

ELUNA Steering Meeting Agenda & Minutes

March 4, 2026 / 3:00 – 5:00pm (EST)

Attending:

Jason Griffith, Kirsten Clark, Ryan Edwards, Lori Hilterbrand, Allen Jones, Ellen Jones, Kun Lin, Dean Lingley, Jennifer Matthews, Laura Morse, Tabitha Ochtera, David Schuster

Regrets:

Agenda:

- Welcome and Chair Updates (Griffith)
 - Smartsheet Reviewed
 - Constitution and Bylaws Vote - The clean and redlined versions are completed. The plan is to post by March 8 and have voting start April 8. Voting will close on April 30 and results will be announced on May 1 at the ELUNA closing session.

- Previous Business Items:
 - Sherrie Kristin Scholarship awardee (Schuster) The committee selected an awardee. The name was sent out and approved via the Steering Committee list so the attendee can be contacted as soon as possible.
 - **ACTION ITEM:** Ochtera will take over the process next year.

- New Business Items:
 - Potential dates for ELUNA retreat (Griffith)
 - We are looking at January 2027 due to the IGeLU being in October, then Charleston Conference and Thanksgiving break then the December holidays.
 - ELUNA Operations Manual – next steps (Griffith)
 - We will begin work on this at the ELUNA conference and hope to finish by the end of Summer.
 - Griffith will bring the Steering Committee onboarding document to the new steering committee members in the coming works and ask for feedback.
 - SC roles for coming year (Griffith)
 - The Steering Committee began discussion of liaison roles for the coming year. We will need new liaisons for Rosetta, Esploro, Alma Digital, and Leganto as well as the Customer Support Advisory Group.

- SC attendees at IGeLU (Griffith)
 - The Steering Committee members indicated initial interest and reasons for attending IGeLU.
- Agenda for ELUNA Conference meetings (Griffith)
 - Griffith will be working on the agendas in the coming weeks.
 - Potential topics include the website, document history, and onboarding of new steering committee members, besides the meetings with leadership.
- Terms of Reference Template (Schuster)
 - Schuster walked through the [Draft Template](#) . It will be run by the coordinators for feedback and by the IGeLU Steering Committee. We will discuss this at the ELUNA conference.
- Ongoing Business Items:
 - Education Updates were provided by Morse for the 2026 Conference.
 - Finances Updates (E. Jones) - New manager at Chase is working with us and looking at a higher credit limit for the credit card and potential mutual funds/CDs for our checking account.