



**Engagement Committee  
Minutes  
Wednesday, June 12, 2024 at 2 PM**

Zoom, registration link: <https://prairiecat-org.zoom.us/meeting/register/tZUpf-2vpj4pGNJ5p8rEYWjCU6-YvB0jCv3k>

I. Welcome and introductions

Present: Elizabeth Smith (PrairieCat), Chelsey Knippel (PrairieCat), Brianna Rodgers (MX), Dana Fine (PR), Melissa Landis (PrairieCat), Magda Bonny (PrairieCat), Victoria Blackmer (CV), Austin Nord (WO)

Absent: Katelynn Clark (FR), Kathy Peschang (RD), Amy Fry (SL), Karrah Kuykendall (RP)

II. Review charge of Engagement Committee

a. Charge: The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.

b. Meeting Frequency: Bi-monthly meetings in even-numbered months. August, October, February, April, June. 3rd Thursdays at 10 am via Zoom.

III. FY25 Meeting Schedule

Aug 15, 2024 Zoom 10:00am – 11:00am

Oct 17, 2024 Zoom 10:00am – 11:00am

Feb 20, 2025 Zoom 10:00am – 11:00am

April 17, 2025 Zoom 10:00am – 11:00am

June 19, 2025 Zoom 10:00am – 11:00am

IV. PUG Day 2024

a. Review program schedule LibGuide

Smith (PrairieCat) presented two options for sharing the Zoom registration link for each session of an event: either as a standalone URL on a page or as a tab labeled "Zoom registration link." Blackmer (CV) and Landis (PrairieCat) concurred that the current setup with the link as a tab was the most logical choice. Fine (PR) suggested that as long as the link is labeled clearly, it should be sufficient, but its visibility could improve by making it stand out more. Smith agreed to leave the link on the main page under the program description section, and to experiment with making it more prominent.

Smith proposed to improve the program descriptions by including the length



of each session in addition to the start time and date. Blackmer and Fine agreed that the time and duration should be displayed on the second line of the title for consistency. Knippel (PrairieCat) and Landis supported the idea of including the date for clarity and ease of navigation. Smith decided to format the titles with the date first, followed by the time, in order to make the time more prominent.

b. Discuss any other presenters

Smith (PrairieCat) presented the updated program schedule, highlighting new sessions and updates. She emphasized the need for input on potential gaps or new topics to be included, with a deadline set for Monday for Landis (PrairieCat) to consider hosting a session. Landis agreed to review the schedule and suggest any conflicts or new session ideas.

The Committee also touched on the upcoming focus on key accessibility and digital inclusion, noting that Rails would be leading trainings on this topic in the coming months.

c. Discuss survey methods

Smith (PrairieCat) proposed the idea of conducting surveys after each webinar and a comprehensive survey at the end of PUG Day. Blackmer (CV) supported the individual surveys as they could provide more immediate feedback, while Bonny (PrairieCat) suggested having both individual and an overall survey. Smith agreed to design the surveys and decide on the best timing based on feedback. The Committee discussed the layout for the event's schedule, debating whether to include a 'schedule at a glance' or feature sessions. Smith agreed to make changes to the headers and add survey links. The Committee planned to announce the event and start registration early the following week, without adding panelists yet.

d. Planning for in-person 2025

Smith (PrairieCat) discussed the need to book a venue for the in-person PUG Day in 2025, aiming for a date in September. She mentioned that they would be getting quotes from various venues, including the Western Illinois University quad cities campus, and hoped to have a decision in the next few months. Knippel (PrairieCat) agreed to help research other potential venues. Smith also mentioned that the event would likely be on the last Friday of September, although this wasn't confirmed. It was determined that the Committee will review venue options and registration numbers.

Next Meeting: August 15, 2024 at 10 am via Zoom