

**Georgia Library Association
Executive Board Meeting
December 11, 2020, 10:00am via Zoom Video Chat
Minutes recorded by Scott Pieper**

Present: Laura Burtle, Wendy Cornelisen, Kimberly Boyd, Mack Freeman, Janice Shipp, Karen Doster-Greenleaf, Scott Pieper, Virginia Feher, Mary Ann Cullen, Ashley Dupuy, Beth Ratliff, Emily Thornton, Ben Bryson, Michelle Jones, Ben Carter, Autumn Johnson, Sofia Slutskaya, Angel Abounader, Alice Murphy, Linh Uong, Marquita Gooch, Angela Glowcheski, Cynthia Kutka, Sarah Rodgers, Karen Manning, Gordon Baker, Tamika Barnes, Jean Mead, Catherine Mancini, Stephen Sherman, and Rosie Robledo.

Guest(s): Chaundria Campos (EDI Task Force)

***Supporting documents can be found in the [2020.12.11 Board Meeting](#) Google Drive folder.**

I. Call to Order, Welcome **Laura Burtle**
Laura Burtle called the transition meeting of the GLA Executive Board to order at 10am. Incoming (2021) and current (2020) Board members were present.

II. Approval of Minutes **Laura Burtle**
Laura Burtle asked for approval of the 10/30/2020 minutes which were previously distributed via Google Drive.

Request (no motion) to approve the 10/30/2020 minutes was made by Laura and passed unanimously via chat.

III. Standing Reports
Written reports (as indicated) were submitted prior to the meeting. Board members were asked if they had any questions for each standing report in turn.

a) Treasurer's Report **Ben Bryson**
No questions on profit & loss or balance sheet.

b) Administrative Services **Ashley Dupuy**
No report.

c) Membership Report **Janice Shipp**
Written report in folder. No questions.

d) ALA Councilor's Report **Tamika Barnes**
No report.

e) GLQ Update **Virginia Feher**
No report.

f) VP Marketing Report **Marquita Gooch**
Written report in folder. No questions.

g) NMRT Report **Autumn Johnson**

No report.

IV. Old Business

None

V. New Business

a) GLA Equity Diversity Inclusion (EDI) Task Force Preliminary Recommendations – Chaundria Campos

Note – Task Force report given out of agenda sequence – it occurred after Mack’s presentation.

Chaun gave an overview of Task Force work to date. Preliminary recommendations: survey of membership – to be released in January 2021, robust mentoring program, collect & disseminate resources focused on EDI, and embed EDI best practices into GLA governing documents & policies.

b) Constitution and Bylaws Amendments* – Michelle Jones

Michelle provided an overview of recommended amendments. One minor typo corrected: Article V, Section 2: do not delete “committees” in last sentence.

MOTION to approve amendments with minor correction as proposed from the floor was made, seconded, and passed.

Laura noted that these need to be approved by membership with 30 days’ notice which needs to go out ASAP. Will be voted on during second day of Midwinter (January 15th).

The following are important presentations for incoming board members.

Please review the presentations in the Google Drive folder:

c) Budget Process Presentation* – Ben Bryson

Ben provided an overview of the budget.

Main revenue categories: membership dues, conference proceeds, and donations & gifts.

Expense categories: administration & system, programs & events, and awards & scholarships.

Who spends money: committees, divisions & round tables, and interest groups.

Budget process: budget committee (with treasurer as chair) accepts requests which are evaluated. The committee drafts a budget which is submitted to the board for approval by early February.

Check requests are submitted to treasurer by chairs and compared to budget for reimbursement or payment.

Laura noted that GLA did not have conference revenue in 2020 due to COVID-19, so budgets will be tight for 2021.

d) Roberts Rules of Order / Effective Meetings* – Mack Freeman

Mack (Parliamentarian) provided an overview of Roberts Rules applicable to GLA meetings, including meeting structure and process; GLA governing documents: The GLA Constitution, Bylaws, and Handbook; e-mail voting procedures; and the difference between the Executive Committee and the Executive Board.

e) GSuite and Impact / Administrative Services* – Ashley Dupuy

Ashley provided an overview of Impact Association Management, Wild Apricot Membership Database, GSuite (Google Workspace) & virtual meeting/webinar platforms used by GLA.

VI. Executive Board upcoming meeting: Midwinter - January 15th, 2021 at 1pm via Zoom.
Additional Regular Board Meetings for 2021:

- Friday, April 23rd
- Friday, July 23rd
- Friday, October 22nd (*tentative* – based on conference dates)
- Friday, December 3rd (transition/crossover meeting)

VII. Meeting Adjourned at 11:30am

Laura Burtle

Board members expressed their appreciation for Laura's service, particularly during the unprecedented impact of COVID-19 and her work negotiating reduced penalties related to conference cancellation.