

**MCMLA Executive Committee Meeting
MINUTES**

June 12, 2015
9:00 am MT / 10:00 am CT

Action items noted in RED

Votes noted in BLUE

Call to Order

Jackie called the meeting to order at 10:00 CT.

There were not enough members of the Executive Committee present for a quorum.

Executive Committee Attendance:

Jackie Hittner – Chair

Jenny Garcia – Recording Secretary

Heather Brown – MLA Chapter Council Representative and 2015 Meeting Planner

Leadership Attendance:

Karen Wiederaenders – Executive Secretary

Amanda Sprochi – Express Editor and Publications

Tracey Hughes – Web Editor and MCMLA-L Discussion List Owner

Jan Rice – MLA Chapter Credentialing Liaison

Tom Gensichen – 2015 Meeting Planner and Bylaws

Cindy Perkins – Honors and Awards

Betsy Mueth – Advocacy and Government Relations

Jeanne Burke – Membership and MLA Chapter Membership Liaison

Kristy Steigerwalt – Membership

Melissa DeSantis—MCMLA 2016 Meeting Planner

Unable to Attend:

Darrel Willoughby – Immediate Past Chair

Lisa Traditi – Incoming Chair

Kate Anderson – MLA Chapter Council Alternate Representative

Nancy Woelfl – Parliamentarian and Ad Hoc Endowment Task Force

Rebecca Graves – Annual Meeting Advisor

Lisa Traditi – 2016 Meeting Planner

Gwen Wilson – Education

Margaret Hoogland – Advocacy and Governmental Relations

Marty Magee – Nominating

Timmi Johnson – Research

Approval of May 8, 2015 Minutes

- **Jenny Garcia had received one correction prior to the meeting. There were no other corrections to the May 8 minutes. As there was not a quorum, Jackie Hittner will poll the executive committee via email for acceptance after the conclusion of this meeting.**

Treasurer's Report:

- Outgoing expenses included reimbursement for Amanda Sprochi to attend Chapter Sharing at MLA, and renewal of the domain name. Income sent \$250 for vendor registration for the

meeting in October. Jackie suggested that an additional column be added to the spreadsheet for the virtual meeting.

Committee Reports:

Membership: Jeanne Burke reported that the new membership brochure is now posted on the website.

Old Business:

- MOU for the 2016 Joint MCMLA/Midwest Meeting was discussed. Melissa DeSantis explained changes that were made to the document. The Midwest Chapter decreased their contribution to the seed money, as the full amount is not needed at this time. Also included is information on what has been done on the meeting planning so far. The budget is for 220 individuals. This includes members, vendors and speakers. MCMLA usually has about 80 attendees, and these are included in that estimate. There is some concern that our region's participation might be lower, due to travel costs, but this estimated number for the meeting seems reasonable.
 - **As there was no quorum, Jackie Hittner will poll the Executive Committee via email for approval of the MOU and approval that she can sign the document.**

New Business:

- Jackie Hittner reported that the April 10, 2015 minutes have been posted on the website.
- Cindy Perkins reported on the plan for presenting awards during the virtual meeting. The only idea that seemed workable was for the person who submitted the nomination to present the award as the award is announced online, in the city where the nominee lives. Amanda Sprochi requested that a photograph of the presentation would be a nice addition for inclusion in the *Express*. Jackie Hittner added that, if the nominator was not in the same location, or unable to attend at the time of the award presentation, someone else in that area could give the award. Cindy Perkins added that some members would be attending the virtual meeting together at the same location.
- The proposed date for the MCMLA Executive Committee Meeting will be held virtually on Monday, October 5, 2015 at 3:00 pm CT, and 2 pm MT. Jackie Hittner will send an email to the Executive Committee to put the date/time on the calendar.
- Tracey Hughes reported on issues effecting Wild Apricot .
 - There will be an increase in the price of hosting the MCMLA website. On June 1st the storage space for the website will increase to 2GB. The new rate will increase from \$500 annually to about \$700 annually, which includes a 10% discount for paying annually rather than monthly. We have the option of paying in advance for one or two years, which would lock in the current price for that time. Consensus was to pay now, and by the time we need to consider the increase, we might be moving to the MLA member site. Current discussion at MLA is that chapters will not pay for that service, but that is still an unknown. At that time, if we are able to move to the MLA site without charges, the chapter might be able to pay for MLA membership the webmaster, as being a member of MLA will be a requirement for editing the site on the MLA server. At present there is no information about storage space and cost.
 - This discussion was followed by a discussion on who should have administrative rights on the MCMLA website. There will be a limit on the number of administrators, taking our current number from 29 down to 10. Karen Wiederaenders, the executive secretary, and Tracey Hughes, the web editor, must have administrative rights by

default. There was agreement on the following seven positions:

- Web Editor and MCMLA-L Discussion List Owner
 - Executive Secretary
 - Current Chair
 - Archivist
 - Annual meeting chair for current year
 - Annual meeting chair for the next year
 - Publications chair
- Tracey Hughes said we have plenty of storage, but reducing the number of administrators who can edit might be a problem. Jeanne Burke asked if there could be an administrative password that could be shared by committee chairs. That could be done, but would require frequent editing of emails. Jackie Hittner suggested a dummy email account with one name and email. MCMLA has a gmail account, which might work for this purpose. Amanda Sprochi thought that would work and would give that account full administrative rights to all pages. Members would be on the honor system to edit only the pages that fall under that chair's responsibility. Jackie Hittner suggested that we make those changes after the annual meeting when the chairs will change. In the mean time, chairs will need to contact Tracey for changes. Jackie Hittner said that this does not need to be voted on, so Tracey can proceed with this plan. We can vote in August on the ten positions that will have admin rights. We have until August 31, so we have time to vote after that meeting, which will be August 14.
 - Jackie Hittner also noted that some items are password protected and some are not. Should we look at which items should be password protected. She wanted to know if we can password protect certain items on the website? She suggested that we protect the roster, minutes, and listserv directions. Jeanne Burke thinks the surveys and other emails should be archived. Jan Rice asked if the point of password to protect member contacts? For example, AHIP list has contact information, as does the roster of Chairs. For the directory, a password is required. There was consensus that contact information should be protected. Non-members would not need to access that information. Tracey Hughes will set up password protection for minutes, rosters and listserv directions.

Reminders and Announcements

- Jackie Hittner said that MLA is going in a different direction and are requesting strategic goals for next year. Lisa Traditi will discuss two goals which she has in mind at the August meeting and anyone who has goals to discuss can suggest those at that time.
- This year we did a very in-depth look at the committee part of the P&P manual. Jackie Hittner recommends that we add to the calendar that we do this in years ending in 0 and 5 and that we should look at officer positions in years ending in 1 and 6. This will be a similar process to the audit, which is done every other year ending in odd numbers.
- No meeting in July. Next meeting will be August 14.

Adjourn:

- **Meeting adjourned at 10:51 am CT, 9:51 am MT.**