

## Minutes for the Learning Resources Commission Executive Board

May 11, 2016

10:00 am

In attendance: Kendra Auberry, Chair, Indian River State College; Mary Ward, Vice Chair, Florida Southwestern College; Joan Moore, Secretary/Treas. Santa Fe College; and Lena Phelps, Webmaster, South Florida State College.

The committee assessed that the Virtual Conference went well. We wish someone had been present from AFC. VP for commissions did not show. We went outside the box for this conference, maybe this was the reason since it was not face to face. It was not a money maker, since no cost to attend. We were not put on the AFC calendar. We need to work in the future to make sure things like this are put onto the AFC calendar. The consensus was that we should do a Virtual Conference again.

We need to find a way to bring in a sponsor (Library Related). Have the sponsor do a promo event. What will the ROI (Return on Investment) be for the people who attend our conference? When so many colleges are offering professional development for free, why would people pay?

Mary says that it would be easy to set up a PayPal account for attendees to pay for the conference.

Kendra says that we had 60 people registered and 20-30 participating at each session. We also had hundreds of hits on the libguide. We should market this to prospective sponsors.

Feedback on the survey. Everyone was very positive. Maybe vary length of sessions. Maybe use mini-injections (?) and have longer sessions for those students who may like longer sessions.

The in house technology person at IRSC was very helpful and the technology worked well. Kendra sent a Thank You note to him and to his boss, so they would know how helpful he has been.

Service Project: Several schools are working on this and we should wrap this up in another week. We are going to try and get our results from this service project published in an AFC publication. Joan will work on this.

Start brainstorming sponsors we might be able to contact.

Exemplary Awards: Michelle Monteleon (PHSC) will do the same as last year to put the information together for the judges. AFC needs this information as soon as possible because of the state conference in the fall. Kendra will touch base with Michelle. AFC wants to have the information sooner in an effort to get more attendance for the state conference. We should ask Michelle to have this ready in 2-3 weeks.

Scrapbook: Commission End of the Year Report. Will be a joint effort. Reporting dates October 1, 2015 – September 30, 2016. This should also include a financial report. Information from AFC website explains everything that we need to do. (Looked at website). This is very important. The End of the Year Report must be submitted. Question was posed on how we can do a scrapbook when we meet virtually and do not have socials. Highlight the fact that we do great things without needing to meet face-to-face.

If anyone has pictures from the conference or pictures that might be useful for the scrapbook, we can use those. Screenshots would also help. Exemplary Practice Awards, Facebook and Twitter. Who handles our Social Media? Kendra- Facebook, Mary – Twitter (Kendra will forward Mary the Twitter information).

Operational Plan, By-Laws (reviewed, not revised). Must show the date they were reviewed by the executive board. Due two weeks prior to conference. Not sure of the exact date of the conference. In October or November (Nov. 2-4). Start pulling together now and we can put the finishing touches on in September. Documents will be shared in Google folder. This will be a collaborative effort from all of us. Will post minutes on the website. Target date of June 13 for Exemplary Awards.

If any of us have any events (Library) at our colleges that we would like put out on Twitter, contact Mary.

The meeting was adjourned. (Joan Moore)