

Regular Meeting of the Board of the Evergreen Project

June 17, 2021 @ 2pm Eastern / 11am Pacific

I. Call to order

J.Lundgren called the meeting to order at 2:04pm.

II. Roll call

Members Present	Members Absent	Guests
Jeanette Lundgren	Joe Knueven	Rogan Hamby
Tiffany Little		Andrea Buntz-Neiman
Katie Greenleaf-Martin		Ruth Frasur
Chris Burton		
Chris Owens		
Debbie Luchenbill		
Galen Charlton		
Lynn Floyd		

III. Approval of Minutes

- Minutes from the May 20, 2021 meeting are here:
<https://wiki.evergreen-ils.org/doku.php?id=governance:minutes:2021-05-20#minutes>
- K.Greenleaf-Martin moved to accept the minutes as written. Seconded by Chris B.
- Discussion: None
- **ACTION**: Minutes approved.

IV. Treasurer's report

Written report is available here:

<http://list.evergreen-ils.org/pipermail/board/2021-June/000274.html>

- The Project is currently in good financial shape.

- Expectation is to net about 30k net profit from the conference; provisional upon final reconciliation of transactions from the conference.
- G.Charlton also met with K.Greenleaf-Martin to discuss project history and financial setup as an unofficial beginning to a finance committee.
- Within the next week, the Hop.in subscription will be closed down once all info is gathered that is necessary.
- Still pending is an invoice to the attorney to be sent to J.Lundgren to make payment on. Also, an invoice to send to the SFC in conjunction with a letter drafted by the attorney.
- The 990 has been accepted by the IRS.

V. Committee reports

Release Team (G.Charlton)

- 3.8 release team has been formed.
- A planning meeting is being scheduled and then there will be a call for roadmap entries and a schedule published.

Outreach Committee (R.Hamby)

Written report available here:

<http://list.evergreen-ils.org/pipermail/board/2021-June/000272.html>

- Starting next month Outreach will begin organizing the redesign of the website.
- A request will go out if any community members are willing to host a test website. If there are no volunteers, Outreach may contact the Board to request resources for an Amazon web services account.
- Hackaway will probably be online this year.
 - J.Lundgren: Will decision be made soon?
 - R.Hamby: Within the week.

Fundraising Subcommittee (G.Charlton)

- No update.
- G.Charlton: A conversation about what we should be fundraising for would be beneficial.

Conference committee (A.Buntz-Neiman)

Written report is available here:

<http://list.evergreen-ils.org/pipermail/board/2021-June/000273.html>

- Key takeaways from the attendee survey:

- 70% of respondents had attended 4 or fewer conferences, and a third that it was their first.
- Some responses indicated a better need for communication about using insider terms or jargon. Online events seem to attract newer community members, which is something to consider going forward.
- Very strong majority of respondents said they preferred either online or a hybrid conference. Only 17% would prefer an in-person conference.
 - Since the online events are more easily to be profitable, we may consider allowing comped presentations and/or considering alternating years between online and in-person.
- **TEP discussion:**
 - C.Owens: Who will need to decide how we proceed with the conference based on these recommendations?
 - A.Buntz-Neiman: The Board.
 - J.Lundgren: Does the conference committee stay on year to year?
 - D.Luchenbill: Yes, it's a standing committee.

VI. Old Business

SFC Transition (J.Lundgren)

- The attorney would like an invoice to send to the SFC.
 - G.Charlton: I will prepare and send to J.Lundgren and to the attorney.
- J.Lundgren: Jason Boyer emailed the attorney about the transition and gave them my contact info. I will confirm that the attorney is sending information to the SFC ticket system.
- **MOTION:** I propose that the Board should name J.Lundgren as the official project rep for the SFC. (G.Charlton)
 - Second: L.Floyd
 - Discussion: None.
 - **ACTION:** The motion is approved.

Conference cancellation (D.Luchenbill)

- No update.

Strategic Planning (G.Charlton)

- Subcommittee members are G.Charlton, D.Luchenbill, C.Burton, and T.Little.
- **ACTION:** T.Little will email the subcommittee members to schedule a meeting.

VII. New Business

2022 Conference

- L.Floyd. proposed doing an every other year online vs. in person conference.
 - C.Owens: Would a hybrid online/in-person conference be an option?
 - D.Luchenbill: That can be expensive due to the hotel's costs of live streaming or recording. A possibility, but usually expensive.
- T.Little: Is an in-person 2022 conference possible due to timing?
 - R.Frasur: Generally the site selection committee needs to be activated, but has not been reactivated yet due to the pandemic.
 - D.Luchenbill: Site selection committee normally has the decision made in Jan/Feb, but no later than May/June.
 - K.Greenleaf-Martin: Would request to consider announcing the 2022 online conference at the same time as announcing the RFP for the 2023 in-person conference. Additionally, to pair the marketing effort for both so that we're continuing to build toward holding in-person conferences.
 - Site selection could be held in fall or early winter so that we're marketing that before and during the online conference.
 - G.Charlton: I agree with Katie's suggestion. Personally hoping for in-person conferences, but from a Treasurer's perspective I think that planning for online in 2022 mitigates some risk. Another suggestion might be to encourage doing one day or half day regional events for which the TEP could potentially assist with marketing for those events and potentially helping with registration.
- **MOTION:** Begin the process of convening an online conference for 2022 and to activate the site selection committee to write an RFP for 2023. (K.Greenleaf-Martin)
 - Second: D.Luchenbill
 - Discussion:
 - D.Luchenbill: I will contact the previous members of the site selection committee and ask them to be on it again.
 - K.Greenleaf-Martin: Historically the Board's role has just been to appointment a conference chair. Andrea has expressed a wish not to serve in that role next year.
 - R.Frasur: There would be two conference committees: online committee, and the 2023 committee.
 - K.Greenleaf-Martin: I would like to amend my motion.
- **AMENDED MOTION:** To ask the standing conference committee to begin forming the committee to plan the online conference for 2022, and asking the standing site selection committee to draft an RFP for selecting a site for an in-person conference in 2023.
 - Second: D.Luchenbill
 - Discussion: None.

- **ACTION:** The motion is approved.

Change of chat platform (G.Charlton)

- Logs will still be at irc.evergreen-ils.org.
- There is a long standing discussion about whether there might be a project chat platform to consider that might have an easier barrier to entry than IRC. Potentially in the future might be something for the Board to consider whether or not to allocate some resources toward.

Updating Bylaws

- A subcommittee was formed in April. The members of the subcommittee are G.Charlton, L.Floyd, D.Luchenbill, and J.Boyer.
 - Although J.Boyer is no longer a Board member, he is still eligible to assist if he is willing.
- L.Floyd: Recommend to start a standing governance committee. The current bylaws need to be rewritten, so we could also write a standing governance committee into the bylaws. Also would be advisable to set an annual Board meeting independent of the conference dates.
- MOTION: To form a new adhoc bylaws review committee that is charged with making a recommendation to the Board to revise the bylaws.
 - Second: T.Little
 - Discussion:
 - G.Charlton: I suggest December as a deadline.
 - **ACTION:** The motion is approved.

VIII. Adjournment

L.Floyd moved to adjourn the meeting. K.Greenleaf-Martin seconds.

The meeting was adjourned at 3:01pm. The next meeting of the Board of the Evergreen Project will be July 15, 2021.

Respectfully submitted,
Tiffany Little, *Secretary*