

Meeting 1 2016 Prep/Checklist

Date Revised: 2/25/2016 1:20:00 PM

GABBS Schedule:

Monday, 2/29, 7pm: Dinner with ABA at Baraonda Ristorante & Bar, 710 Peachtree St NE #200, meet in Westin Peachtree lobby at 6:40

Tuesday, 3/1: SITS, 9am-5pm, includes continental breakfast and lunch, Westin Peachtree Chastain J

Wednesday, 3/2, 8am-8:30am: Board Breakfast with Advisory in hotel restaurant. Attendees include: board, Erin Caudill (The Booksellers at Laurelwood), Janet Geddis (Avid Bookshop), Anne Waters (Hub City Bookshop), Shane Gottwals (Gottwals Books), Sara Look & Elizabeth Anderson from Charis Books, Gary Brooks & Julie Isgrigg from B&T. After breakfast board can optionally attend Economics of Publishing and then show yourself on show floor.

Thursday, 3/3: 8-10am, Round Table Breakfast at Gift Mart; 10:30-5pm: Carver training with Miriam (Jamie invited) at Gift Mart

Friday, 3/4, 8am-1pm: board meeting (includes continental breakfast), Westin Peachtree, Chastain B

Remember to pack:

- Board Notebook
- Board name badge

Advance preparation:

Below docs are on YM. Log into <https://sibaweb.site-ym.com>. Under My Profile, click Groups. Click Booksellers: SIBA Board of Directors. Click Group Pages | Board Meeting Prep. If you cannot find or open any of the documents, let CGO know ASAP.

Notebook Updates:

- Updated Board of Directors page
- 2016 Revised Board Calendar
- Meeting 3 2015 Minutes
- Monitoring Reports (emailed, will be posted soon)
- 2016 Budget
- Board Reserve Fund statement & Auditor's report (to be emailed/posted)
- Revised Policy 11
- Annual Membership Meeting Minutes

Ends/Owner Operator Linkage

- Review Overview of Owner/Operator Linkage
- Review 2015 Owner/Operator Linkage Plan
- Review 2016 Draft Owner/Operator Linkage Plan
- Review Statistically Respectable Survey Procedures
- Review How to Test Survey Questions
- Review Draft 2106 Board Survey Questions

Board Calendar/Budget

Turn in WI11 expense report if haven't already

ABA Communication

Review Initial SIBA/ABA Communication

Self-Evaluation

Review these policies in advance of meeting:

11. Governing Style

12. Board Job Description

13, 13.A. Agenda Planning

14. Board Nominations & Election

16. Board Members' Code of Conduct

Policy Changes

Email any suggested policy changes to CGO ASAP to be added to final agenda.