



ALAO Executive Board Meeting
Minutes of the Meeting
October 16, 2020 10:00 am
via Zoom

Board Members in Attendance	
Don Appleby	Zachary Lewis
Maureen Barry	Katy Mathuews
Amanda Black	Michelle McKinney-Loenard
Katie Blocksidge	Chris Robinson-Nkongola
Melissa Cox-Norris	Edith Scarletto
Jessica Crossfield-McIntosh	Laura Sheets
Mandi Goodsett	Seth Sisler
Gray	Anita Slack
Kayla Harris	Jennifer Starkey
Melissa Hill	Elizabeth Sullivan

Minutes taken by: Laura Sheets



Meeting Agenda

TOPIC/Presenter	DISCUSSION	ACTION
10:02 am	M. Goodsett called the meeting to order	
Agenda President	1. Approval of 10/16/2020 agenda.	Motion: M. Barry 2 nd : J. McIntosh Opposed/Abstain: None Motion: Carries
Minutes President	2. Approval 09/18/2020 meeting minutes.	Motion: E. Scarletto 2 nd : M. Hill Opposed/Abstain: None Motion: Carries
STANDING BUSINESS		
Perpetual Calendar Secretary	3. Review Perpetual Calendar <ul style="list-style-type: none"> ● Link provided to the calendar and a reminder to review the calendar for the next month. 	
Budget Update Treasurer D. Appleby	4. Budget Update <ul style="list-style-type: none"> ● AY 20-21 budget in the budget report ● Eliminations proposed due to COVID-19 ● Decline = budget reduced 	Motion: D. Appleby 2 nd : Blocksidge Opposed/Abstain: None Motion: carries
OLD BUSINESS		
Code of Conduct Diversity Committee Edith Scarletto	5. Code of Conduct reporting form updates <ul style="list-style-type: none"> ● New reporting form draft ● Advocacy chair as reporter advocate <ul style="list-style-type: none"> ○ reporter can “opt-in” to have the Advocacy chair represent them or “opt-out” to represent themselves ○ Advocacy chair position will need to be updated ○ ALAO will provide DEI training for Advocacy Chair if needed ● Actions/Workflow after report 	

	<ul style="list-style-type: none"> ○ Diversity chair, diversity co-chair, and president will receive report ○ Edith will update workflow document ● COC will be updated to include potential possible actions after report is made 	
COVID-19 Forum/Relief Goodsett, Lewis, McIntosh	<p>6. COVID Forum / Survey</p> <ul style="list-style-type: none"> ● 30-40 attendees ● Attendees would like to see more forums, possible themed by IGs ● Forum attendees interested in survey ● Mandi sent last week to member list; deadline of mid-November <p>7. COVID Relief</p> <ul style="list-style-type: none"> ● focus on membership costs: reduced rate for furloughed or laid off members 	
NEW BUSINESS		
Conference 2020 Goodsett	<p>1. Updates</p> <ul style="list-style-type: none"> ● 10 more registrants to meet goal ● No board meeting at conference ● Membership meeting required in by-laws <ul style="list-style-type: none"> ○ 12:30 - 1:00 on 10/28 ○ contact Mandi if you have something to share 	
Wild Apricot Barry	<p>8. Space issue</p> <ul style="list-style-type: none"> ● close to meeting contact limit ● Maureen consolidated contacts to 1775 ● no need to increase limit for now 	
Undergraduate Involvement Barry	<p>9. Undergraduate student involvement in ALAO</p> <ul style="list-style-type: none"> ● Maureen will send email to ALAO list, encouraging student supervisors to encourage them to attend ALAO events and gather feedback 	
Other Announcements Goodsett	<p>10. Archivist position</p> <ul style="list-style-type: none"> ● Trial for 20-21 AY: combine with secretary position ● send any archivist communication/requests to Laura <p>11. Conference website</p> <ul style="list-style-type: none"> ● Mandi would like to give Derek Zoldanz at OhioNET a special commendation for his work on the conference hosting website ● Board approves 	



COMMITTEE REPORTS		
	12. Committee Reports may be viewed in the Report Folder in the Google Drive	
	ADJOURN @ 11:22 am	Motion: M. Hill 2 nd : M. Barry Opposed/Abstain: none Motion: carries