

MCMLA Executive Committee Meeting

DRAFT Minutes

October 9, 2017

Time: 2:30PM to 5:00PM CDT

Location Tiger Hotel: Black and Gold Room

Yellow highlight = vote required / **Green** highlight = attachment

Roll call:

X indicates member present, * indicates member absent

Voting members:

Gwen Wilson, chair X
Lisa Traditi, immediate past chair X
John Bramble, chair-elect *
Kim Harp, recording secretary X
Annette Parde-Maass, chapter council representative X
Jeanne Burke, alt. chapter council representative X

Appointed officers and Committee chairs:

Jackie Hittner, treasurer X
Nancy Woelfl, parliamentarian X
Jessica Gerber, archivist X
Amanda Sprochi, Express editor X
Tracey Hughes, web editor *
Rebecca Graves, annual meeting advisor/2017 meeting planner X
John Jones, annual meeting advisor apprentice X
Jeanne Burke, MLA membership liaison X
Shawn Steidinger, MLA AHIP credentialing liaison *
Angela Spencer, advocacy chair X
Betsy Mueth, bylaws chair X
Ben Harnke, education chair *
Jerry Carlson, honors and awards chair*
Holly Henderson, membership chair X
Erica Lake, nominating chair *
Christi Piper, research chair*
Heather Brown, incoming chair-elect X

1. **Approval** of Minutes from August 10 and September 14 meetings – **(attachment)**
 - a. A vote for the August Executive committee minutes was called for. Lisa Traditi moved; Annette Parde-Mass seconded. Voting in the affirmative: Lisa, Gwen, Annette, Lisa, Kim, Annette, Jeanne. August 10, 2017 minutes are approved.
 - b. A vote for the September Executive Committee Minutes was called for. Lisa moved, Annette seconded, Voting in the affirmative: Gwen, Lisa, Kim, Annette, and Jeanne. September 14, 2017 minutes approved.
2. **Treasurer's** Report with Membership Numbers– Jackie
 - a. Currently, there is about \$7900 in MCMLA's checking. No funds need to be moved from or to the Endowment fund currently. A deposit from the annual meeting will be deposited in November. There are no expenses from September. The annual meeting will be our largest expense this year. The endowment interest is in stocks and bonds and it rides with the market. The market has been doing well, so the interest is doing well currently, but it is always subject to change. Money Market account contains \$52000.
 - b. Lisa Moved to approve the treasurer report, Annette seconded. Voting in the affirmative: Gwen, Jeanne, Kim, John, Lisa, Annette. October Treasurer report is approved.
 - c. Reminder: If purchasing items for MCMLA, please fill out the expense report, attach the receipts, and send to Jackie electronically.
3. Reports from Committees and Task Forces
Shawn Steidinger, MLA AHIP credentialing liaison-
 - i. There were no applications for the AHIP First Time Applicant award in 2017. Only one person from my region that I know of was awarded AHIP status – Dave Castelli – Distinguished Level, but he not an MCMLA member this year, I believe. I tried to entice him to join so that he could apply for the award, but I've heard no more. No one else has contacted me to report their

status, and Tomi Gunn has not delivered any reports regarding any new AHIP candidates from within our MCMLA chapter member rolls.

- ii. Over the past year (since last October when I became the Credentialing Liaison), I have had contact with four chapter members with questions about AHIP membership, and was a mentor for one of the four.
- iii. My goal was to contribute articles about the AHIP process to the MCMLA Express article and one appeared in v 38, no.1.
- b. Please send a summary of your report Kim Harp at kiharp@stormontvail.org
- c. Please state in your report if your committee met during the previous month

4. Old Business

- a. Strategic Plan – report from task force Lisa Traditi
 - i. The MCMLA Strategic plan is established. Members voted on priorities and order was selected by most popular vote. Solid wording was developed which includes definitive results. The plan will be presented to the membership for approval. Another form which solicits feedback from the membership will also be put forth. We wanted to engage the membership to make the goals come true. It will also be put in the Express. We used phrasing and wording to encourage member active engagement asking what contributions members would make to get results. It was suggested that we charge committee chairs and members with creating an action plan or activity to align with the strategic plan. Members or their committee would be able to select and suggest the activity, create measures, and reports. The six strategic areas are goal and statistic oriented. We would like the Strategic Plan to be included in new leadership orientation. New chairs would be charged to submit activities when they turn in their budget needs. The Strategic Plan would be communicated to the membership via the Express, infographics, and the website.
 - ii. A vote to approve the Strategic Plan was called for. Voting in the affirmative: Gwen, John Bramble, Annette, Lisa, Kim, and Jeanne. Strategic Plan approved. The Strategic Plan will be presented to the membership for a vote.
- b. Membership dues change to accommodate PayPal fees – Jackie and Holly
 - i. Being discussed by the Finance Committee
- c. Discussion of changing the host of MCMLA website to MLA
 - i. Tracey will reach out to MLA for more information

5. New Business

- a. Status of Annual Meeting Task Force – Rebecca
 - i. Task force has fulfilled its duties. It is recommended the task force can be dismissed after the established the Annual Meeting Advisory council. Motion to discharge the task force as objectives completed. Voting in the affirmative: Lisa, Gwen, John, Kim, Annette, and Jeanne. The Task force has been dismissed.
- b. Annual and Mid-Year report to membership – Gwen Wilson
 - i. It was suggested that the annual and mid-year reports be added to the Express, uploaded to the website, and/or sent out on the listserv. Members discussed whether we should publish details of our financials freely. Links to the financials from the express can be put behind the membership paywall, requiring a login to be able to view them. Finance committee will discuss and produce verbiage as to what financial information should and should not be published while remaining transparent to the membership. A formal motion from the finance committee will be produced.

- ii. Note: MLA mid-year report is a brief report of highlights.
 - c. MCMLA Certificates of Service 2016-2017 Update – Gwen Wilson- certificates are sent out.
 - d. Review Annual Business Meeting Agenda - Gwen
 - i. Double check timing
 - ii. Double check where / when drawings will be held
 - e. **2017-2018 MCMLA Goals** – John B.
 - i. Work Smart!- implementing the Strategic Plan. The Strategic Plan provides a framework for committees to align their duties and activities to the goals in the Strategic Plan. Annual activities will be due when the budgets are due. The goal is to align this timing with the MLA required reports. Committees will be encouraged to develop flexible short term, midterm and long-term plans.
 - ii. Goal: published conference proceedings. Committees will be able to submit ideas for developing a new model for investigating the creation of conference proceedings.
 - iii. Goal: MLA hosting chapter online presence. MLA trying to find an easy to use platform. MCMLA may provide a pilot program. MCMLA should explore additional options for a website platform to compare potential costs and services and timing.
 - iv. Motion to approve 2017-2018 goals was moved by Lisa, seconded Kim. Voting in the affirmative: John, Jeanne, Annette, Gwen, Kim. Approved.
 - f. **Appointed Officials Recognition and Reinstatement** – John B.
 - i. Treasurer – Jackie Hittner
 - ii. Parliamentarian – Nancy Woelfl
 - iii. MCMLA Express Editor – Amanda Sprochi
 - iv. Annual Meeting Planner – Rebecca Graves
 - v. Annual Meeting Planner Apprentice – John Jones
 - vi. Web Editor and List Owner – Tracey Hughes
 - vii. MLA Membership Liaison – suggestions welcomed
 - viii. MLA Credentialing Liaison – Shawn Steidinger
 - ix. Archivist – Jessica Gerber
 - x. Moved by Lisa, Annette seconded. Voting in affirmative, Jeanne Lisa, Gwen, John, Kim. Reinstatements approved.
 - g. Suggestions for committee chairs and/or members
 - i. Nominating Committee- 2 positions needed to be filled.
 - h. **2019 MCMLA Annual Meeting** in Omaha, Nebraska
 - i. Euemduan Osmera and Jeanne Burke Co-Chairs
 - ii. Profits from the 2019 Annual Meeting would be divided evenly between MCMLA and local health sciences group, ICON.
 - iii. Motion to approve profit arrangement: Lisa; seconded Annette. Gwen, Lisa, Jeanne, Annette, and John voted in the affirmative. Profit arrangement approved.
 - i. Discussion: dissolution of the Advocacy Committee [no vote will be taken until the November Executive Committee meeting]. Goals and activities of the Advocacy Committee need to be reevaluated. Repurpose the committee as a resource for members to self-advocate. Members proposed to look to the membership regarding the value of the committee. Heather, Angela, John and Gwen will meet to discuss the charges of the advocacy committee and will include membership suggestions.
 - j. Other?
6. Reminders and Announcements (including upcoming calendar events)
- a. Next Executive Committee Meeting - TBA

Upcoming Deadlines from Policy & Procedure Manual:

September

Outgoing Officers and Committee Chairs

- Turn over files to incoming replacements at the Annual Meeting

Officers and Committee Chairs

- Send one digital copy of reports and official documents to the Archivist

Recording Secretary

- Submit Annual Executive Committee Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting
- Submit Annual Business Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting

Annual Meeting Committee

- Submit necessary Annual Meeting records to the Archivist See Policy III Archive Policy

October

- Fall Express Deadline

Bylaws Chair

- Publish revised Bylaws incorporating any changes approved at the Annual Business Meeting or in an authorized electronic vote
- Forward approved Bylaws to MLA Bylaws Committee, MLA Headquarters, MLA Chapter Council Chair, and Chapter Archivist

Publications Committee

- Photos of Annual Meeting submitted to Express Editor for publication

November

Immediate Past Chair

- Prepare Mid-Year Chapter Report for MLA **[this is due in October]**
- Share with Chapter Chair

Representative to the MLA Chapter Council

- Submit MLA Midwinter Report

Committee Chairs

- Submit goals and objectives and a budget for the year.

Education Committee Chair

- Surveys MCMLA membership for Continuing Education topics following MCMLA annual conference

Honors and Awards

- Solicit applicants for the Chapter Council Sharing Roundtable Free Lunch Award