Minutes for Video Round Table Executive Board Meeting
August 29, 2017

Present: Andy Horbal, Brian Boling, Lowell Lybarger, Leigh Rockey, Brian Shuck, Laine Theilstrom, Gisele Tanasee, Kati Perez, Andrea Battleground, Maureen Cropper

Announcements (Andy, 5 minutes)
As decided at ALA Annual, we will be recording meetings from now on. Andy will send out a link to the recording to the entire board after the meeting is over.

Andy sent an email to Susan Albrecht apologizing on behalf of VRT for the fact that her wallet was stolen at our Gala event at ALA Annual. He is happy to report that she does not hold us responsible in any way, shape, or form!

The deadline to submit proposals for programs at ALA Annual 2018 has been extended to September 5. Erin has already posted an announcement on VRT-L.

On 6/30, Clara Bohrer from ALA noted the following in a post to the Round Table Coordinating Committee listserv (RTLIST): “As I mentioned at the meeting, the committee meetings of units will be the last thing that is put into the conference schedule. As a result, units will need to be flexible when they meet. Because of the downsizing of the campus, there will no longer be unlimited space to all meet on Sunday afternoon or Saturday morning. Conference services will try to accommodate, but can’t promise a specific date/time. Meeting times will be the most difficult aspect of this remodel to work out.”

The Executive Board roster on the VRT website should now be up to date! Many thanks to Danielle!

New ALA Connect launches on August 31. Features include (from 7/16 RUSA-L post): “The NEW ALA Connect platform is being upgraded to a new and more flexible system that will be powered by Higher Logic. Please be aware that not all the features shown will be available upon initial release but may be offered in future upgrades. A great new feature is that Divisions and Round Tables will now have their own branded space to communicate, search and collaborate. Some of the other new features will include: a more stable platform, a more uniform system that will be easier for us to maintain, and additions such as badging and ribbons.” Gray-out (no new content, but old content won’t go anywhere) started on August 10. We might need to reset pages from “Private” to “Public” following the re-launch.

2. Review of minutes from Executive Board and Membership meeting at ALA Annual (Andy + Leigh, 5 minutes)
Many thanks to Leigh for putting these together! Does anyone have any questions or corrections?

3. Schedule for future Executive Board meetings (Andy, 5 minutes)
Proposed dates:
Wednesday, September 27
Thursday, October 26
Monday, November 27
Tuesday, December 19
Wednesday, January 31
Thursday, March 29
Monday, April 30
Tuesday, May 29

Time? Stay at 2 pm, or move to 3:30 or 4 pm to avoid cutting into anyone’s lunch hour?

**Need to identify new Gala Committee Chair for 2017-19 (Andy, 5 minutes)**
Claudia Gaudi is happy to serve on the committee, but will be unable to lead it due to family commitments. Any thoughts on who else we could approach?

5. **Moving Videolib + Videonews subscription info to VRT website (Gisele, 5 minutes)**

6. **Creating VRT business cards as an alternative to brochures (Brian S., 5 minutes)**

7. **Notables Committee update (Kati, 5 minutes)**

8. **Discussion groups at Midwinter and Annual (Andy, 5 minutes)**
We asked Danielle to reserve the following time slots for us for in-person discussion groups:
Digital Media Discussion Group = the Sunday of Midwinter from 1-2:30pm.
Media Production Discussion Group = either the Saturday or Sunday of Annual from 2:30-3:30pm, depending on when our Chair's/President's Program ends up getting scheduled.
We will update the VRT Handbook, which indicates that the DMDG meets on Saturday, as soon as these requests are approved.
The in-person MPDG meeting would be new. Any objections provided we continue to host an email discussion in December and June?

9. **VRT Virtual Membership meeting proposal (Michele, 10 minutes)**

10. **"Video" to "Media" Round Table Name Change Proposal (Scott, 10 minutes)**
Video Round Table Executive Board Meeting
Sept. 27, 2017
via Adobe Connect

Meeting recording URL: http://ala.adobeconnect.com/p705ogzq080/

Present: Debbie Benrub, Brian Boling, Andy Horbal, Lowell Lybarger, Steve Milewski, Erin Miller, Brain Schuck, Scott Spicer, Gisele Tanasse

1. Review of minutes from Executive Board and Membership meeting at ALA Annual (Andy, 5 minutes)
   - The minutes and two appendices were attached to the email that this agenda was sent out with.
   - Does anyone have any questions or corrections?
   - Debbie Benrub submitted changes to IFLA section of minutes.

Minutes were approved! Andy will ask Maureen to post a copy with Debbie’s changes to the VRT website.

2. Search for new Gala Committee Chair (Andy, 10 minutes)
   - I emailed Chris Lewis and Debra Mandel, who were the two people we identified at our last meeting as being potential Chairs. Unfortunately, neither of them is interested, but they did recommend three other people. One of these people turned out not to be a current VRT member, but I emailed the other two. I never heard back from one, but the other, Beth Marhanka from Georgetown University, said that she’d be willing to serve on the committee (bringing our membership up to four, including three DC-area locals), although she doesn’t want to chair.
   - Proposed next step: I would like to email VRT-L asking for volunteers to Chair the committee. What do you all think?
   - Follow-up question: what do we do if no one volunteers? Should we consider cancelling the 2019 Gala and focusing on 2020 (in Chicago) instead? If so, should I mention this in my recruitment email?

Andy will email VRT-L, but he won’t mention the possibility of canceling our 2019 Gala, which we all agreed was too heavy-handed. The consensus is that we should continue trying to find a Chair until Annual if necessary before deciding for sure to cancel the 2019 Gala. Andy will report back at next month’s meeting!

3. Further discussion of Chair’s Program for ALA Annual 2018 (Andy + Erin, 10 minutes)
   - In July, we decided that the Programming Committee should send out email to VRT-L soliciting ideas for the Board to choose from in September. What do we want this email to say?

The email should describe ALA’s conference restructuring, since our membership might not know what’s going on. Erin will put together a draft version of the email and share it with the Board so that they can comment. The email will go out to VRT-L sometime in mid-October.

4. Membership survey re: name change and website (Andy and Gisele, 10 minutes)
5. VRT Membership meeting before Midwinter and Annual (Andy, 20 minutes)
   - Action item from our last meeting: “We are definitely interested in having a virtual membership meeting of some sort ahead of our in-person Board & Membership meetings at ALA Annual and Midwinter. We also think that these meetings should focus more on matters of general interest to our membership related to video librarianship, as opposed to VRT business more specifically. We will discuss what these meetings should look like and how we will decide what to talk about (survey our membership?) further at our next meeting in September. In the meantime, Andy will ask Danielle for more information about the capabilities of Adobe Connect.”
     - Danielle’s answers to Andy’s questions:
       - Q1: Is it possible for the host to mute all participants and only unmute people when they've indicated they want to talk by using the "raise your hand" function? A1: Yes, you can set it up so that only the presenter and host has microphone rights. Participants will only have rights when you give it to them.
       - Q2: Is there any limit to how many people can join a meeting? A2: 100
       - Q3. Is there anything else we should take into account when making this decision? A3: We can set it up as an event so that attendees will have to register.

We think that Adobe Connect will work just fine, so we definitely would like to go ahead with a meeting in January in lieu of our regular Board meeting, which is currently scheduled for Wednesday, January 31 (the week before Midwinter). We decided that we want to announce this on Videolib in addition to VRT-L and make it open to everyone, not just VRT members, so it should be called a “virtual meeting” or “open house,” not a membership meeting. We should include a membership pitch, and we will want to advise vendors that this is not an appropriate forum for advertising products or titles. Announce on Videolib, too: virtual meeting, not membership meeting. Include membership pitch. We think it would be smart to limit the amount of time people have to talk, a la city council meetings.

Gisele will add a question to the survey she’s sending out next week asking if people are interested in such a meeting, along with an open-text question about what they’d like to talk to. We can discuss this further in October when we talk about all of the rest of the survey results.

6. Announcements
   - ANDY: Room requests for Midwinter = submitted!
   - Kati Perez says thank you: the Notables Committee has received several new nominations since our last meeting!
1. "Video" to "Media" Round Table Name Change Proposal (Scott)
   - Scott will have a proposal for us to discuss and vote on ready for our October 30 meeting.
Video Round Table Executive Board Meeting  
Oct. 30, 2017  
via Adobe Connect

http://ala.adobeconnect.com/pzsud2w99hcn

Present: Andrea Battleground, Debbie Benrubri, Brian Boling, Maureen Cropper, Andy Horbal, Lowell Lybarger, Steve Milewski, Erin Miller, Leigh Rockey, Brain Schuck, Scott Spicer, Gisele Tanasse, Laine Thielstrom

1. Update on search for new Gala Committee Chair (Andy - 5 minutes)
   • Andy emailed VRT-L on 10/16, but has not received responses from anyone.
   • Will repost call for volunteers
     Erin asks did we post to video-lib? Andy says no—we usually don’t do so outside of membership.

2. Update on “responsive redesign” of VRT website (Gisele and Maureen - 5 minutes)

Gisele: It was led by ALA so we were asked to provide content that was fresher and updated, more attractive.
Maureen: Across ala web site to pull in more live content; we can always add items later
Andy: we Don’t know when changes with appear
Mainly changes to front page—can we make changes suring their rebuilt? Maybe Using content manager to update site? Using Drupal.

3. Membership survey re: name change, January open house, and website (Andy, Gisele, and Maureen - 5 minutes)
   • We are going to table discussing the results of the questions related to our January open house and website until our next meeting to give us more time to analyze them. Would anyone else like to work on this with Gisele, Maureen, and me?

4. Name change proposal (Scott - 30 minutes)
   • A summary of the responses to our membership survey related to changing the name of VRT prepared by Gisele is attached.
   • Scott will walk us through the logistics of a name change and provide a recommendation based on this, the survey results, and other factors.
   • If we decide to vote on something, the vote will be conducted via email to allow anyone who wasn’t able to attend today’s meeting to participate.

Scott says—If we do want to change our name logistically it’s not that difficult. The technical process is submitting a form to ALA. Scott has a link to the form. There are no ALA bylaws that directly relate to name changes. There is no cost other than what appears to be printing cost of name change for brochures. We will have to change VRT bylaws via a vote with 30 days notice in order to change name therein.

Brian says bylaws changes usually require separate votes for every change in individual wording. Is that the case here—that every single time we used the VRT initials in the bylaws we’d have to vote? Or can
we just have a one-issue vote on changing the name and initials throughout the bylaws? Scott sees no reason why we can’t do a single vote.

Scoot reports survey results:
Film and Media Round Table was the number one choice.
Next was retaining our name.
Then Film, Media and Video Round Table

In reading the comments, it seems like film and media or at least the word media was strongly preferred.

Looking at the bylaws there is a recognition as we updated the last one of audiovisual of support for creation which moves beyond media resources even though that still the bulk of what we do, as well as multi-modality; support for many types of media and also creation within language of bylaws should this be more part of our platform? That we’ve moved into creation?

Our name change should in some way incorporate the term media, Scott suggests. We need to recognize the term media somewhere.

The board discussed the matter—
Andy: so what do we want to do next?
Gisele says how many members do we currently have? So what percentage is 51 respondents to the name change survey as part of our overall membership?
Andy says we have around 500 members. Brian Schuck says that’s about right. So it’s about 10% responded.
Steve: Should we do a runoff of the top two choices? Debbie says that a runoff vote would make sense.
Scott says one of his greatest concerns is the potential of the name change to turn people off. He wouldn’t want to see anybody feel like their focus, like video resources, is no longer the focus.
Brian Boling wants to know about the results we got on that point. Have we adequately captured whether or not people will be motivated to leave or not join because of a name change?
Gisele says that when you look at the responses on the survey question concerning this matter, there was more of an indication that name change would not impact anyone’s decision to be part of the organization. Things may be lost if we change our name because we are known by this name among vendors and people in the field. I’ve been through name changes at work, and it sometimes doesn’t work well.
Lowell wonders if there are any thoughts about the differences between film and video? Do you think a change to film would attract more people?
Gisele says that in the old days the word video was kind of code for documentaries, so the word film more pertained to feature film.
Andy has a question: Let’s assume we do decide to take a formal vote on changing the name, what would that look like? Beyond needing 30 days notice? Would it be online survey for members? Administered by ALA? What are we actually talking about?
Brian Boling says that it has to be voted on during the ALA election cycle and is kind of run through ALA’s election apparatus. Scott says he knows that we changed the language in the bylaws to reflect online voting but he doesn’t know if we need to wait until annual to vote or not. We need to clarify with Danielle. Not sure about the mechanism we use.
Andy says there is a history of using a Google form to vote on bylaws changes.
Andy says we need to start limiting what we talk about. We do have two clear front-runners.
Andy’s proposal is that he puts together a survey and sends it out to the current members of the board that asks how they would like to proceed: 1) directly to a runoff vote 2) to make this a topic of discussion at open forum in January or ALA midwinter 3) no name change.

5. Updating VRT Handbook (Andy - 5 minutes)
   - Andy emailed all officers and committee chairs over the summer and asked them to review their section of the VRT Handbook to make sure it’s up to date.
   - Since then, however, it has become apparent that the document is in need of a more thorough overhaul than anticipated.
   - Would all officers and committee chairs be willing to commit to recommending changes to their sections and including these recommendations in their reports at Midwinter?
   - How does everyone feel about making the following mandatory?
     - Timeline/calendar so that all officers and chairs know exactly what they’re supposed to do and when.
     - Instructions to chairs to review committee page on VRT website and contact Webmaster to request changes.
     - Instructions to chairs to periodically (twice a year after Annual and before Midwinter?) review committee rosters on VRT website and email ALA liaison when they need to be updated.

Andy will communicate with officers and committee chairs about this in the lead up to midwinter. So we will come away from midwinter with an updated handbook.

6. New Business (5 minutes)
   none

7. Announcements (5 minutes)
   Andy: Room requests for Midwinter = submitted! Room requests for Annual = due on 12/1.
   Kati reports that they have an influx of noms; nov 30 is cut off for noms

NEXT MEETING (11/27, 2-3pm Eastern):

1. Choose Chair’s Program for ALA Annual 2018. Due to ALA on 12/1. (Erin - 30 minutes)
2. Membership survey re: January open house and website (Andy, Gisele, and Maureen - 15 minutes)
Video Round Table Executive Board Meeting  
Nov. 30, 2017  
via Adobe Connect  

Meeting Recording: http://ala.adobeconnect.com/pm2c6rfeq2k5/

Present: Andrea Battleground, Debbie Benrub, Brian Boling, Maureen Cropper, Benjamin Franz, Andrew Horbal, Lowell Lybarger, Michele McKenzie, Erin Miller, Leigh Rockey, Brian Schuck, Gisele Tanasse, Laine Thielstrom, Lorraine Wochna

1. Announcements (Andy, 5 minutes)
   - A summary of the ALA Executive Board Fall meeting was sent out with the agenda for this meeting.
   - A second call for volunteers to Chair the Gala Committee was sent out to VRT-L and a first call was sent out to VideoLib on 11/13/17. I’m very happy to report that four people responded to express interest and request more information! Two people subsequently confirmed that they are still interested and willing to serve as a Co-Chair; I’m now discussing next steps with Lowell and Michele.
   - Room assignments for Midwinter were sent out with the agenda for this meeting. The short version: it looks like we got everything we wanted!
   - I gave you all incorrect information at our last meeting! It’s only the room request for our Chair’s Program at ALA Annual that’s due on 12/1; requests for other rooms aren’t due until 3/2/18. I do want to get an early start on this, though, so I’ll email you all about it next week.
   - ALA Connect changes postponed to after Midwinter

2. Choose Chair’s Program for ALA Annual 2018 (Erin - 30 minutes)
   - Program theme and a brief description are due to ALA on 12/1. A summary of all the proposals we received which was prepared by Erin was sent out with the agenda for this meeting.
   - Erin reports on six proposals. Discussion about which one to submit. Michele says it seems like collection development is popular and frequent. Andy likes 5 and 6. Lorraine said let’s combine them? How would a combo of 5 and 6 work? Andy says let’s combo as 21st Century Video Collection Development Strategies—Andrea’s title. Brain suggests adding public librarian to session content.
   - Andy will add the combo idea and new title to ALA system as our submission. Discussion ensued about how many people to plan for. Also room set-up.
   - Thank you Erin and program committee!

3. Membership survey re: January open house and website (Andy, Gisele, and Maureen - 10 minutes)
   - Data summaries were sent out with the agenda for this meeting.
   - Guidelines/Best Practices/Workflow Documentation” and “Expanded selection of web resources for video librarians” topped our list of desired content for our website, suggesting a logical initial focus. Another project might be creating a LibGuide containing web resources for video librarians on various topics that we could link to from the VRT website.
   - 60% of respondents (27-18) indicated that they would be interested in participating in a virtual Video Round Table meeting before ALA Annual 2018, but respondents represented only 10% of our total membership. Approximately half (7/14) of the open-text comments we received
referred to ideas for programming, such as “Filmmaking instruction in libraries.” Two comments indicated confusion with ALA Annual, one indicated that the respondent had no suggestions, and another simply said “any”; the remaining three comments are as follows:

- “How we define what we do and offer (feedback on this survey); more ways to get librarians involved in VRT.”
- “Open session, free for all”
- “Professional best practices, resources, connections”

Andy talks about the survey results. Maureen adds guidelines/best practices/workflow, and expanded selection of web resources or video librarians are probably going to be our focus, as they were top items on the survey.

Andy says web site looks very different lately. We will need to make adjustments as well as include what people suggest in this survey.

Open house or virtual meeting prior to Annual or Midwinter seems of interest to members. They want programming. Do one in January to start discussing name change and promote VRT. Group decided January 31, the Wednesday before Midwinter for an hour at 2 p.m. Eastern. Who should work on this?

- Brian Schuck for new members;
- Brain Boling for name change;
- Andy and Chuck on lead. Open up discussion? Choose hot topic for discussion with lead-in presentation?

4. Midwinter Social Event (Lowell - 10 minutes)
Lowell has identified a restaurant through Wendy Highby. Thanks to Michele who arranged the contact. Lowell submits menu—gluten and veggie options available. Close to convention center and can accommodate big group. What night? Sunday with Saturday as back-up.

5. Next steps re: name change proposal (Andy - 5 minutes)
- Results of the survey taken by members of the Board with voting privileges were sent out with the agenda for this meeting.
- As you will have seen, we voted 7-3 in favor of proceeding immediately to conducting a vote of our membership between the top two vote-getters in our membership poll: change our name to Film & Media Round Table or stick with Video Round Table.
- Our Bylaws Chair Brian Boling is consulting with Danielle Alderson re: next steps.

Brian says after vote we have to go through ALA council to get it approved if we vote change. What’s next? Brian says contact Danielle. Lorraine asks how we define film and video? Film and media shows open scope—not just video.