SIGUCCS Board Meeting Minutes
February 11, 2019

Present: Laurie Fox, Dan Herrick, Lisa Brown, Chester Andrews, Irene Frawley
Excused: Allan Chen, Mat Felthousen

Meeting Agenda

Old Business

- Last meeting action items
  - Awards Policy is cleaned up (and shared with new committee)
  - New Awards Committee Members: Melissa Bauer (chair - 1 yr), Tim Foley (1 yr), Christine Vucinich (2 yr), Gail Rankin (2 yr)
  - Dan created fantastic SIGUCCS Conference Visual Standards Guide
    - Looking for EC approval - those on the call approved (4/6)
    - Need to nail down “xth conference” - future discussion, perhaps with a wider audience

Discussion / Decision Topics for Meeting

- “Why didn’t you attend?” survey
  - Dan has the data he needs, must find time to sort through it to prepare the message
  - People who didn’t attend last year, but did attend in the past few years
  - Survey is ready, Dan will send before registration opens 2019

Conferences

- 2018 - CLOSED! Official ~ $2,000 surplus; board did contribute ~ $14,000 total for keynote fee & travel, honorariums for pre-conference workshops.
- 2019 - meeting later this week, 20 submissions with nearly a month left! (see below for Allan’s update)
- 2020 - PAF submitted, RFP requested, conference leadership needed

Marketing

- Review Communication Calendar
  - Newsletter ideas needed – Lisa check with Bob if we need a call for volunteers (LB - he only has a few spots to fill still. We will check in in March to see), recap of book we just read
  - Communication Awards Open (web work needed) - Chester has the request, working on it today
  - We are getting good information from Google Analytics to show where our clicks are coming from
• For example:

<table>
<thead>
<tr>
<th>Social Network</th>
<th>Sessions</th>
<th>% Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Twitter</td>
<td>34</td>
<td>50.75%</td>
</tr>
<tr>
<td>2. Facebook</td>
<td>28</td>
<td>41.79%</td>
</tr>
<tr>
<td>3. LinkedIn</td>
<td>5</td>
<td>7.46%</td>
</tr>
</tbody>
</table>

Misc.
• SIGUCCS @ Educause - Laurie will attend, talk to vendors & attendees, host SIGUCCS hangout

Action Items
• Dan -- check with Miranda on 2018 final report for the board
• Dan -- talk to Scott Trimmer about 2020 chair position
• Allan -- can we advertise the pre-conference seminars in March? (social media or newsletter articles)
• Board members who would like travel support (flight, 2 nights hotel, expenses for these days) for SIGUCCS 2018 should submit request ASAP to Irene & Lisa
• Lisa -- communicate Mentor program budget to Gail (SENT 2/11/19)

Updates
Please include updates from your area of responsibility and/or liaison duties. Highlight those that should be reviewed during the conference call.

Professional Development
• 2 seminars identified.
• Working with Joan Cheverie on others, but it’s slow going. Change Management is one we’re trying to get.
• Trevor Murphy has proposed one on communications/career development but I’m not sure it would get attendance we want (people would be essentially self-identifying as wanting career development advice...which might be akin to announcing a desire to change jobs)

Treasurer
• Budget review is typically in February - we have not heard anything yet though.
• Thoughts on budget changes?
  Revenue to date $20,467
  Expenses to date $47,380
Loss of $26,912 (note we were budgeted at a loss for the year however)

Where are we over:
Projects spent $14,382 - budget was for $10,000

- Survey Monkey, Marketing Udemy course $262
- Honorarium (Cheverie) $2000
- Keynote $10,000
- Keynote travel $620
- Honorarium (Young) $1500

Meetings & Special Functions spent $4407, budget was $4000
- Awards Reception $2414
- Mentor Lunch $1717
- Board Meeting $275

Awards spent was $1974, budget was $1000
- PC Travel $1444
- PC / HOF awards $525

We still need to cover travel for Laurie and Dan in April for SBG meeting
Still cover expenses for board travel to Orlando?

Information Director
Working on Communication Awards Web pages

SIGUCCS Awards Committee
Melissa Bauer – Chair (2 years, ending Dec. 31 2020)
Tim Foley (1 year, ending Dec. 31 2019)
Christine Vucinich – Vice Chair (2 years, ending Dec. 31 2020)
Gail Rankin (2 years, ending Dec. 31 2020)
Jacquelynn Gaines (3 years, ending Dec. 31 2019)
Jim Yucha (3 years, ending Dec. 31 2019)

Per the changes to the Awards Committee guidelines, there will not be 3-year terms going forward. Committee continuity will be addressed through the participation of the Liaison (Past Chair, Executive Committee, aka Mat), and having overlapping terms. When Jacquelynn, Jim, and Tim all complete their terms they will be replaced with three new people with 2 year positions (Jan 1, 2020 – December 31, 2021), one of whom will be chosen to be Vice Chair. Christine will become Chair on January 1, 2020.

Submitted by: Laurie Fox