

Regular Meeting of the Evergreen Project Board

November 21, 2024 at 2pm Eastern

Meeting information and agenda:

<https://wiki.evergreen-ils.org/doku.php?id=governance:minutes:2024-11-21>

I. Call to order

Galen called the meeting to order at 2:03pm ET

II. Roll call

Members Present	Members Absent	Guests
Galen Charlton (President) Ruth Davis Jeanette Lundgren (Vice President) Katie Greenleaf Martin (Treasurer) Susan Morrison Andrea Buntz Neiman (Secretary) Lindsay Stratton	None	Kathy Lussier Eli Neiberger

III. Approval of Minutes

- Minutes from previous meeting: [2024-10-17 TEP Board Minutes](#)
- Minutes approved without correction.

IV. Treasurer's report (Katie Greenleaf Martin)

- [2024-11 Treasurer's Report](#)
- 990 has been accepted by the IRS.
- 2025 Budget is in process; Kat Dannehl will be scheduling the Finance & Budget meeting.
- Investment account setup is coming along.

V. Community & committee reports

Release Team / Development Update (Ruth Davis)

- Point releases for 3.12.9, 3.13.6, and 3.14.1 are due later this afternoon.

- The developer community at the Hackaway decided that the Spring 2025 major release would be 3.15 and the Fall 2025 major release would be 4.0.
 - Creation of 3.15 and 4.0 release teams has already started:
 - ✚ Evergreen BuildMaster Coordination
 - A call will be going out for additional release team members.
- The BuildMaster spreadsheet has been updated to include a specific “Release Manager” role, and the strategic plan will also address this.
- Galen notes that any mandates from the Board to the development community should come with resources to implement said.
- Ruth notes in addition that any such mandates should come out of working with the developer community directly.
- Katie notes that having a Release Manager report regularly to the board is helpful.

Outreach Committee (Rogan Hamby)

- [Report](#)
- Press release highlighting Hackaway is forthcoming. Blog post is also forthcoming.
- Thanks to Kathy, NOBLE, and CW MARS for an excellent Hackaway.
- Noted for future planners that coffee consumption exceeded the venue’s estimate.

Standing Conference Committee (Ruth Davis)

- Gina set up a RingCentral test event which several people participated in at Hackaway.
- Katie is working out details with keynote speaker Nick Tanzi.
- Initial drafts of conference logo have been received from Green Vegan Media are available and out for feedback.

Finance Committee (Katie Greenleaf Martin)

- No separate meeting.
- All items covered above under Treasurer’s Report.

Bylaws Subcommittee (Ruth Davis)

- No report

Strategic Planning Subcommittee (Ruth Davis)

- A significant amount of work has been done on the strategic plan.
- Latest draft: 📄 2025-28 TEP Strategic Plan Draft
- A few more narrative pieces are needed before final review, specifically in the Staffing and Contributor section.

- Ruth encourages review & comments from the Board and Strategic Planning Subcommittee on the latest draft; though she requests that any extensive wordsmithing wait for future review.

Membership Model Investigation Subcommittee (Kathy Lussier)

- Kathy has no further report.
- Katie recommends that we consider adopting this as a part of the strategic plan.
- Ruth recommends a separate meeting to review the strategic plan and come to a consensus. Andrea and Galen agree.
- MOTION: Galen moves that the December meeting of TEP Board be canceled and instead replaced with a working meeting at the same time to discuss the strategic plan with TEP Board Members and invited guests. Ruth seconds; motion carries.

VI. Discussion

No discussion.

VII. Old Business

No old business.

VIII. New Business

TEP Board Member Vacancies (Katie Greenleaf Martin)

- The Executive Committee extended invitations to Joe Kneuen and Eli Neiburger to fill the two current Board vacancies (the seats formerly held by Dan Moore and Kate Coleman). Both Joe and Eli responded affirmatively.
- These two seats will run to the end of the current board year and will be up for election in the normal Board elections in the spring of 2025.
- MOTION: Ruth moves to appoint Joe and Eli to the two vacant board positions. Jeanette seconds; motion carries.
- Andrea will update the website; Katie will add Joe and Eli to board-private.

2026 Evergreen Conference Proposal

-  EgCon 2026 Proposal - Final.pdf
- The Standing Conference Committee recommends approving the proposal.
- The Standing Conference Committee has not yet discussed the possibility of in-kind sponsorships from interested local entities noted in page 1 of that document.
- Galen notes that the next steps would be for KCLS to provide cost and venue estimates, ideally by February 2025.

- Katie suggests having venues narrowed down by the end of the 2024; with negotiations and signatures happening in early 2025 and an announcement no later than the 2025 Conference.
- Galen notes there is a need to delineate legal responsibilities of TEP vs those of the Local Planning Committee. If TEP is not the contracting party, the agreement between TEP and the contracting party will be essentially a trademark license.
- Next steps: upon approval, the Executive Committee and the chair of the Standing Conference Committee will meet with the Local Planning Committee to get a framework sorted as soon as possible.
 - Ruth will draft language to communicate this to the Local Planning Committee and share with the TEP Board.
- MOTION: Katie moves that we communicate to the Local Planning Committee that TEP Board would like to move forward with their proposal for a spring 2026 conference. Galen seconds. Motion carries.
- Galen suggests that the Local Conference Committee retain a specific coffee sponsorship.

IX. Adjournment

Meeting adjourned at 3:06pm.

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

Respectfully submitted,
Andrea Buntz Neiman, *Secretary*