NOCALL Board Meeting Agenda  
September 20, 2017, 10:30am-11:30am  
by conference call hosted by Cooper White & Cooper

**415-433-1900** and request **extension 5600**

**Greetings**

Ramona welcomed and thanked everyone for attending. Welcomed Lori as the new Secretary. Lori will be formally sworn in at the upcoming Business Meeting.

Members Present: Ramona Martinez, Lori Ruth, Cindy Weller, Sarah Lin, David Holt, Coral Henning

**AALL Annual Meeting debrief**

David and Ramona attended the Chapter Leadership training and found it useful and helpful.

NOCALL’s efforts in the exhibit hall were creative and well received. Thanks to Leslie and Coral for pulling together the poster and cowboy boot giveaway. Coral opined that the expense and time providing the giveaways is not borne out by the cost and effort involved. Ramona will put on the agenda for the next board meeting an item to discuss whether to continue providing giveaways at next year’s annual meeting in Baltimore.

Ramona sent out an email to membership regarding submitting proposals at next year’s meeting.

Thanks to Michael for submitting the Annual Chapter report to AALL.

**Status updates on some of the year’s (2017-18) events**

*September Board/Business meeting in Sacramento (Ramona)*

The upcoming board meeting is coming together. Ramona will check in with Jessica regarding registration via Wild Apricot. Coral reported that 16 people have registered thus far. A reminder about the meeting was sent out, but registration numbers seem low.

*Fall Workshop (Ramona for Holly)*

The Fall Workshop has not pulled together yet. Holly has an idea for a program, where a U.S. Supreme Court librarian gives a virtual presentation via Skype. She is currently reaching out to Supreme Court librarians to do that. The California Judicial Center is available to host the Workshop gratis. Since Holly is so busy, we need a coordinator to pull the Workshop together. Suggestion that the Workshop be virtual or a hybrid, though it is unclear how the technology would work on the presenter’s end for members to log on virtually.

*Spring Institute (David)*

The Spring Institute is coming along very well. It will be held on Friday, March 16, 2018 at the [California Museum](http://www.californiamuseum.org/about) in downtown Sacramento. The morning session will focus on advocacy training for librarians, presented by a well-regarded Brooklyn-based speaker from Every Library. The afternoon session will in part focus on confronting the funding crisis affecting county law librarians. David is currently working on recruiting other speakers for the afternoon; it was suggested he make a report at the upcoming Business Meeting as well as appeal to the membership via email for someone with advocacy expertise. Coral will pay for Chapter Insurance by October 10, 2017. Ramona will provide contact information to David so he can get a certificate of insurance.

*Discussion re: Master Calendar (All officers and committee chairs to enter key deadlines)-review of how to access calendar and enter deadlines*

An idea of utilizing NOCALL’s Google account to create a master calendar of critical deadlines was presented via email. Ramona could use some help with instructions with how that would work. After becoming familiarized with Google calendar, Ramona will push out to the board instructions with how to populate the master calendar

One example where having a master calendar would help is in tracking dates such as the deadline for paying chapter insurance (October 10) and the deadlines for NOCALL News submissions (next deadline November 3).

Deadlines:  
 ~~9/8/17~~  
 11/3/17  
 1/5/18  
 3/9/18  
 5/4/18

*Committee review*

If everyone could contact your cluster committee chairs to remind them to have reports prepared for the upcoming business meeting and to correct their information on the [website](https://nocall.org/officers-committees/). Any updated information goes to Julie.

Administration cluster (Coordinator: David)  
-AALL Liaison (Coral)- Liaison for the AALL representative visiting the NOCALL Spring Institute.  
-Archives (NEW CHAIR NEEDED) Update: Stanford can continue to house archive. Ramona will contact Stanford to recruit an Archive Chair.  
-Audit and Budget (Jean)- Audits of books should have already taken place. David will communicate with Jean and make sure everything on track for budget and that a copy of the budget will be available at the Business Meeting.  
-Constitution and Bylaws (Chuck)  
-Nominations (Diane NEW CHAIR NEEDED) Diane wants to pass on position to new leadership. David will contact Diane for an update.

Communication cluster (Coordinator: Lori)  
Ramona will contact Julie about updating website – for example Lori has replaced Jodi as Secretary and Communication cluster coordinator, Michael has new position at Akin, and the Archives are staying at Stanford.   
-Newsletter (Mary)  
-Webpage (Julie)-RM going to send updates  
-Wiki (Jaye)  
-Technology (David)- David ok with staying on.

Education cluster (Coordinator: Cindy)   
-Education (Holly NEW CHAIR NEEDED)  
-Networking (April)  
-Spring Institute (David)

Membership cluster (Coordinator: Sarah)  
-Academic Relations (Jodi NEW CHAIR NEEDED). This position relates to library schools. Sarah will contact Jodi for ideas for a replacement. As far as a report is concerned, Sarah needs to publicize that we need a new chair and what those duties involve.   
-Membership (Jessica)-Jessica ready to take over. She’ll get information from David.   
-Placement (Robyn or Judy H.)

Outreach cluster (Coordinator: Coral)- Ramona will forward Michael’s report.   
-Government Relations (Judy J.)  
-Access to Justice (Michael)  
-Community Service (Monica)  
-Public Relations (Emily)- Emily is looking for a new chair. Coral, check in and make a report.

Recognition cluster (Coordinator: Michael)- Michael provided a report as he can’t make it to the business meeting.  
-Awards (Michael)  
-Grants (Cathy or Sherry)  
-Memorials (Leslie or Jane)

Treasurer’s Report (Coral)-made a deposit to the California Museum of $750 as we are renting space for Spring Institute. We have a total of 51,157.78

*Possible donation to HALL and maybe SEALL members affected by Harvey and Irma?*

Ramona found out that the Westpac Board donated to $200 to assist Houston chapter members. Western Pennsylvania chapter made a similar donation. Ramona will get more information about the donations and will present that information to the Board.

*Additional items*

Board members don’t necessarily need to get to the Business Meeting early.

Coral will provide parking information for the Business Meeting.

But make sure you register!