

**Administrative Committee Meeting**

**Minutes**

November 3, 2023 at 10am

Meeting via Zoom

**Attending**: Kim Hewitt (Past President), Bernadette Rivard (Past Treasurer), Kristen Collins (Conference Manager), Tina McAndrew (Secretary), Sarah Breen (Treasurer), Michelle Filleul (President), Danielle Savin (Assistant Treasurer), Noelle Boc (Vice-President)

**Call to Order** at 10:11am

**Motion made to accept the minutes of the September 8, 2023 meeting** made by Danielle Savin and seconded by Noelle Boc. All in favor.

**Treasurer’s Report**

Sarah reported on income and expenses for the past month. Kristen doesn’t use the MLA provided cell phone so this could be removed from expenses; Kristen will look into using an online tool instead. Kristen will also look into the level of Zoom MLA is paying for and see if any reduction in cost can be made there.

Bernadette reported that the Investment Committee met and decided to move some money that wasn’t growing well into a different CD.

Some additions need to be made to the Treasurer’s Report so members will vote on this at the January meeting.

**Section Budgets**

Bernadette reviewed the FY25 budget which is $42,000 short right now. Members discussed ways to save money and bring in more revenue. MLA cannot rely on conference revenue alone. Kristen said the new platform that will replace Wild Apricot will provide a cost savings. Perhaps MLA can sell sponsorships on its website. Opening exhibitor registration early for conference helps with the cash flow. Different options for conference were discussed, virtual vs in person conference, one day vs two day, every other year, but it is still expensive. Members discussed ways to minimize cost on Library Legislative Day since lunches are subsidized by the MLA budget. Bernadette will talk to the Legislative Committee to ask them to reach out to sponsors for more money to pay for lunches to shave at least $1000 off and perhaps suggest that nonmembers need to pay either to attend legislative day or for lunch.

In review of the Programming Committee budget, members decided that the committee needs to pay for its own conference basket and not have it come from the MLA budget.

For the conference Kristen is trying to negotiate a reduction in the cost of dinner to $65 all in and if someone pays by credit card they pay the credit card fee.

All other sections were profitable.

**Association Manager Report**

Kristen met with Personify. The MC Trade version would allow MLA to have bundles of members and the cost is on point with what MLA is already spending on Wild Apricot, with a one-time initiation fee. Migration will be easy because the data is already in the system. Kristen reached out to NELA since they use the Member Clicks Professional version of Personify to get their feedback.

Nine exhibitors and two sponsors have already registered for conference; AAA Northeast may attend. Kristen is still in talks with SeaCrest and The Cape Codder as locations for the 2025 conference. Kristen will follow up with people who have not paid invoices and will change the payment reminder settings.

Kristen is also investigating Star Chapter which several library associations use because GrowthZone is too expensive. Kristen is planning to start migrating to the new website in February since it will take 3 months and will go live once conference is over.

Members discussed having a WooSox/MLA night in 2026 if conference is held in Worcester. The FY24 conference tagline is the Heart of the Community; Kristen is looking at possibly having a blood drive and CPR training available.

**Employee Tax Credit Discussion**

Bernadette attended a Nonprofit Times webinar to learn more about the tax credit. It’s a complicated formula and help will be needed with the application process. Bernadette will look into it.

**NELA and Invoices**

Kristen reported that MLA still hasn’t received any invoices for the past six months. Bernadette and Sarah will reach out to the NELA treasurer to say that due to the lack of communication and invoices cash flow is hurting and we will have to pause the alliance unless any or all invoices are sent by November 17.

**Membership/Website Software Update**

Michelle hasn’t heard from Krista regarding membership. A notice may need to be sent out to the general membership about open positions

**In place of PR Committee – send out newsletter ourselves?**

Michelle was thinking of sending out a newsletter once we receive information about the Sustainable Libraries Initiative and to remind people about conference. Kristen will send it out. Kristen will delete the Twitter account and direct people to the MLA website.

**Motion to adjourn at** 11:42 made by Tina McAndrew and seconded by Michelle Filleul.

Respectfully Submitted,

Tina McAndrew

MLA Secretary