Regular Meeting of the Evergreen Project Board

May 15, 2025 at 2pm Eastern

Meeting information and agenda:
https://wiki.evergreen-ils.org/doku.php?id=governance:minutes:2025-05-15

I. Call to order

Galen called the meeting to order at 2:02pm ET.

II. Roll call

Members Present	Members Absent	Guests
Donna Bacon Courtney Brown Galen Charlton (President) Ruth Frasur Davis Katie Greenleaf Martin (Treasurer) Susan Morrison Eli Neiburger Andrea Buntz Neiman (Secretary) Michael Schell	Jeanette Lundgren Lindsay Stratton	Jason Boyer Kathy Lussier Millissa Macomber

III. Approval of Minutes

- Minutes from previous meeting: 2025-04-17 TEP Board Meeting Minutes
- Minutes approved without correction

IV. Treasurer's report (Katie Greenleaf Martin)

- 2025-05 Treasurer's Report, including conference comparisons

V. Community reports

Release Team / Development Update (Andrea Buntz Neiman & Ruth Frasur Davis)

- Yearly Developer Update was presented yesterday at conference: Development Update - 2025 Evergreen International Online Conference

- Point releases are due out next week for 3.13, 3.14, and 3.15: Evergreen BuildMaster Coordination - EVGILS Version

Outreach Committee (Rogan Hamby)

- Via email:
  - Annual report completed and distributed:
    - https://evergreen-ils.org/wp-content/uploads/2025/05/Evergreen-2025-Annual-Report.pdf
  - Hack-A-Way site selected with MOBIUS hosting. Poll to follow next week.
  - Video library soft launched on web site.
  - Discussion underway to move to a Youtube channel controlled by the community in coordination with the Interest Leaders Group.
  - Fighting with LinkedIn to get new community site up.
  - Community generic list for signing up to services, social@evergreen-ils.org created.
  - Currently in progress of moving accounts to it and storing accounts in community 1Password.

Standing Conference Committee (Ruth Davis; Katie Greenleaf Martin)

- Conference has been a success, thanks to everyone who participated
- Jennifer Weston has taken over as Chair of the Standing Conference Committee
- Planning is underway with the 2026 Local Planning Committee. Hotel reservations are already available online.

VI. Board Subcommittee Reports

Finance Committee (Katie Greenleaf Martin)

- No report

Bylaws Subcommittee (Ruth Davis)

- Update given in Strategic Plan Implementation below

Strategic Plan Implementation Committee (Andrea Buntz Neiman)

- Strategic Plan Implementation Committee meeting cancelled this week
- Bylaws available for Board review: Evergreen Project Bylaws - draft for board review.docx
- Vote on new bylaws will take place at the June TEP Board Meeting

VII. Discussion

- No discussion items.

VII. Board Transition

Appointment of New Board

- MOTION: Galen moved that the new board effective as of the completion of this vote be as follows: Andrea Buntz Neiman, Courtney Brown, Donna Bacon, Jeanette Lundgren, Katie Greenleaf Martin, Susan Morrison, Eli Neiburger, Lindsay Stratton, and Michael Schell. Ruth seconded. Motion carried.

Note: Recording did not begin until this point. Board Appointment restated for the recording.

Board Officer Elections

- This is the first action in this meeting taken by the newly appointed board.
- Current nominations for officers:
  - Katie Greenleaf Martin, President
  - Eli Neiburger, Vice President
  - Lindsay Stratton, Treasurer
  - Andrea Buntz Neiman, Secretary
- MOTION: Courtney moved to accept the full slate as presented. Susan seconded. Motion carried.
- Galen offered to continue to chair the meeting for today, which Katie accepted.
- Katie will reach out to the new Executive Committee and new members to schedule meetings & orientation.
- Katie extended thanks to Ruth, Katie, and Galen for their service on the board.

IX. Old Business

Records Retention (Katie Greenleaf Martin)

- DRAFT TEP Records retention policy
- Andrea suggested adding verbiage around maintenance of member records.
- Donna questioned about existence of paper records, which are minimal. Katie will look further into this before the next meeting.

ALA Annual Participation (Katie Greenleaf Martin)

- Galen will be moderating a panel about consortial change at ALA. Breakfast will be provided by TEP and PalLS.
- PalLS will front the costs and sign the paperwork for catering, room rental, and swag. PalLS will also provide a portion of the food costs.

- Katie is requesting $2000 from TEP to pay for swag, catering, and other expenses related to ALA.
- MOTION: Andrea moved that TEP authorize up to $2000 to pay for ALA related expenses as noted above. Eli seconded.
    - Clarification: PaILS will front costs for catering, room, and AV and bill TEP. TEP will purchase the pens directly.
    - Motion carried with one abstention.

X. New Business

Trademark Page Updates / Trademark Committee

- Galen notes that he will be meeting with Eli next week to hand over the Trademark Committee responsibility.
- Website Trademark Page is seriously outdated, including references to the Software Freedom Conservancy.
- Eli is willing to make these edits given appropriate website access. Andrea will give Eli access to the website.
- MOTION: Andrea moved that Eli be nominated as the head of the Trademark Committee. Susan seconded. Motion carried.
- Andrea will reach out to Eli about website access.

Motion of appreciation for Galen

- MOTION: Eli moved to acknowledge Galen with appreciation for his work on behalf of the project. Andrea seconded. Motion carried.
- Katie noted that Galen will be heading up the Implementation Committee which will be convening starting next.

XI. Adjournment

Meeting adjourned at 2:53pm.

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

Respectfully submitted,
Andrea Buntz Neiman, *Secretary*