

MCMLA Executive Committee Meeting

MINUTES

August 19, 2011

9 am MT or 10 am CT

Executive Committee Members Attending:

- Sarah Kirby, Chair
- Claire Hamasu, Immediate Past Chair
- Betsy Mueth, In-coming Chair

Leadership Attendance:

- Jackie Hittner, Chair, 2011 St. Louis, MO Meeting Planners
- Holli Henslee, Incoming Chair, Education Committee
- Cindy Logan, MLA Chapter Membership Liaison
- Amanda Sprochi, Newsletter Editor & Chair, Publications
- Joan Stoddart, Chair, Awards & Honors Committee
- Nancy Woelfl, Parliamentarian
- Rebecca Graves, Meeting Planner
- Sue Sykes Berry, Chair, Membership Committee
- Amy Ritterskamp, Chair, Web Site Task Force
- Liz Burns, Chair, Library Advocacy Committee
- Kate Anderson, Co-Chair, Research Committee
- Peggy Mullay-Quijas – Executive Secretary
- Holly Henderson, Incoming Recording Secretary, Outgoing Chapter Council Rep.
- Sue Fleming - Archivist

Action Items noted in RED

Approval of MCMLA Executive Meeting Minutes for July 8, 2011

- Minutes not approved. No quorum for executive board.
- Send additional edits to Holly.Henderson@mercy.net

Continuing Education-Holli Henslee, Incoming Education Chair

- All continuing education classes scheduled at the annual meeting in St. Louis will be held.
- Disaster Literacy CE is meeting at MO Baptist Hospital.
- Marty has applied for MLA CE credit for Symposium of Sages class.
- Current CE enrollment is: 17 PubMed, 13 disaster, 20 Emerging Technologies, 14 Patient Safety, 12 Symposium of Sages

Executive Secretary Report—Peggy Mullay-Quijas

- Budgeted \$11270 income, \$10885 expenses for 2011. Still on target as big bills don't happen until later in the year.
- PayPal – 2 checking accounts are attached to the chapter's PayPal account – the regular MCMLA account and the St. Louis conference account. This has enabled Peggy to transfer funds between accounts easily. Every transaction in PayPal has a fee associated with it. Previously fees that were part of conference registration were picked up by the annual meeting planning group. Right now fees are being accrued against MCMLA's account. Fees for PayPal can be pricey. \$8

9/9/2011 8:36 AM

fee for each registration for the annual meeting. Fees are a percentage of the total charge being sent through PayPal. Fees are high, but it is a nice feature and is worthwhile for the chapter.

- Nancy – Old way of moving paper and money around was probably more costly.
- Jackie – how many charges has annual meeting accrued? Jackie wants to get it in the annual meeting budget. Peggy will get a number for Jackie. **A discussion needs to happen as to whether the chapter will absorb PayPal transaction fees for the annual meeting, or the annual meeting planners' budget.**
 - *Peggy sent the following information by email after the meeting: the PayPal fees for membership dues have totaled about \$100, this was included in the 2011 budget for the chapter. The PayPal fees for annual meeting registrations total over \$500, this was not budgeted. Peggy's first transfer from the MCMLA PayPal account into the St. Louis checking account has no fees removed. Peggy inquired if future transfers should include the full registration amount, or send monies collected but remove the fees?*
 - *Discussions via email by members of the Executive Board following the meeting clarified that MCMLA will absorb the meeting registration costs from PayPal for the St. Louis meeting. Future meeting planners will need to budget for PayPal fees within the meeting budget. If the St. Louis group generates a profit they can reimburse the PayPal fees to the chapter.*
- Claire – requested an update on number of members paid for 2011 and amount collected. Peggy will follow-up.
 - *Peggy sent the following information by email after the meeting: The 2011 budget was built on having 210 members renew for \$6,300.00. There are currently 203 regular members and 2 student members who pay no dues. We have collected \$6060.00 in dues. Peggy got a free membership this year from the Wichita annual meeting giveaway. There are still two members in limbo – Yolanda Crispen and another librarian who looked like she did not finish the process (Peggy has emailed her).*

Honors and Awards Update—Joan Stoddart

- 5 nominees received for the chapter's three awards. Committee has made their selection – with some difficulty as all were wonderful nominations. Committee has forwarded 3 names to the executive committee for approval by Monday. 30 MCMLA stars registered so far. Fewer than last year. Travel scholarship did not have any applications. **Joan feels discussion needs to happen between Wyoming librarians and executive board about this scholarship since it isn't getting awarded – the committee does not have a specific recommendation at this time.**
- Sarah – what about retirees and those members who have passed away? Joan plans to read names, either during annual meeting or honors and awards portion. Jackie Hittner later proposed printing these names in the onsite conference program. Claire and others like this idea.

Membership—Sue Sykes Berry

- Membership committee purchased and will send popcorn promotions to library schools in the region by the end of September.



Planning Committee Update—Jackie Hittner

- 83 registered for meeting. All 5 CE's offered will be taught. 20 vendors total, 17 paying and 3 complementary (MCMLA, MLA credentialing – Marie Reidelbach, MCMLA marketing and promotion contest). Keynote speaker in place. Papers and posters selection going out today.

Senior membership—Amy Ritterskamp

- Amy currently has a membership type available on the website, senior distinguished member. People can apply for this membership status to be approved at a later date. Amy received an email from Sue Sykes Berry about distinguished member status for Kerry Skidmore. She also has a pending member, Yolanda Crespín, who has applied. Amy asking for clarification on what happens next for this process? Who approves the request?
- Peggy – recalls only two distinguished senior members from the past: Estelle Broadman and another from Colorado (Virginia?). These two people were given this status upon retirement and have since passed away. The chapter used to have more membership categories than we have today.
- Nancy – can't remember how it's happened in the past. Kerry requested to be accepted as distinguished senior member. The current membership levels are in the Bylaws: regular, student and distinguished senior. Does the chapter want to offer distinguished senior membership without paying dues? There is no mention of dues being required or waived in our current Bylaws or Policy and Procedure Manual. A person can get this status by asking for it, or the executive committee can take the initiative to grant it. We should look at it and come up with a consistent way of doing it.
- **Claire – could Sue Fleming look in the Archives and find some documentation? Sue will do this.** Bylaws says that members at this level are recognized for their outstanding contributions to the chapter.
- Joan – suggested a senior member could be nonpaying, but remain on listserv and get communications.
- Nancy – suggested more thought be given to paying versus nonpaying.
- Sarah – agreed more discussions need to happen.
- **Group agreed that Amy should remove option to apply for distinguished senior member until Executive Committee sorts it out. Amy will contact Yolanda Crespín and let her know the process is still being figured out.**

Web site—Amy Ritterskamp

- Amy sent an email to the executive group with a link (<http://mcmla.org/howtovideos>) to how-to videos for adding content and making changes to the chapter website. If you want access to make changes to the website just send a request to Amy. Amy will work this into orientation for new leaders with Peggy in the future.
- Sarah – Amy helped her create a president's page for posting minutes and other information.
- Amy – a link to the videos is within the committee section/ web task force page on the website. She admits it's not easy to find and she plans to spend more time structuring the website now that everything is on it in order to make it more usable.

September Executive Meeting on September 9

- Sarah - requested an opinion from the group about holding a meeting on September 9th. Group agreed to keep the meeting as schedule and cancel later if needed.

Business meeting in St. Louis

- Sarah - requested if there are any issues that need a vote? None have been brought forward yet.
- Peggy – suggested that membership renewals be sent out earlier so the nominations committee has more time to get a ballot slate created and to maximize the number of members eligible to vote. **Peggy plans to submit a revision to the calendar within the policy and procedure manual to move up membership renewals to December.**
- **Claire – should have her revisions to the policy and procedure manual completed very soon. She will be sending to Nancy for a comparison with the Bylaws.**
- **Nancy – is there a draft business meeting agenda? Sarah will develop.**
- Sarah – plans to summarize the annual reports from committee chairs & officers for the business meeting. **She also requested that Nancy Woelfl give an update on the endowment task force and Rebecca Graves give an update on the meeting planning task force.** Time will be scheduled for a brief report on the Wichita meeting and the St. Louis meeting. The KC meeting will also be introduced.

Announcements

- Annual conference, Wednesday, September 21 – Friday, September 23, 2011 in St. Louis
- Leadership Meeting in St. Louis —Thursday, September 22, 2011 from 6:30 PM to 8:00 PM. Light supper served. RSVP to Sarah.
- Upcoming MCMLA Executive Committee Meeting Friday, September 9, 2011 at 9 AM MT or 10 AM CT

Adjournment

- Sarah Kirby, Chair, MCMLA

Respectfully submitted,

Holly Henderson, Incoming Recording Secretary

9/9/2011 8:36 AM