<div align="center">

MCMLA Executive Committee Meeting
MINUTES
September 11, 2015
10:00 a.m. Central Time / 9:00 a.m. Mountain Time

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Action items noted in RED
Votes noted in BLUE

Call to Order
Jackie called the meeting to order at 10:04 CT.

Executive Committee Attendance:
Jackie Hittner – Chair
Darrel Willoughby – Immediate Past Chair
Lisa Traditi – Incoming Chair
Heather Brown – MLA Chapter Council Representative and 2015 Meeting Planner
Kate Anderson – MLA Chapter Council Alternate Representative (serving as Recorder in Jenny's absence)

Leadership Attendance:
Jeanne Burke – Membership and MLA Chapter Membership Liaison
Tom Gensichen –2015 Meeting Planner and Bylaws
Rebecca Graves – Annual Meeting Advisor
Tracey Hughes – Web Editor and MCMLA-L Discussion List Owner
Betsy Mueth – Advocacy and Government Relations
Nancy Woelfl – Parliamentarian and Ad Hoc Endowment Task Force
Heidi Zuniga – Archivist (WELCOME, HEIDI!!!)

Unable to Attend:
Melissa Desantis – 2016 Meeting Planner
Jenny Garcia – Recording Secretary
Margaret Hoogland – Advocacy and Governmental Relations
Timmi Johnson – Research
Marty Magee – Nominating
Cindy Perkins – Honors and Awards
Jan Rice - MLA Chapter Credentialing Liaison
Amanda Sprochi – Express Editor and Publications
Kristy Steigerwalt – Membership
Karen Wiederaenders – Executive Secretary
Gwen Wilson – Education

Approval of August 14, 2015, Minutes

- **Motion to approve the minutes of the previous meeting was made by Heather Brown, seconded by Darrel Willoughby, and approved by voice vote of the MCMLA Executive Committee.**

Treasurer's Report with Membership Renewal Numbers (Jackie for Karen Wiederaenders)

- When looking at the expense report, be sure to look at the MCMLA 2015 expenses. Jackie noted that we need to make sure we know what's related to the virtual conference, especially PayPal fees, and what's not.
- The "Tier" revenue is the vendor info (remember to thank the vendors for taking a chance on the virtual meeting!)
- Seed money was not used for the virtual meeting, and many of the virtual meeting expenses listed were incurred last year (e.g., postcards). The membership prizes given at the meeting come out of the general budget.
- Tracey notes that while early-bird registration is over, there will likely be more regular registrations (and more revenue) as we get closer to the meeting.
- We do not yet know what the invoice for MeetingOne, the web conferencing software, will be. That invoice comes after the meeting.
    - MeetingOne prices: $0.14 / min / log-in ($8.40 / hr / log-in)
    - Tom calculated worst-case scenario as $8K
    - Groups count as *one* log-in. There will be log-ins that jump in and out; and others that are logged on for the entire session.
    - Lisa noted that making money wasn't the purpose – it's to test having a virtual meeting
    - Nancy noted that it's cost shifting. Individuals (and/or the institutions that pay travel expenses) will experience savings even if MCMLA doesn't make a profit.
- Heather has an article in MLA News about the virtual meeting. Heather and Rebecca have submitted an abstract application to MLA 2016.

Student Accounts in MCMLA database (Tracey Hughes)
- Student memberships are limited to two years, with no renewals. While the database notes 26 student members, there are really 10 active student members.
- In order to accurately reflect the current student membership, Tracey recommends the following:
    - Fourteen (14) days before their expiration date, an email will be sent to encourage the student member to join MCMLA as a regular member.
    - If the student member has not switched to regular membership by fourteen (14) days after their expiration date, then their account will be switched to "Active Regular membership – Lapsed" status.
- Tracey will write up this proposed system for inclusion in the Policy and Procedure manual. To be discussed at the next Executive Committee meeting.

Committee Reports
- Jackie has posted June 12, 2015, minutes to the MCMLA web site
- 2015 – 2016 Roster (Lisa Traditi)
    - Roster has been sent to committee chairs
    - **Motion to appoint Erica Lake to the Nominating Committee. Seconded by Heather, and approved by voice vote of the MCMLA Executive Committee.**
    - **Approval of Roster by Chair**
    - Lisa hopes to announce AHIP Credentialing Liaison soon.
    - Still working on Rebecca's apprentice for Annual Meeting Advisor…Send Lisa your suggestions!
- MCMLA Archives (Jackie and Heidi Zuniga)

- o Welcome, Heidi, as the new MCMLA Archivist! Starting immediately! ☺
- o Archives are currently a bit of a mess: some paper items in Jackie's office; some electronic items in Tracey's Google Drive account; some on the MCMLA web site.
- o **See below for details on recommendation to move digital archives to Colorado Digital Repository (CDL). Motion seconded by Lisa and approved by voice vote of the MCMLA Executive Committee.**
- o Suggestion from Heather: have backup to CDL. Heidi noted that the CDL does have its own backup procedures / mirror at CSU, but good to have multiple backups.
- Jackie announced new ad hoc committee to establish procedures for obtaining free MLA and MCMLA membership for annual meeting drawing. Procedures will also include instructions on claiming prize.
  - o Membership: Jackie Hittner; Lisa Traditi; Rebecca Graves; Jeanne Burke; Kristy Steigerwalt; Erin Wimmer
- 2016 Joint MCMLA/Midwest Meeting (Jackie for Melissa De Santis)
  - o Planning is moving along on track! The logo and theme have been created. Promotional material will be shared at the 2015 meetings of both the MCMLA and Midwest Chapters (both meetings occur in early October). The Program Committee, co-chaired by Jessi Van Der Volgen (MCMLA), has been meeting regularly. As a reminder, the 2016 meeting will be held Oct 22 – 25 in Des Moines, IA.

Annual Business Meeting Agenda (Jackie)
- Revisions to draft agenda made, including:
  - o Putting Call for Other Business near start of meeting (with discussion of those items after Lisa's Presentation)
    - While there needs to be a way for members to get other business added during the meeting, we also need a way to manage the technology (e.g., who has speaker rights) and the timing (business meeting is 1.5 hours).
    - **Jackie will send call for other business via email before the meeting** so that the agenda can be managed effectively
  - o Adding Endowment Fund to agenda
  - o Removing Promotion of 2016 Meeting (this item already has a slot elsewhere)
- Other things to note about virtual meeting:
  - o Questions for speakers will likely be submitted via chat
  - o Quorum to conduct business is 35 – those logging in as a Group will need to say how many voting members are there
  - o Nancy noted that, in future, we may need special procedures in the bylaws for running virtual business meeting

Meeting Adjourned 11:02 CT

Next Executive Committee Meeting: Monday, October 5th, 3:00pm Central / 2:00pm Mountain

RECOMMENDATION TO THE MCMLA EXECUTIVE COMMITTEE

SUMITTED BY:	Jackie Hittner	DATE: September 2015
SOURCE:	Chair	

MOTION:

That the MCMLA digital archives by moved from Google Drive and the MCMLA website to the Colorado Digital Repository.

BACKGROUND:

In April 2015 the MCMLA Executive Committee approved what documents were to be kept in the MCMLA digital archives. In August 2015, Lisa Traditi asked Heidi Zuniga Digital Resources Librarian at the University of Colorado Health Sciences Library to become the Archivist for MCMLA. The University of Colorado Health Sciences Library has offered to host for free the MCMLA digital archives on their portion of the Colorado Digital Repository, which is an open access repository.

The first items to be moved will be those items that are on a Google Drive which is connected to Tracey Hughes google account. Once those items have been moved then the Archives Task Force will meet with Heidi to discuss and recommend to the executive committee which items on the MCMLA website should be moved to the digital repository and to develop procedures regarding removing items from the MCMLA website and putting the items into the Colorado Digital Repository.

BUDGETARY IMPLICATION: $0