July 17, 2020, ABOS Board Minutes
Recorded by Lori Berezovsky, ABOS Secretary

The meeting was called to order at 2:09 p.m. Central Time.

In attendance: Cathy Zimmerman, David Kelsey, Lori Berezovsky, Brooke Bahnsen, Susan Parkins, Wendy Ramsey, Robin Rousu, Zach Roberts, Karen Bradley, Katrina Ford, and Rose Huling.
Absent: Liana Morales

Secretary Minutes

There were no corrections concerning the minutes from the June 19, 2020 board meeting. Katrina Ford motioned to accept the minutes as written. Zach Roberts seconded. Motion carried. The minutes will be posted to the website and moved to the shared folder.

Treasurer's Report

Brooke Bahnsen reported that we'll refund people or offer them a partial refund if they attend the virtual conference. Our year-to-date income shows $3,328.00 in conference registrations. We are $4000 above our budgeted amount for vendor support. The coming months will see more activity. At this point, we are doing well. Dallas didn't charge us anything for canceling. We will look at going there in 2024. Brooke will create a virtual conference sheet so we can carefully track expenses.

President's Report

Cathy Zimmerman welcomed Karen Bradley to the board. Karen is replacing Kevin Kammeraad.

The ALA presentation given by Cathy and Susan Parkings went well, but ALA experienced many technical issues. There were over 300 attendees at their presentation. They will do a full-length presentation this November through ODLOS.

Conference

The Executive Committee has a plan for the virtual conference. There are less than 90 days until the conference. It's important for board members to stay positive about the virtual conference. We will make it the best conference possible.

> **Schedule:** We'll have shorter days and will add a day. The conference will begin at noon on Tuesday, October 13. We'll break up the presentations with fun things. No more than three sessions of workshops will be held per day. Closing session will be at 1:00 p.m. on Friday.

> **Vendors:** Vendors will be able to upload walk-throughs of their facilities and bookmobile tours to Whova. All our vendors are standing firm in their support of ABOS. A. Rifkin is providing 250 books-by-mail bags so we can mail them out to the first 250 registrants filled with information and goodies. Matthews is contemplating sponsoring the Whova App. Summit has agreed to sponsor a t-shirt for us.

> **Swag Hotline:** We'll offer merchandise for sale during the conference and include the

shipping fee in the price. We'll be able to ship items out throughout the conference. This will be a good way to use last year's merchandise.

Networking Nite: The Networking Nite planning committee will work on various activities and games to keep this annual event lively.

All board members in attendance confirmed that they would all be attending the virtual conference and would be available to make sure the conference runs smoothly.

Teams: Cathy has put together three pre-conference teams for the conference:

Technology Team: Susan Parkins, chair, and Robin Rousu, Rose Huling, and Zach Roberts, and any volunteers from the Technology Committee.
This team will focus on uploading presentations, Zoom, and Whova, and any other technology-related things.

Attendee Services Team: David Kelsey, chair.
This team will focus on three areas: social media, registration and presentations; marketing; and finance.

Social Media, Registration, and Presentations: David Kelsey, Karen Bradley, and Katrina Ford

Marketing Team: Lori Berezovsky, chair, and Liana Morales and any volunteers from the Marketing and Advocacy Committees.

Finance Team: Brook Bahnsen, chair, and Wendy Ramsey
This team will focus on income and expenditures.

Vendors and Special Events Team: Cathy Zimmerman, chair, plus whoever she needs to pull in to help.

Presentations: There will be a total of 36 presentations with four presentations per time slot. All board members will sign up to moderate the sessions. This will help the presenters and make things run smoothly.

Conference Timeline: Registration will begin on August 10 and run until the Friday before the conference. The registration fee has been set at $79.00. A departmental rate of $69.00 for up to three people will also be available.

Awards: David Kelsey reported some changes to awards in light of the virtual conference. The Carol Hole award usually offers $500 for travel to the conference. This year that will be changed to $300 for the winner to attend next year. This will be non-transferable. There have been three John Philip Excellence in Outreach applications received; the Awards Committee would like to award two John Philip awards this year. We've received eight Bernard Vavrek award applications, as well. We always get Vavrek

applicants from San Jose State University. We should look into ways we can partner with them.

Programming: Susan Parkins and the Technology Committee will come up with a timeline for receiving recorded presentations, handouts, uploading to Whova, etc. Presenters who are new to virtual presentations will need some training.

Booklet: Lori Berezovsky will continue adding to the booklet since it can be uploaded into Whova.

Old Business

Whova App: Susan Parkins reminded us to look at the Whova demos available on the app before our July 29 training session. Vendors and attendees will be offered training on the app.

Bylaws: Wendy Ramsey reported that she received some questions and suggestions that should be made to the bylaw changes. Wendy, Susan, and Cathy looked at them and they made some tweaks. Wendy created a one-page list of changes. Wendy updated the "changed by" date and will add a statement saying this is the final version. No more changes will be accepted. David motioned to accept the Bylaws update. Susan seconded. All in favor. Motion carries.

Committee Reports

BOIR: Cathy reported that the committee will meet next week and will discuss using a Google ad grant. They will do a roll-out of the BOIR tool at the conference.

Continuing Education: Susan Parkins said the committee had some outreach services discussions in the works, but have postponed them. Instead, they will use Uberconference for training on how to use the Whova app, and other virtual conference needs. Lori had the idea of using "ABOS University" to set the continuing education apart, yet still be branded as ABOS.

Long-Range Planning: Robin Rousu reported that planning is on pause right now due to COVID-19.

Marketing: Lori Berezovsky reported that the July newsletter should be ready for editing. Otherwise, she is awaiting vendor ads for the booklet.

Membership: Katrina Ford reported that it was a slow month membership-wise. The committee is getting ready to send out their quarterly survey.

Technology: Robin Rousu said the committee will meet soon.

Nominations: Susan Parkins is pushing information on running for board positions through Facebook and the listserv. There are plans to update the "What I Wish I Knew" document that

Ann Plazek started a few years ago. The document is a list of things that new board members wish they had known prior to joining the board. All board stories are due by July 31. The committee has created a tentative timeline for nominations.

New Business
Book Bike Week is August 3-7. David has received 39 participants so far and has heard back from three book bike vendors. Most of those participating are not ABOS members so we're reaching a new demographic with this promotion.
We have officially doubled ABOS likes on Facebook.

Reminders
Cathy will be on vacation August 21-31. She'll conduct the August board meeting from the road. If anyone else will be on vacation during the August board meeting, please send Lori your board report for inclusion in the minutes.

- Check your ABOS email daily--things will be developing and happening fast from this point forward.
- Please use your ABOS email for official business.
- Please cc: Cathy and David on all committee correspondence and meeting times.

2020 Conferences

ARSL Virtual, Sept. 30- Oct. 3 in Wichita, KS. Lori will attend.
ABOS Virtual, Oct. 13-16

Meeting adjourned at 3:55 p.m. Central Time.