

ACRL-LA Executive Board, Committee Chairs, & Liaisons Meeting

Meeting virtual via Zoom

Wednesday, August 21, 2024

1:00 pm – 1:12 pm

Attendance: Maya Banks, Daniel DuPont, Laurie Gaillard, Michael Holt, Jeanne Pavy, Johannah White

Absent: Megan Lowe, Zack Stein, Janelle Zetty

Minutes:

1. Welcome

- a. Mike called the meeting to order at 1:02 pm

2. Approve minutes from July 25, 2024 Business meeting

- a. Daniel motioned to approve and Hannah seconded; minutes approved unanimously.

3. Reports/Debriefs

- a. Treasurer (Hannah White)
 - i. Bank balance is now \$7,517.10.
 - ii. No new credits or debits
 - iii. Checks will be sent soon to winners of Best Presentation (Research Forum) and best *Codex* article. Those winners are, respectively, Andrea Broussard (\$100) and Brandy Burbante and Rob Stephens (\$50 each).
- b. Membership (Jeanne Pavy)
 - i. The Membership Committee met yesterday to touch base about the logo redesign contest and discuss the ACRL-LA table at LUC.
 - ii. Logo contest: no entries received so far but we have had questions from one person. Jeanne is going to re-send the call for submissions later this week. The deadline for entries is September 6. Danny suggested removing png as a format option since it conflicts with the CMYK requirement. Jeanne will make this change before sending out the call again.
 - iii. Table at LUC: Our chapter will have a table to share information and recruit new members at LUC. We are planning to display the (new) winning logo on a poster or placard and provide information about how to join the section. We will also provide information about *Codex* (with sample articles), and about other activities of the section.
 - iv. Volunteers are needed for ACRL-LA table at LUC: We would like to get volunteers to help staff the table during designated breaks for exhibits and possibly during some of the breaks between sessions. We hope that some of the Exec Board will be able to help with this but we might also

ask the general membership to help. Jeanne will create a spreadsheet where people can sign up for one or more slots (most will be short, 15-minute shifts).

- v. Transition to new Secretary/Membership Chair: Since Jeanne's term ends when the new Secretary takes over in September, she created documentation detailing the tasks for both of these roles. There is a document titled "Secretary Tasks/Responsibilities" and additional documents in the "Membership Committee" folder. She will plan to meet with the new Secretary and go over the documents and will continue to serve as a resource for the new person as they start their term.
- vi. Both members of the current Membership Committee (Dustin Dirickson and Debbie Huntington) expressed a willingness to continue on the Committee.
- c. By-laws (Daniel Dupont)
 - i. Nothing to report but will probably want to reconstitute this committee next year (2025).
- d. Awards (reported by Mike Holt for Zach Stein)
 - i. Best presentation from the Research Forum and best *Codex* article were awarded.
- e. Website (Laurie Gaillard) – No report
- f. *Codex* (Megan Lowe) – The 2024 issue of *Codex* will publish this week.

4. Deliverables for next meeting

- a. Hannah will send out checks to the Research Forum and *Codex* award winners.
- b. Jeanne will resend the call for submissions for the logo design contest with the option to submit a png file removed.
- c. Jeanne will create a sign-up sheet for volunteers to staff the ACRL-LA table at LUC.
- d. Daniel will send a welcome to the new Secretary once the deadline for voting has passed, and that person will be at our next meeting.

5. Adjournment

- a. Daniel motioned to adjourn and Hannah seconded. Meeting adjourned at 1:12 pm.

Respectfully submitted by:
Jeanne Pavy
8/23/2024