

ULSG Executive Committee Meeting, June 22, 2006

Attendees: Becky Sutherland, Debra Brookhart, Greg Mobley, James Kendrick

- I. The Agenda for the July 11th meeting
 - a. Approval of minutes
 - b. Committee updates
 - i. Blood Drive and Cookbook – Teresa
 - ii. Treasurer's Report – James or Becky
 - iii. Rewards and Recognition – James
 - c. Call for volunteers
 - i. Social Activities Committee (chair)
 - ii. Training and Development Committee (chair)
 - iii. Fundraising Committee (members)
 - iv. We also need two volunteers to serve on the Budgetary Advisory Committee since James and John will rotate off
 - d. Scholarship discussion
- II. We need to make sure Matt will continue to work on the website. Debra has offered to take care of adding the minutes to the webpage.
- III. Brief discussion about Rewards and Recognition. Should we continue ULSG Member of the Month? Greg suggested that it might be nice if we look into the various campus awards offered and see about nominating a ULSG member. James will look further into this.
- IV. ULSG Scholarship
 - a. Greg had a meeting with Beth Barnette, Director of the Office of Student Scholarships on June 20, 2006 to discuss the possible creation of a ULSG Scholarship. (see attachment #1)
 - b. Because its unlikely we will award a Fall scholarship, Becky asked when the deadline for a Spring award is. This will require further research.
 - c. Foundation Gift Agreement for Staff Project Foundation Account (see attachment #2)
 - i. Wording of the agreement is vague with regard to the use of the money
 - ii. Can we set up a separate foundation account for the scholarship? Greg was told there is a \$10,000 minimum on new accounts. James will contact Brenda Bishop (school of science) and see how their "emergency fund" works.
 - iii. We will ask the staff at the meeting how they feel about using the money from our current foundation account to fund the scholarship. Then go to the Dean to discuss, if the staff approves, how to work around the wording or get the agreement reworded
 - iv. We will also do more research on the foundation accounts

- d. Greg will send out something about the scholarship to ULSG members prior to the July meeting to enable them to come prepared for a discussion
 - e. We will issue a call for volunteers at the meeting to form a committee on the ULSG Scholarship. Part of the charge will include selection process, terms of the award, stipulations, enforcement of stipulations (i.e. if the recipient drops out during the semester), will it be nominations or letters of application. This committee should consist of 5-6 people
 - f. Greg will set up a meeting with David to inform him about our idea for a scholarship
- V. Debra will contact Alice about switching the executive committee email list
- VI. We had a brief discussion about the purchase of ULSG letterhead. This will offer some legitimacy to the group especially if we intend to do significant fundraising for the scholarship. No action was taken
- VII. The decision was made to have refreshments at the July meeting.

Respectfully submitted,
Debra Brookhart, ULSG Secretary
June 22, 2006

ULSG Executive Committee Meeting
July 20, 2006

Attendees: Becky, Debra, Greg, and Matt

1. Minutes approved as written
2. Social Activities – No volunteers. Karen Proctor might be interested, so Greg will contact her to see if she is willing. Teresa is finalizing the cookbook for the ULSG website.
3. Training and Development – Matt will send monthly information about ProSteps that will include what is offered and how to sign up. He is willing to offer training in Access and other items in house. Greg has a meeting with David and will discuss where jobs are going and what staff might need to help prepare. The EC thought it also appropriate to look into INCOLSA offerings. Becky suggested Human Resources since they offer free workshops. Matt will send an email to them to see what they might offer from both IUPUI and Bloomington campuses.
4. Fundraising – the money has not yet changed hands. Becky will open an account with IMCU for the ULSG petty cash. This will need two co-signers. Becky will set up a meeting for the Scholarship Committee.
5. Schedule of Meetings – the EC needs to figure out the best day and time for EC meetings. Greg will attempt to find the most convenient day for everyone.
6. President Meeting with Dean – Greg has a meeting next Wednesday at 2pm with David to discuss the scholarship and get his input as well as the creation of a fund for the money raised. This meeting will also include ideas about training and the Staff Project Fund (to see about amending it and its original purpose). If we have any thoughts on things to share, let Greg know.
7. Apathy – how do we get people to the meetings? The EC discussed advertising within the building with catchy little phrases. Perhaps each team could have a representative that reminds people of meetings and asks folks to come.

ULSG Executive Committee Meeting
August 25, 2006

Attendees: Becky, Debra, Greg, Karen, Matt

1. Minutes of previous meeting approved.
2. Social Activities
 - a. Fruit Fest was successful, Karen said about 14 attended.
 - b. The next activity will be an apple/pumpkin something for the November general meeting.
3. Treasurer
 - a. ULSG petty cash has been transferred from James to Becky.
 - b. Becky will pay Lee \$44.00 for the staff indoor picnic and will deposit the rest in a ULSG account at IMCU. This will be money from fundraising efforts.
4. Agenda for September meeting
 - a. Approval of minutes
 - b. Committee reports
 - c. Staff project fund discussion
 - i. We need to come up with a project (in conjunction with ULFO) to use money from the fund in a way that benefits the entire staff of the library. EC suggestions included: an honor board for staff, end of semester party, or a staff outing such as a baseball game.
5. Convincing folks to attend meetings
 - a. Identify people on each team to be cheerleaders to convince folks to come to the general meeting. Greg will send out a message to people.

Meeting adjourned @ 2pm.

ULSG Executive Committee Meeting
September 29, 2006

Attendees: Greg, Matt, Karen, Debra, James

1. Minutes of the last EC meeting approved.
2. Committee Reports
 - a. Training and Development – We should send a general reminder to let folks know that their professional development funds rolled over as of July 1st and encourage them to use the money.
 - b. Social Activities – Karen needs to met with Steve Towne to begin work on the end of semester party. There is a program to feed people at the Ronald McDonald House for a night that perhaps the ULSG could participate in. We would have to supply enough food to feed 50 people. Karen will bring it up to the rest of the group to gauge interest.
 - c. Staff Project Fund – No ideas have surfaced since the general meeting. We will submit a request to ULFO to use the money.
3. Bylaws discussion
 - a. The “death clause” – since we did not reach a quorum at the last general meeting, we are just two meetings away from demise. The consensus was that the ULSG is doing important things and should not disband.
 - b. Greg suggested we think of making an amendment to either reduce the number of meetings per year to three or reduce the quorum number to ten.
 - c. A discussion followed about whether or not the number of meeting attendees is a true gauge of interest in the ULSG. We have active participation in committees and events. Matt said a high percentage of members also votes in the elections even though we have only had one or two contested races. We also get a significant number of emails prior to a general meeting offering regrets for being unable to attend because of schedule conflicts.
 - d. Greg will write up an amendment to the EC and then send to the rest of the group. We will also move the next general meeting to a different time.

ULSG Executive Committee Meeting
October 17, 2006

Attendees: Becky, Debra, Greg, James, Karen, Matt

1. Minutes of previous meeting approved.
2. Committee Reports
 - a. Training and Development
UITs is offering several certificate programs. Matt will send out an email to the group. Perhaps we could also set up a group class within the library.
 - b. Rewards and Recognition
James and Jan will attend a workshop next week on rewards.
 - c. Social Activities
Karen is waiting to hear if David approves the use of the Staff Project Fund for the End of Semester Party.
 - d. Finance
No expenses, no income. There is nothing to report on the committee activity.
 - e. Scholarship Committee
Met September 21st. They plan to make the first award Fall 2007.
3. Greg talked to David about the Staff Project Fund. He and Steve will put together something in writing requesting the use of some of the money to fund the End of Semester Party. He also mentioned the idea of a family night event using money from the fund. David was very enthusiastic about it. The idea is to consider this for next August and include things like showing movies in the auditorium, games, etc. We will talk further about it at the next Executive Committee meeting.
4. Times for general meetings
Greg sent out an email polling members about the best time of day to hold the general meeting. He got 11 responses. The most popular time was 3pm-4pm. Lunch hours were unanimously rejected. Preference was given to afternoon times. Suggestions offered included rotating meeting times and sending out the meeting announcement as an appointment in Outlook. We will schedule the next general meeting 3-4pm.
5. Proposed amendments on number of meetings
We will table the proposed amendments to change the number of meetings for the moment until we see if the change in time works to boost attendance.

We will move forward with the elimination of the "death clause" and start the discussion about the number of meetings per year at the next general meeting. We might also consider adding email voting to the bylaws.

Becky suggested having a door prize at the meeting. She will purchase a \$25.00 gift card to a restaurant and make up fliers.
6. Agenda for the general meeting on November 14th
 - a. Committee Reports

- b. Proposed death clause amendment
- c. Number of meetings per year discussion
- d. Start family night discussion

ULSG Executive Committee Meeting

November 30, 2006

Attendees: Becky, Debra, Karen, Greg, and Matt

1. Approved minutes of last meeting
2. Committee Reports
 - a. Finance – Accounts are the same as in the October meeting
 - b. Social Activities – Karen met with the End of Semester Party Committee and the party will be a brunch and the library will provide the fixins' for pancakes. There will be two games – build a card house and a 25-piece puzzle game. There is a possibility for door prizes. The festivities will start at 10:30am on December 14th.
 - c. Training and Development – Matt has the name and email address for a Human Resources contact and is checking into UITS offerings.
3. Greg's Meeting with the Dean – David is planning to put together a diversity council that will develop a diversity plan for the library. He wants to use the model of the Budgetary Advisory Committee and get representatives from both the ULSG and the ULFO.
4. Possible Amendment Concerning Number of Meetings – Greg will send it out before the January group meeting.
5. January Group Meeting
 - a. The meeting is set tentatively for 10:00am on the Friday of Organization Week. Greg will check with Mary to see where we can schedule it or if it can be moved to 3pm.
 - b. Agenda
 - i. Approval of Minutes
 - ii. Committee Reports
 - iii. Greg's Meeting with the Dean
 - iv. Amendment of the Bylaws
6. We will cancel the Executive Committee meeting in December unless something comes up because of busy schedules and vacations.