



**MLA Administrative Meeting**

**DCU, Worcester MA**

**May 10, 2012**

**Meeting Attendees:** Ruth Urell (President), Jackie Rafferty (Past President), Dinah O'Brian (Vice-President) Bernadette Rivard (Treasurer), Nancy Siegel (Secretary)

**CALL TO ORDER**

Ruth greeted the group and called the meeting to order at 1:55 p.m.

**APPROVAL OF MINUTES** A motion was made by Dinah and seconded by Bernadette to approve the minutes of the Administrative Meeting for March 2012. The motion was approved unanimously.

**PRESIDENT'S REPORT:** Ruth was concerned about the budget conversation in May, with specific reference to the food budget for YSS. Elizabeth recommended that Bernadette reach out to YSS outgoing and incoming chairs to request that they submit a revised budget for their section.

To be ready for June, Dinah is assembling a financial committee, which will meet after July to review investments and the MLA financial plan. Ruth wants to see a complete clarification of the special funds (i.e. Jordan Miller.)

Committee member chairs should bring all of their updated policies and job descriptions in advance of the June meeting.

Executive committee members will need to read proposed changes in advance of the June meeting and be prepared to vote.

All changed must be submitted to Elizabeth by May 25<sup>th</sup> and an electronic manual will be available on the MLA website in PDF format.

Ruth recommended that Kirsten Underwood be approached to chair the joint (re-visualized) Communications, Public Relations, and Social Media committees. Ruth wants to see a revised Education and Personnel Committee formed. Members discussed the notion of creating an awards committee to fulfill that task and removed it from the re-visualized committee.

Ruth will be finalizing the partnership letters for distribution in June.

A fundraising plan will be codified by the Financial Committee.

**CONFERENCE:** Initial feedback has been positive and a full report to the Executive Committee will follow in June.

**VICE PRESIDENT'S REPORT:** No written report.

**PAST PRESIDENT'S REPORT:** No written report.

**EXECUTIVE MANAGER'S REPORT:** Elizabeth wants to release the latest version of the newsletter as a post conference edition, highlighting the speeches from the annual meeting, and profiling hall of fame recipients.

**TREASURER'S REPORT:** See 2012 annual report.

**ADJOURNMENT** The meeting adjourned at 2:28 p.m.

Respectfully submitted by,  
Nancy D. Siegel, MLA Secretary