



ADMINISTRATIVE BOARD MEETING
Friday, May 10th, 2019
CONFERENCE CALL, 10:00 AM

Attending: Jennifer Pike (Treasurer), William Adamczyk (President), Noelle Boc (Secretary), Esme Green (Vice President), Rebecca Beckley (Association Manager)

Call to Order at 10:03am by William Adamczyk

Motion to approve the minutes from the March 2019 Administrative Board meeting made by Esme Green, seconded by Jennifer Pike. All in favor.

Association Manager report—Rebecca Beckley

- Noelle: these reports will be made monthly and will be part of the packet for Executive Board meetings during those months and will be linked to Administrative Board minutes the months the alternate months that they meet.
- Members are getting archived if they haven't been active in more than 2 years, but even with weeding those members, we may need to look into expanding our database size to include more than 2000 people in the capacity. Next capacity size is 5000. In June, we should bring a recommendation with costs for increasing the size of the database cap. This will be a considerable change in amount we pay.
- Wild Apricot is starting their own credit card processing and will charge non-users of that service about 20% more for using another service. If we switch to Wild Apricot, we'll be able to eliminate our accounts with World Pay and AuthorizeNet, otherwise, we are paying those two PLUS the fee from Wild Apricot. Jennifer will bring the numbers for that to June Executive Board meeting.
- Monthly joint NELA reports: Bob from NELA wants specific data, but unfortunately, there isn't a way to easily pull the information out of Wild Apricot. It is a labor-intensive prices and Rebecca will reach out to Wild Apricot directly to see if they have any helpful solutions.

Treasurer's Report—Jennifer Pike

- Had to get tax documents directly from Citizens to our auditors due to our changes.
- There are 110 outstanding invoices for memberships and conference. Our previous Seekonk PO box is closed and we are concerned there were checks sent to it but haven't had any returned or recovered. An email will be sent to the unpaid

attendees to remind them to pay and if they sent a paper check to the MLA PO box, they may need to be prepared to pay again and cancel the old check.

- We had a maturity alert on one of our Fidelity accounts and Jennifer will contact them to see what's happening with that.
- Deposits have been put down for next year's conference.

Annual Meeting/Conference

- Business meeting will be early and brief on Wednesday morning. There's need for an agenda, annual reports from the sections, minutes from last year, budget, new section requests, and the nominees slate. Esme will email out to the Executive Board to ask for annual reports to be sent in ASAP. Membership will vote to approve nominees for officers' slate. There will be a presentation of the Treasurer's report and then the Budget for 2020. New Sections will make brief presentations to the membership and then membership will vote to approve the new sections.

June retreat/turnover meeting

- Plan is for a 10am to 2pm time slot with lunch included. Every section has 5 minutes to talk about their section to the board. There will be a basic Introduction to MLA: a review of officer's roles and duties, who gets to vote, rules for voting, expectations of the Executive Board members (i.e. when budgets are expected, when reports are due, et cetera), by-laws overview, explanation of our budget, contact lists, et cetera. The plan will be to do the large scale introduction in the morning, and then the business meeting in the afternoon.

Everett Library update

- Town passed the by-laws to limit the Trustees board. A complaint has been filed against it and we are sending a letter of support for the Trustees Board.

Other business

- Kristen Collins received a raise this past year, and Administrative Board needs to do a performance review. A question was raised about additional duties that were embedded into her raise, which shall be clarified. Kristen is not on payroll during the months of July and August.

Adjourn at 11:16am