



ADMINISTRATIVE BOARD MEETING
March 8th, 2019
CONFERENCE CALL, 10:00 AM

Attending: Alex Lent (Past president), William Adamczyk (President), Noelle Boc (Secretary), Esme Green (Vice president), Jennifer Pike (Treasurer), Nora Blake (Personnel Committee), Rebecca Beckley (Association Manager)

Call to Order at 10:03am

Motion to approve minutes from previous Administrative Board meeting on January 11th, 2019. Need to correct spelling of one name. Motion to approve by Esme Green, seconded by Jennifer Pike. All in favor.

Personnel Issues

- **Association Manager position**--On boarding discussion for the new association manager, Rebecca Beckley.
 - Identify a need to centralize all of the information.
 - GoogleSuite for non-profits can be set up for the Administrative Board.
 - Need a meeting with the president to become more familiar with MLA as an association.
 - a Wild Apricot account needs to be set up.
 - Kristen Collins the Conference manager knows a lot about Wild Apricot and since the two positions are going to work together they should meet to get acquainted.
 - Laurie Lessner from Membership can meet to give a membership overview and Wild Apricot tutorial.
 - A PO box needs to be set up convenient to the association manager. Treasurer Jennifer Pike will talk to Rebecca about setting up a mailbox.
 - Treasurer Jennifer Pike also has a list of accounts and logins that will be needed for the job. Goal is to have a bookkeeper in place by the end of March, then monetary accounts logins will be given out if necessary.
 - NELA needs to get a more monthly report to show who has joint memberships.
 - Association manager's name should be put on WorldPay account just as a back up; but not on payroll.
 - Association manager should get a new phone for dealing with association calls from members or vendors.

- Association manager will get membership and other checks, apply them to Wild Apricot and deposit the checks. Information about the checks and what account line they should be applied to will be sent to the bookkeeper and the treasurer.
- Immediate tasks: Clean up association manager inbox, get GoogleSuites set up, reconcile and clean up all Wild Apricot stuff, make sure both the association manager and the conference manager are prepped for the influx of business around conference activity.
- Ask about attending section/committee meetings to get a feel for the organization
- Generate a monthly report that will go to everyone on the Administrative Board about what tasks have been accomplished monthly, with statistics if possible.
- Can update Eventkeeper for meetings and perhaps send out email nudges for items on the timeline.

Treasurer's Report

- **FY19 Budget update** –Wild Apricot and Quickbooks are getting reconciled. Budget seems to be on track. Online registrations have been coming in quickly. Jennifer Pike will make a chart of accounts and give it to new association manager Rebecca Beckley to help orient her—she will be looking at what comes into Wild Apricot and coding into the correct account lines. Only \$5,000 has been taken from investment accounts this year (thus far).
- **FY20 Budget update**—budget was approved at the Executive Board meeting; it needs to get approved at conference.

New Sections: Reader's Advisory and Leadership and Management

- Executive Board approved the proposals for the new sections at the last meeting
- The section proposals will be sent out to membership via email shortly so that members are aware of the new sections and can vote on them at Conference in May.

Nominating Committee update

- Email needs to go out to membership as soon as possible about the slate with short biographies.
- Noelle will create a SurveyMonkey to go out that members can vote on

Annual Meeting/Conference

- What needs preparation? Opening remarks by the president. President's reception on Tuesday night; business meeting breakfast on Wednesday morning. Need to add a screen for the Wednesday morning meeting.

- Free membership discussion—have Conference Committee discuss it at their next meeting. Question is how many free memberships/conference are given out generally by the different sections. Is it something that needs to be structured? Rotated among sections? To be continued after Conference Committee discusses it.

June retreat/turnover meeting

- Want to make it a training meeting, and have each section give a spiel.
- Onsite in Shrewsbury or offsite elsewhere? We will investigate ideas.
- Plan to have food.

Rebecca Beckley joined us for the phone call for introductions to the board and was given a basic rundown of expectations and some upcoming meetings with MLA members to give her a grounding in the organization.

Adjourn at 11:24am

Respectfully submitted,

Noelle Boc, MLA Secretary