

MINUTES

BOARD OF DIRECTORS MONTHLY MEETING MAY 13, 2026 – 12:00 P.M. VIRTUAL

I. CALL TO ORDER/WELCOME

Ryan Hill welcomed everyone to the meeting at 12:02 p.m.

II. APPROVAL OF THE MEETING MINUTES AND AGENDA

Ryan made a motion to approve the April 8, 2026 board meeting minutes and Shannon Oliver seconded the motion. All were in favor, and none opposed, and the motion to approve the April 8, 2026, Board Meeting minutes carried. A revision was made to Item 9 to clarify that Board and Executive Committee job descriptions are separate documents. Katrina Combs made a motion to approve the May 13, 2026 *revised* Board Meeting agenda, and May Rafanan seconded the motion. All were in favor, and none opposed, and the motion to approve the May 13, 2026 *revised* Board Meeting agenda carried.

III. PHISHING REMINDERS

Ryan provided a reminder to all attendees to remain vigilant regarding phishing attempts and suspicious emails.

IV. COMMITTEE UPDATES

Business Partner Committee: Ryan announced that Abeda will be stepping back from her role with the Business Partner Committee. The Board expressed appreciation for her service and contributions and hopes she will remain involved with the chapter in other capacities.

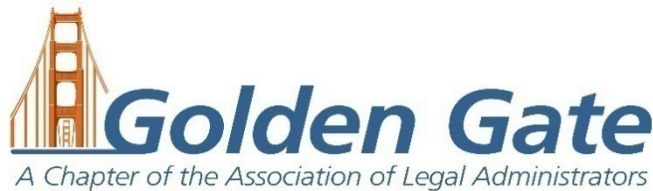
DEIA Committee: Ryan reported that Helen Miranda will also be stepping back from her role with the DEIA Committee. The Board thanked her for her service and expressed hope that she will continue to participate in chapter activities.

V. CALL FOR COMMITTEE VOLUNTEERS

Business Partner Committee: Ryan issued a call for volunteers to join the Business Partner Committee. Interested individuals were encouraged to contact him directly. No volunteers came forward during the meeting.

50th Anniversary: Planning continues for the chapter's 50th Anniversary Celebration. The event has a preliminary budget of \$25,000, and additional volunteers are needed. Current participants include Javier and Katrina, along with several past chapter presidents. Kim, Charity, Deneen, and Kira volunteered.

BP Expo: Ryan discussed plans and current vision for the upcoming casino-themed BP Expo. The venue has been secured at Cooley. Ryan and Shannon volunteered to assist with planning. A question was raised regarding whether an HR Labor Law Update session should be held concurrently with the BP Expo or scheduled separately. The planning committee will determine the best approach. Julie and Kira volunteered.



VI. CHAPTER LEADER INSTITUTE (CLI)

Ryan announced the Chapter Leaders Institute (CLI) would take place July 16-18 in Tempe, Arizona, and sought nominations for attendees, noting only one passport was available.

VII. NEWSLETTER

Ryan recognized Yadi for the continued improvements to the chapter newsletter and its updated appearance. The Board discussed the newsletter publication schedule and reviewed the rationale for the current distribution dates of the 15th and the last day of the month. It was noted that the schedule was originally selected to accommodate operational needs and did not have a strategic basis. The Board discussed changing the publication schedule to the 1st and 15th of each month. No objections were raised. The revised publication schedule was approved.

VIII. MEMBER SURVEY

Ryan and Javier presented updates to the annual member survey. Additional updates included refining question wording, revising open-ended questions based on prior responses, and reducing overall survey length to improve participation.

IX. BOARD JOB DESCRIPTIONS EDITS FOR REVIEW & APPROVAL

Ryan presented revisions to both Executive Committee and Board position job descriptions. Changes were primarily administrative in nature and included: adding gift card purchasing responsibilities to the Treasurer/Vice President role, expanding Immediate Past President job description to better reflect the role's responsibilities.

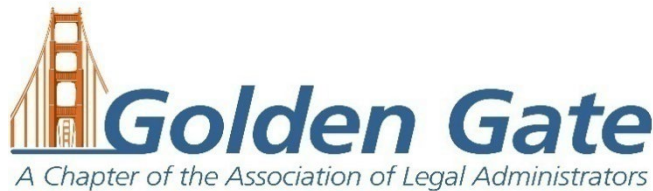
More substantial revisions were made to Board committee descriptions. The Certifications Committee job description was expanded to clarify responsibilities related to accreditation, certification renewals, and educational reporting requirements submitted to ALA Headquarters. The DEIA Committee description was enhanced to better define responsibilities, including: Aligning chapter initiatives with ALA Headquarters' DEIA goals, promoting an inclusive and welcoming chapter environment, hosting at least one DEIA-focused event annually, ensuring DEIA principles are embedded throughout chapter operations, supporting the Bridge to the Future Scholarship Program.

Javier provided an update on the Bridge to the Future scholarship program, noting only two submissions received so far and plans to extend the application period through May.

Ryan made a motion to approve the Executive Committee, Board, and Chapter Manager job descriptions and Mika Bekkerman seconded the motion. All were in favor, and none opposed, and the motion to approve the Executive Committee, Board, and Chapter Manager job descriptions carried.

X. CHAPTER MANAGER JOB DESCRIPTION FOR REVIEW & APPROVAL

Ryan reviewed revisions to the Chapter Manager job description that were discussed in the prior board meeting (April 8, 2026). The revised description includes participation in meetings and



training related to StarChapter administration and chapter operations to help preserve institutional knowledge.

Ryan made a motion to approve the Executive Committee, Board, and Chapter Manager job descriptions and Mika Bekkerman seconded the motion. All were in favor, and none opposed, and the motion to approve the Executive Committee, Board, and Chapter Manager job descriptions carried.

XI. POLICIES & PROCEDURE EDITS FOR REVIEW & APPROVAL

The Board discussed formalizing the chapter's membership referral program within the Policies and Procedures Manual. Historically, members have received a \$25 gift card for successful referrals. The Board considered expanding the program to include Business Partners and discussed appropriate incentive amounts. The Board generally agreed that member growth remains a priority and that referral incentives should support that objective.

The Membership Committee and Treasurer/Vice Treasurer will review referral activity and financial impact over the previous five years for historical data and the further discussion was tabled.

XII. EDUCATION SECTIONS AND CALENDAR UPDATES

Katrina reported ongoing collaboration with the Finance and Ops & Tech Committees regarding educational programming. The first Finance educational session is anticipated to take place in July, with additional programming currently being scheduled. Katrina confirmed that the chapter calendar is up to date and encouraged committee members to reach out if assistance is needed. Ryan noted that the ongoing AI Series with Spencer Smith has helped address the gap in scheduled educational content.

XIII. STARCHAPTER

The AI Series has generated significant engagement, with nearly 500 registrations and approximately 300 attendees participating in each of the first two sessions. As a result, the chapter is approaching the limits of its current StarChapter subscription. Ryan proposed an option to upgrade the current subscription plan, which would increase the chapter's non-member contact capacity from 2,000 to 4,000 contacts. The estimated annual increase would be approximately \$660, with a discount available for annual prepayment. The Board agreed to first review and clean the existing database before making a final decision regarding a subscription upgrade.

XIV. NEW BUSINESS

The Board agreed to continue discussion of financial statements, policy updates, and StarChapter subscription considerations at the next meeting.

With no additional business to discuss, Ryan Hill adjourned the meeting at 1:02 p.m.



Board Members in Attendance: 31

Executive Committee*

Ryan Hill
Katrina Combs
May Rafanan
Shannon Oliver
Mika Bekkerman
Javier Morelos
Yadira Diaz

Board/Leadership

Nick De La Torre
Amie Morelli*
Deneen Simon
Kim McDade
Traci Yanez*
Chris Sims
Sarah Spry
Summer Cohee
Kira Hansen
Lilliane Villanueva
Matthew Ogden
Mike Lewis
Linda Belcher
Kiran Thakkar
Ingrid Hester
Andrea Everage
Julie Burke
Kit Fong
Luis Agayo
Charity Woodward
Robin Huey
Dom Manuel
Jeff Lais

*Denotes a voting member; the majority of the Board's eleven voting members must be present to conduct business.

Veronica Vaskinn of Glatz Management Services, Inc., attended the Board meeting at the Executive Committee's invitation.

Respectfully submitted,
Mika Bekkerman
GGALA 2026-2027 Chapter Secretary