - A new budget reporting format was circulated to Board members by Lynn Valetutti. She is looking to produce statements that are more visible and reflect actual account balances.

5. Internal audit – Audit to be conducted by Lynn Valetutti, Carol Hanan, and Ron Russ. The Board determined money was not available for a professional audit.

6. Other Things:

Dropbox –The dropbox, which has reached its storage limit, will be cleaned out by Brett Williams. All Conference photographs will be moved to a Google account set up to host them. The Board also noted that we need to add to a permission statement to the conference registration forms which allow us to print photographs taken at the event.

Budget Requests - Devona Pendergrass requested the Board's approval for a Holiday Inn contract for 2017 ALPS meeting. She indicated that there was no charge to use the Holiday Inn. Judy Calhoun reviewed the contract and identified there were obligations that carried financial liabilities. The request was denied at this time since the 2017 budget has not been finalized.

Meeting adjourned at 3:03pm