# ALAO Executive Board Meeting

**Minutes of the Meeting**

**October 16, 2020 10:00 am**

via Zoom

<table>
<thead>
<tr>
<th>Board Members in Attendance</th>
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<tbody>
<tr>
<td>Don Appleby</td>
<td>Zachary Lewis</td>
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<tr>
<td>Maureen Barry</td>
<td>Katy Mathuews</td>
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<tr>
<td>Amanda Black</td>
<td>Michelle McKinney-Loenard</td>
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<tr>
<td>Katie Blockside</td>
<td>Chris Robinson-Nkongola</td>
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<tr>
<td>Melissa Cox-Norris</td>
<td>Edith Scarletto</td>
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<tr>
<td>Jessica Crossfield-McIntosh</td>
<td>Laura Sheets</td>
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<tr>
<td>Mandi Goodsett</td>
<td>Seth Sisler</td>
</tr>
<tr>
<td>Gray</td>
<td>Anita Slack</td>
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<tr>
<td>Kayla Harris</td>
<td>Jennifer Starkey</td>
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<tr>
<td>Melissa Hill</td>
<td>Elizabeth Sullivan</td>
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Minutes taken by: Laura Sheets
Meeting Agenda

<table>
<thead>
<tr>
<th>TOPIC/Presenter</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>10:02 am</td>
<td>M. Goodsett called the meeting to order</td>
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**Agenda**

President

1. Approval of 10/16/2020 agenda.

Motion: M. Barry
2nd: J. McIntosh
Opposed/Abstain: None
Motion: Carries

**Minutes**

President

2. Approval 09/18/2020 meeting minutes.

Motion: E. Scarletto
2nd: M. Hill
Opposed/Abstain: None
Motion: Carries

**STANDING BUSINESS**

Perpetual Calendar

Secretary

3. Review Perpetual Calendar
   • Link provided to the calendar and a reminder to review the calendar for the next month.

Budget Update

Treasurer
D. Appleby

4. Budget Update
   • AY 20-21 budget in the budget report
   • Eliminations proposed due to COVID-19
   • Decline = budget reduced

Motion: D. Appleby
2nd: Blockidge
Opposed/Abstain: None
Motion: carries

**OLD BUSINESS**

Code of Conduct

Diversity Committee
Edith Scarletto

5. Code of Conduct reporting form updates
   • New reporting form draft
   • Advocacy chair as reporter advocate
     • 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
| **COVID-19**  
**Forum/Relief**  
**Goodsett, Lewis, McIntosh** | **6. COVID Forum / Survey**  
- 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 | **7. COVID Relief**  
- focus on membership costs: reduced rate for furloughed or laid off members |
|---|---|---|
| **NEW BUSINESS** | **1. Updates**  
- 10 more registrants to meet goal  
- No board meeting at conference  
- Membership meeting required in by-laws  
  - 12:30 - 1:00 on 10/28  
  - contact Mandi if you have something to share |  
| **Conference 2020**  
**Goodsett** | **Wild Apricot**  
**Barry** | **8. Space issue**  
- close to meeting contact limit  
- Maureen consolidated contacts to 1775  
- no need to increase limit for now |
| **Undergraduate**  
**Involvement**  
**Barry** | **Undergraduate student involvement in ALAO**  
- Maureen will send email to ALAO list, encouraging student supervisors to encourage them to attend ALAO events and gather feedback |
| **Other**  
**Announcements**  
**Goodsett** | **10. Archivist position**  
- Trial for 20-21 AY: combine with secretary position  
- send any archivist communication/requests to Laura |  
| | **11. Conference website**  
- Mandi would like to give Derek Zoldanz at OhioNET a special commendation for his work on the conference hosting website  
- Board approves |
<table>
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<tr>
<th>COMMITTEE REPORTS</th>
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<tr>
<td>12. Committee Reports may be viewed in the Report Folder in the Google Drive</td>
<td></td>
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<tr>
<td><strong>ADJOURN @ 11:22 am</strong></td>
<td>Motion: M. Hill 2nd: M. Barry Opposed/Abstain: none Motion: carries</td>
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