

# Regular Meeting of the Board of the Evergreen Project

May 16th, at 2pm Eastern

I. Call to order: RD called the meeting to order at 2:02pm EST

## II. Roll call

Present	Absent	Guests
Galen Charlton (GC) Ruth Frasure Davis (RD) Jeanette Lundgren (JL) Rogan Hamby (RH) Andrea Buntz Neiman (ABN) Dan Moore (DM) Lindsay Stratton (LS) Susan Moore (SM) Kate Coleman (KC)	Katie Greenleaf-Martin (KGM)	Blake Graham-Henderson (MOBIUS) Kathy Lussier (NOBLE) Gina Monti (Bibliomation/conference committee) Chris Sharp (Pines)

## III. Approval of Minutes

- Minutes from previous meeting: [2024-04-18 minutes](#)
- **Motion to approve agenda & minutes by GC, second by JL; motion carries with one abstention**

## IV. Treasurer's report (G.Charlton)

- Treasurer's report is [2024-05 Treasurer's Report](#)
- Conference:
  - All caught up!
  - See conference finance report: [2024-05-16 2024 Conference P&L.pdf](#) but GC does want to try to get a better handle on transaction fees (amounts on report are net after fees) for comparison in the future
- Paid 2nd invoice from Carson Block - RD notes that this represents the final payment in our agreement with him so far; the project is ongoing

## V. Committee reports

### Release Team (ABN+BGH)

- [Dev meetings general link](#) / [#evergreen: 2024-05-14 - Developer Meeting](#)
  - Changed commit rules to make sure we always tag the launchpad tickets
- 3.13 beta is out!
  - Any outstanding features for 3.13 have been moved to the roadmap for 3.14
- Lots of good features in the roadmap for 3.13 and 3.14
  - Definitions & other info at [faqs:evergreen\\_roadmap](#) [Evergreen DokuWiki]

### Ongoing Release Manager discussion

- Conversations are ongoing


### Outreach (R.Hamby)

- We need to discuss the Hack-A-Way (new business)


### Conference Committee 2024 and 2025 (Gina Monti)

- 2024: awaiting final reports
- 2025: site selection committee is accepting proposals (discuss in new business)

### Bylaws Subcommittee

- (no new report) Next meeting to be scheduled
-  Bylaws (The Evergreen Project) v.final.pdf

### Strategic Planning Subcommittee (KGM)

- First draft of high-level plan summary:
  -  Merged Comments Version (was: RFD - Notes on Strategic Plan Structure)
- Feedback from board -
  - Important to focus on short term-achievable goals “quick wins” as well as longer term goals
  - “Arc of transformation” concept seems acceptable to board
  - Membership model report can inform this work once it’s finished
- Next steps : committee needs to circle back with

## Trademark

- No new activity, will need to replace Chris as the contact person

## Membership Model Investigation Subcommittee

- The committee is working on a draft of the model including membership rates, with tiers from individual up to significant organizational contributions.
- The “benefits” will need some input
- Report from committee is forthcoming.

## Discussion

### TEP board meeting videos & Documenting TEP officer duties

- [records retention policy](#) draft (no new report)
  - We may want to have a separate meeting (with IG leaders/other users of the account) to talk this through
  - This is tabled until after we move through some of the strategic planning and conference topics
- [conflict of interest policy: Federal requirements](#) and [first draft of a policy for TEP](#)
  - This is tabled until after we move through some of the strategic planning and conference topics
  - Please review and send feedback so that this can be reviewed by attorneys with bylaws and other potential changes
  - Potential to add explicit “nepotism” clause – RD will pull suggested language
  - Motion by KC, motion to table that motion by ABN, second by SM
- [Shared Files explainer](#)

### Nominating Committee for open board seats:

- Welcome Andrea, Susan and Lindsay!
- Officer elections:
  - Galen Charlton, President; Dan Moore, Vice President; Katie Greenleaf Martin, Treasurer; Andrea Buntz-Neiman, Secretary.
  - Motion by KC, second by JL; motion carries.

## VI. Old Business: (none)

## VI. New Business:

- Hackaway - NOBLE’s proposal is excellent but the hotel has an attrition policy, which would mean they have additional financial liability as the host, and they are requesting that TEP take on some of that liability.

- GC will draft an agreement with NOBLE limiting TEP's liability to \$10,000
- That the project will allocate up to \$10,000 in support of the 2024 Hackaway and enter into negotiations with NOBLE on a MOU to handle potential shortfalls with the room block and venue expenses: motion by GC, second by ABN. Motion carries.
- NB dates will be adjusted to avoid a conflict with election day on the first Tuesday of November
- Standing conference committee: some things have gotten lost over the years here. GC recommends that the board re-authorizes the committee including stating its duties and appointing a board member representative.
  - Some history: evidently the site selection committee was called for each conference by the board to choose where the conference would be
    - Standing conference committee was created in 2015 to ensure information transfer between conference committees
    - Standing committee is listed in the bylaws
  - Purview of the Standing Conference Committee shall be:
    - Select sites for next conferences
    - Meet regularly to maintain continuity of knowledge for conference planning
    - Actively assist local (or online) conference committee each year
    - Board liaison will need to: ID current members, recruit new members and make sure there is a chair (could be liaison or someone else)
  - GC moves to amend the purview of the standing conference committee to include site selection. Second by DM, motion carries.
  - GC moves that Ruth Davis be named as the board liaison to the standing conference committee, second by ABN; motion carries.

## VII. Adjournment

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

Meeting adjourned at 3:03pm

Respectfully submitted, Katie Greenleaf Martin, *Secretary*