Georgia Library Association

Executive Board Meeting

December 10, 2021, 10:00 AM via Zoom Video Chat

 Minutes recorded by Jean Mead

**Present**:

Wendy Cornelisen, Sheila Devaney, Rebecca Ballard, Ashley Dupuy, Linh Uong, Angela Cortellino, Rosie Robledo, Ashley Hoffman, Tim Daniels, Ben Bryson, Kelly WIlliams, Laura Burtle, Catherine Manci, Katie Sparks, Ben Carter, Gina Viarruel, Micki Waldrup, Stephen Sherman, Mack Freeman, Robert Taylor,

Alyssa Merkle, Jon Bodnar, Karen Manning, Angel Abounader, Emily Thornton, Marquita Gooch, Justin Nobles, Virginia Feher, Rosalind Lett, Jean Mead.

**\*Supporting documents can be found in the Google Drive folder.**

1. **Call to Order, Welcome                       Wendy Cornelisen**

Wendy Cornelisen called the meeting of the GLA Executive Board to order at 10:05 AM.

**II. Addition to Agenda Wendy Cornelisen**

External Affiliate Application: Columbia Area Library Association

**III.**  **Approval of Minutes  Wendy Cornelisen**

Wendy Cornelisen asked for approval of the October 2021 minutes which were previously distributed via Google Drive.

Motion to approve the minutes was made, seconded, and passed unanimously.

**IV. 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) EDI Taskforce Update Wendy Cornelisen**

Information about the work they have done is in the folder in shared Drive to be reviewed before the January meeting by the incoming Board to see what work has been done.

**b) Strategic Planning Update Wendy Cornelisen**

Planning process thus far: Committee met in the end of October to do a SWOT analysis, November 12 was a retreat where there was great feedback on analysis information, the committee met Wednesday, December 8th and are working on a rough draft. They are using the Rapid Results Planning Process which is what the Society for GA Archivists used in 2020.

Stephen Houser is the consultant on this project.

Three main points in the outline are: Community, Accessibility and Inclusion. Plan on infusing EDI Taskforce recommendations into the plan. The draft will be available and shared with incoming Board members the week of January 14 before it needs to be voted on.

**c) External Affiliate Application Wendy Cornelisen**

GLA received an application to be an external affiliate of the Columbia Area Library Association. This is the first application we have received using our new process. The handbook in Drive has the outline for the process. Since fees and other information need to be agreed on before it can be approved by the executive board, an Affiliate Council needs to be formed. This council will include the incoming Treasurer, Vice Chair and Handbook Chair. Wendy will contact council members and they will review the application with CALA.

**d) Treasurer’s Report\* Ben Bryson**

Profit & loss and balance sheets are in the folder.It is highly recommended that the incoming executive board reviews these.

Ben shared a quick overview of the budget process, the slides are in the folder.

Moving half of money from the checking account into a 13 month CD. The incoming board next year will have an opportunity to roll it into another CD or take the money out.

**e) Administrative Services\*                                     Ashley Dupuy**

Parlimentarian and Administrative Services Information. Slides for presentation are in the Drive folder.Discussed Impact Associates Management, Wild APricot, the website and Google Workspace.

Email transitions to new officers will sent next week from Admin that will explain their new accounts

Do not set up dual authentication on your GLA emails.

GLA Leadership has a shared calendar on Google, please add your events.

**V. Virtual Passing of the Gavel Wendy Cornelisen**

Passed to incoming Chair Karen Manning

**VI. Meeting Adjourned at 11:20 AM Wendy Cornelisen**

 Members divided into Breakout Rooms