

## SIBA Board Checklist

**Mtg #1 2014 SIBA In The Springtime/GABBS Atlanta, GA Saturday 3/8/14**

Pre-Board Mtg 9am-11am, Board Mtg 12pm-5pm

*\*Please remember SIBA Policy states "Board Members will be properly prepared for board deliberation."*

### Meeting One

**(from policy 13A. SUGGESTED ANNUAL MEETING SCHEDULE TO ASSIST IN AGENDA PLANNING)**

"SIBA pays travel to GABBS & SIBA in the Springtime. SIBA or GABBS pays hotel Room & Tax for all nights & incidentals. SIBA hosts an event for SIBA Members at GABBS which board members are encouraged to attend. Carver Training takes place the Saturday of GABBS and the board meets the Sunday 8AM – 1PM of GABBS. SIBA provides education to booksellers at GABBS on Friday and Saturday morning. Board members must arrive in time to attend the mandated events. Board members are encouraged to be seen on the GABBS exhibit floor on Friday afternoon as we are guests of the GABBS show. This trip should allow for board members to vet education, train, and determine what outreach and linking they want to do for the year."

#### **For review and to print out and bring for discussion:**

Pre-Board and Board Meeting Agendas, Schedule of Events and the following:

Minutes from Mtg 3 2013 New Orleans

[http://www.sibaweb.com/the-document-library/cat\\_view/66-siba/103-board/120-minutes](http://www.sibaweb.com/the-document-library/cat_view/66-siba/103-board/120-minutes)

Internal Monitoring Reports supplied by Exec Director

[http://www.sibaweb.com/the-document-library/cat\\_view/66-siba/103-board/121-monitoring-reports](http://www.sibaweb.com/the-document-library/cat_view/66-siba/103-board/121-monitoring-reports)

The following policies, found at [http://www.sibaweb.com/the-document-library/cat\\_view/66-siba/103-board?limit=5&limitstart=0&order=name&dir=DESC](http://www.sibaweb.com/the-document-library/cat_view/66-siba/103-board?limit=5&limitstart=0&order=name&dir=DESC)

16. Board Members' Code of Conduct (Policy 16, page 19)
12. Board Job Description (Policy 12, page 14)
11. Governing Style (Policy 11, page 13)
13. Agenda Planning (Policy 13, page 15)
14. Board Nominations & Elections (Policy 14, page 17)

Please make sure you've printed out the changes to the binder from last meeting:

These are available at: [http://www.sibaweb.com/the-document-library/cat\\_view/66-siba/103-board](http://www.sibaweb.com/the-document-library/cat_view/66-siba/103-board)

**\*\*WANDA: what policies were changed as a result of the last meeting (9/2013 NOLA)? -JJF**