Regular Meeting of the Evergreen Project Board

March 20, 2025 at 2pm Eastern

Meeting information and agenda:
https://wiki.evergreen-ils.org/doku.php?id=governance:minutes:2025-03-20

I. Call to order

Galen called the meeting to order at 2:05pm ET.

II. Roll call

Members Present	Members Absent	Guests
Galen Charlton (President) Ruth Frasur Davis Joe Knueven Katie Greenleaf Martin (Treasurer) Susan Morrison Eli Neiburger Andrea Buntz Neiman (Secretary) Lindsay Stratton	Jeanette Lundgren (Vice President)	Rogan Hamby

III. Approval of Minutes

- Minutes from previous meeting: 2025-02-20 TEP Board Meeting Minutes
- Minutes approved without correction

IV. Treasurer's report (Katie Greenleaf Martin)

- CDs are set up
- Monthly Treasurer's reports will be out later this afternoon
  - Via email 3/20: 2025-03 Treasurer's Report
- Draft 990 for review: TEP 2024 draft3-Form990Package.pdf
  - This has been reviewed by the Finance Committee and the Executive Committee
  - The board will hold an email vote, to be concluded before March 31st which will be confirmed at the April in-person board meeting.
  - Ruth makes a motion to approve the 990 and Joe seconds. Katie will email the board the 990 to kick off the email vote.
- Tax update

- Pandemic-era “zombie” tax issue related to the large gap between our 501(c)(3) filing (Fall 2018) and its granting (Fall 2020). IRS wanted a 2019 return and has assessed a penalty. Katie submitted a request for reconsideration to the IRS last week, and we should have a mailed response from the IRS before the next board meeting.
  - Katie will also alert MOBIUS that this is expected in the mail.
- Conference sponsor income is slow coming in, and registrations have picked up now that the schedule has been released.
  - Andrea is working on a press release for the Conference

V. Community reports

Release Team / Development Update (Andrea Buntz Neiman)

- At the March developer meeting, the developer community agreed to skip March point releases. Point releases are still scheduled for April, coinciding with 3.15.0.
- 3.15 feature freeze and translation freeze are tomorrow, March 21st, and beta is being built next week. Feedback Fest is scheduled for the week of March 31st.
  - Andrea is grateful to community testers & committers for their hard work testing and merging 3.15 features.

Outreach Committee (Rogan Hamby)

- Email update from Rogan:
  - Content the community identified as valuable to move from the wiki to OPAC is still underway.
  - We are working with the conference committee to support social media both for promoting the conference and fulfill vendor commitments.
  - We have started a new workflow for documenting and tracking content that can be used for different platforms.
  - Progress on the annual report continues with Green Vegan media doing a wonderful job.
  - One topic I do want to discuss during the meeting today is our LinkedIn presence. I have been unsuccessful over the months in getting any assistance from LinkedIn to recover control of the Evergreen page. I am proposing that we create a new one tied to an Evergreen ILS Google account so that if an individual maintaining it were to disappear again that we can regain control.
- LinkedIn:
  - It is not clear who owns the extant LinkedIn account but they are not related to the project, as far as we can tell.
  - Galen suggests creating a LinkedIn account under the aegis of Outreach, with the password to be stored in 1P.
  - Outreach will discuss this further at their April meeting.

Standing Conference Committee (Ruth Davis; Katie Greenleaf Martin)

- 2025 Conference updates covered above under Treasurer's report
- 2026 Conference updates:
    - We are close to coordinating signing an MOU with KCLS
    - KCLS has sent out a venue RFP and have had responses from two sites so far
    - Anticipate negotiating on food & beverage minimums. In general we can expect costs to be towards the higher end of the conference range.
    - TEP will make efforts to constrain costs for attendees as well.
    - Katie notes that we will need to protect ourselves from low turnout due to the expected costs of attending & recommends keeping headcounts conservative.

VI. Board Subcommittee Reports

Finance Committee (Katie Greenleaf Martin)

- Finance Committee was covered in the Treasurer's update above.

Bylaws Subcommittee (Ruth Davis)

- Skipped in lieu of Strategic Plan Implementation Committee

Strategic Plan Implementation Committee (Andrea Buntz Neiman)

- Committee did not meet today; last met on March 6th to discuss changes to the strategic plan as well as some process needs for the membership model. Next meeting April 3rd.

VII. Discussion

No items for discussion.

VIII. Old Business

2025 TEP Elections Update (Susan Morrison in lieu of Jeannette Lundgren)

- Email update from Susan:
    - Number of nominees: 7
    - Number of voter registrations: 56
    - Voter registration closed 3/18
    - Jeanette and I have a meeting scheduled for March 24th to set up OpaVote (we will use a ranked enhanced ballot because we have more nominees than seats).
    - Proposed schedule:
        - Mar 25 - Apr 8 - election
        - Apr 10 - share preliminary results with EPB Exec Committee

        - Apr 14 - notify winners, confirm acceptance
        - Apr 15 - notify and thank non-winners (if applicable)
        - Apr 17 - notify EPB of election status
        - Apr 18 - Send community announcement

Records Retention (Galen Charlton)

- Deferred to April; Katie will send the document to the board list.

ALA Annual Participation (Katie Greenleaf Martin)

- Meeting request is still pending with ALA for breakfast Saturday.

IX. New Business

Marketing / socializing Strategic Plan work (Andrea Buntz Neiman)

- Andrea would like input on how and where to market and generate interest in the strategic plan, beyond the planned conference session.
- Eli notes that he has not had success garnering interest in these in the past
- Ruth would like to see a distillation of this - what does it mean, what is its timeline - and to have that on the website. Perhaps identify a few discrete items and build interest / discussion about those. "Take bites, rather than eat the meal in one full gulp."
- Galen suggests focusing on the membership model, and the reasons and implications of said (rather than leading with the strategic plan).
    - Ruth: In concert with the contributor program, with the contributor program as preface. This expands the ways to be a contributor have changed.
    - Galen: assurances that current contributors won't be losing anything via the membership model.

Other New Business

- Hackaway - Rogan will be soliciting proposals for a Hackaway host
- Conference Committee - we need a new chair for this. Ruth & Galen will connect .

X. Adjournment

Meeting adjourned at 2:50pm ET.

See https://wiki.evergreen-ils.org/doku.php?id=governance:minutes for next meeting information.

Respectfully submitted,
Andrea Buntz Neiman, *Secretary*