

Regular Meeting of the Board of the Evergreen Project

April 21, 2022 at 2pm Eastern / 11am Pacific

I. Call to order

J.Lundgren called the meeting to order at 2:02pm.

II. Roll call

Present	Absent	Guests
Jeanette Lundgren Kate Coleman Ruth Frasur Chris Sharp Chris Owens Tiffany Little Galen Charlton Debbie Luchenbill Joe Knueven	Katie Greenleaf-Martin Chris Burton Lynn Floyd	Jason Boyer

III. Approval of Minutes

- Minutes from the 2-17-2022 meeting are here:
<https://wiki.evergreen-ils.org/doku.php?id=governance:minutes:2022-03-17#minutes>
- D.Luchenbill moved to accept minutes. G.Charlton seconded.
- **ACTION:** Minutes approved.

IV. Treasurer's report (G.Charlton)

- Current assets and cash equivalents are around \$118,000. Can begin considering expenditures and investments beyond the conference.
- Financial report breaks down revenues since the beginning of the year. Most is expenses related to the upcoming conference and the engagement to wrap up the SFC.
- Drafts of the 990 and Schedule B are available and ready for feedback

- Process has begun of signing up for TechSoup and Zoom. Have received confirmation from TechSoup that qualify for nonprofit status, and have placed request for Zoom discount.
- **ACTION ITEM:** Establish a policy for the use of the community Zoom account. G.Charlton will assist in crafting one for Board consideration.
 - J.Knueven volunteered to assist.
- Transfer of assets: Name registrations are now held at name.com and have set us up for Google Cloud to provide DNS service. The domain names registration is currently \$82 a year.
- G.Charlton is in discussion with MOBIUS about potentially moving most of the money from the Commerce bank account to the account with Wells Fargo
- May want to revisit whether Wells Fargo is the best banking choice as far as being widely available for any necessary in-person branch visits by the Treasurer or officers
- For future conferences, may want to explore if there are other options than Hop.in and Stripe in terms of registration tickets to minimize Stripe fees.
 - J.Lundgren: Suggest seeing if Stripe will offer a nonprofit rate.
 - **ACTION ITEM:** G.Charlton will follow up on seeing if Stripe offers a nonprofit rate.

V. Committee reports

Release Team (G.Charlton)

- Mike Rylander will be cutting the release candidate shortly.

Outreach (R.Hamby)

- Submitted via email: "Outreach is mainly holding course right now. Many of us have been very busy and our efforts have been focused as time is available for 1) sending out press releases thanks to Ron's diligence, 2) the annual report and 3) many of us are also working on the conference."

Conference Committee (R.Frasur)

- The proposal deadline has been extended.
- Early bird registration is now closed. Have had 17 preconference registrations and 111 regular registrations.
- D.Luchenbill: The call for site selection was sent, but don't currently have any submissions. Will be sending out the call again.

Bylaws Subcommittee

- Subcommittee will need a reshuffle of participants due to Board member terms ending.

Strategic Planning Subcommittee

- Subcommittee will need a reshuffle of participants due to Board member terms ending.

Trademark

- G.Charlton: Wanted to check if there was a response given to Lisa Carlucci (EOLI) about using the trademark.
 - K.Greenleaf-Martin via email moved to approve the request from Equinox. L.Floyd seconded.
 - After discussion, J.Knueven made a motion to approve Equinox's request to use the logo for stickers and print digital marketing material until such time as it's revoked by the Board. T.Little seconded.
 - Discussion: Usage must be consistent with the trademark policy and any upcoming changes to the policy.
 - **MOTION CARRIES** (G.Charlton abstaining)
 - **ACTION ITEM:** J.Lundgren will respond to Lisa via email with the Board's decision as well as with the language from the motion and the trademark link.

VI. Old Business

SFC transition (J.Lundgren)

- All pending issues relating to the separation from the SFC are complete.
- **ACTION ITEM:** J.Lundgren will send out an announcement to the community.

Elections (J.Lundgren)

- J.Lundgren welcomed the new Board members: Kate Coleman, Ruth Frasur, Galen Charlton, and Chris Sharp.
- She also acknowledged the department Board members: Chris Owens, Chris Burton, and Tiffany Little.
- J.Lundgren received written notice from Lynn Floyd of her resignation from the Board, effective as of receipt of the email.
 - With more than 6 months remaining in her term, there will need to be a full election process to fill the seat.
 - **ACTION ITEM:** J.Lundgren will put out a call for nominees for that seat.

- **ACTION ITEM:** C.Sharp will update the website with the new and exiting Board members names.
- **ACTION ITEM:** C.Sharp will update the board-public and board-private listservs.

Officer Elections

- Proposed officer slate:
 - President: Jeanette Lundgren
 - Vice-President: Joe Knueven
 - Treasurer: Galen Charlton
 - Secretary: Katie Greenleaf-Martin (volunteered via email)
- R.Frasur moved to approve the slate. D.Luchenbill seconded. **MOTION CARRIES.**

VI. New Business

Review of 990 (G.Charlton)

- Propose Friday April 29, 2022 as the soft deadline for final feedback. Intending to request final approval via email

Subcommittee Participation

- G.Charlton: Although our trademark policy is currently solid, it would be beneficial to have it go through legal review.
 - Also suggest that there be a Trademark Enforcement committee responsible for dealing with routine trademark requests as well as actively looking for misuse of the trademark to either take action or request the Board to take action on.
 - C.Sharp volunteers to participate on this committee.
 - G.Charlton suggested that the Board president participate, at a minimum ex officio, and at least one other Board member. Otherwise could potentially be an open committee for other community members to participate.
 - **ACTION ITEM:** Put out a call for interested community members to participate.
- Bylaws and Strategic Planning subcommittee also need a reshuffling of members due to Board members leaving.
 - Bylaws: J.Lundgren will participate. D.Luchenbill and G.Charlton will remain on committee.
 - Bylaws on the website need to be updated.
 - J.Lundgren will schedule a separate bylaws meeting to get them in a final form for the Board and then updated on the website.

- Strategic Planning: G.Charlton and D.Luchenbill will remain on subcommittee.

VII. Adjournment

J.Knueven motioned to adjourn. C.Sharp seconded.

J.Lundgren adjourned the meeting at 3:07pm. The next meeting of the Evergreen Project Board will be held May 19, 2022.

Respectfully submitted,
Tiffany Little, *Secretary*