

Beta Phi Mu - Beta Delta Chapter  
**Minutes of the Board Meeting held September 1, 2016**  
7:30 p.m., Baldy Hall, University at Buffalo North Campus

Present: Jim Tammaro, Amy Miller, Carolyn Klotzbach, Chris Conrad, Brenda White, Kelly Sallander

Absent: Esther Jackson

The meeting was called to order by president Jim Tammaro (JT) at 7:32 p.m.

MOTION: Carolyn Klotzbach (CK) motioned to accept agenda. Brenda White (BW) seconded. Motion carried unanimously.

Proposed minute changes: Ensure that dates are updated on timeline  
Correct spelling of Amy's name

MOTION: Kelly Sallander (KS) motioned and BW seconded to approve minutes, with proposed changes. Motion carried unanimously.

#### **PRESIDENT'S REPORT (JT)**

No report this meeting

#### **TREASURER'S REPORT (BW)**

- A. Active member count is currently at 59
- B. Nonprofit status update
  - a. We need to append the bylaws with 2 statements (below) to be compliant for 501c3 status
    - i. Need Education purpose statement*
    - ii. Need Dissolution statement*
  - b. BW to send additions to CK to add to bylaws. CK to add and share with board
  - c. KS motioned and BW seconded to cover one-time \$400 cost to become 501c3. Motioned carried unanimously.

#### **Website Report (EJ)**

- A. Membership list is now on our website (minus a few years that BW couldn't locate)
- B. BW to contact National for missing years

#### **Old Business**

- A. Annual meeting

- a. Oct. 20 at 7 p.m. EST in Baldy 553
  - b. BW and JT to draft invite
  - c. Remote attendees will connect via Skype
  - d. CK to create RSVP form and send to BW
  - e. JT or BW to invite Heidi Julien
- B. Officer elections
- a. BW to send out call for nominations tomorrow, Fri., Sept. 2
  - b. BW to send special separate email to those who indicated interest in the survey, asking if they wish to run
  - c. Deadline for nominations is Sept. 22; elections open Sept. 26; elections end Oct. 10
- C. Survey results
- a. CK presented summary report to board
  - b. Highlights
    - i. 29 members responded; 27 updated their contact info
    - ii. Email was a clear winner for communications with 96.55% of members asking for this type of communication
      - 1. The board determined that they will not use Social Media channels because of resource constraints.
    - iii. Nearly 75% of respondents indicated some interest in collaborating with other Beta Phi Mu members
    - iv. Top three topics of research topics included technology, information literacy instruction, and budget/money-saving strategies
    - v. Top three professional development requests were networking/mentorship, speakers and skill shares
    - vi. Top three initiative for BPM were virtual skill-shares, speaker series, and librarians helping librarians on special projects
  - c. Goals for 2017
    - i. Board will look into hosting 1 speaker, 1-2 workshops/skill-shares, and organizing a get-together at NYLA for New York State Beta Phi Mu members
  - d. For networking purposes, the field of librarianship each member works in will be added to the membership list
    - i. CC to compile list of professional fields and send to BW for the next membership renewal
  - e. CK to send BW the excel spreadsheet report of updated contact info for upload to database
  - f. CK to give survey report to the general membership at the annual meeting
    - i. Discuss results and action board will be taking

Next Board meeting will be Thurs., Oct. 13 at 7:30 p.m. EST in Baldy 553

MOTION: CC moved to adjourn. BW seconded. Motion carried unanimously. Meeting adjourned at 8:18 p.m.

Accepted Timeline of BPM-Beta Delta Chapter  
for  
Member Survey and Board Elections

June 24 - Chris to send out survey questions for board comments

~~Aug. 8~~ ~~July 5~~ - Survey sent to chapter members (with follow up reminder)

~~Aug. 26~~ ~~July 22~~ - Member survey deadline

~~Aug. 30~~ ~~August 8~~ - Carolyn to send survey report to board

~~Sept. 1~~ ~~August 22~~ - BW/JT to send out call for board nominations to chapter members

September 1 - Board meeting (discuss election plans and survey)

September 22 - Board nominations closed

September 26 - Elections open

October 10 - Elections end

October 18/20 - Annual meeting

**Use this boring list, or print out [this fun infographic!](#)**