

**Association Manager Monthly Activity Report**

Name: Rebecca Beckley

Date: August 2019

**Meetings Attended**

* Attended Executive Board meeting 8/9/2019

**Membership/ Customer Service**

* Disabled renewal for Silver membership. Silver membership has been discontinued but there are currently 6 active Silver memberships and two have renewed recently. Have discussed with Membership Committee how to address.
* Continue to receive inquires about the Library Value Calculator. This seems to be valuable to libraries, and I would like to create an info sheet for inquiries and to maybe feature on our website.

**Conference**

* Settled all but one unpaid conference invoice.

**IT**

* Updated MLA Linkedin page with information and Logo.
* Updated MLA Wikipedia page (still need to update section links)
* Added Puerto Rico to state list on membership form, added committees to membership form for members to express interest in joining.
* Noelle pointed out to me some updates needed on our member renewal form. I was able to edit some items (remove physical card mailing option, add committees.) After consulting with Laurie Lessner, I’m continuing to investigate how to make some larger changes to the membership form (option to change level while renewing, change mailing address in review and confirm pages. These are system pages in Wild Apricot and is proving difficult for me to figure out but I will continue to try until I figure it out.

**Outside Agencies**

* Continue to send joint membership reports at the beginning of the month to NELA.
* Worked with NELA to expediate two joint memberships so the members could register for the upcoming NELA conference.
* Continue to add ALA joint student members to MLA from monthly ALA reports.
* Reserved Shrewsbury Library Meeting room for October eboard meeting.

**Financial**

* Ran report of aging unpaid receivables to create list of all unpaid invoices older than 120 days that totaled 70. Some went back as far as 2015. After discussion with President and Treasurer, voided all invoices prior to 1/1/2019. This was previously approved at an Eboard meeting to void aging invoices. That leaves 12 unpaid invoices older than 120 days. Reminders have been sent.
* After discussion with Treasurer and President, will begin sending reminders on unpaid invoices at 30, 60, 90, 120 days and finally certified letter.
* Gathered insurance documentation for CPA, updated mailing address with our insurance companies.

**Goals Met:**

* Meet with Aimie to discuss digital archival strategy and website redesign. There is a lot of files stored in different places, working on plan to consolidate those all into Google Drive. Once they are safely stored we can begin removing files and links from Wild Apricot and the Website.
* Created Master password list of our vendor account login information, stored on MLA Administrative Board Google drive.

**Goals for Next Month:**

* Create MLA orientation process documentation for new Committee Section Chairs (Eventkeeper, webpage editing access, GSuites access, etc.) (Ongoing)
* Work with Treasurer to switch our billing from World Pay to Wild Apricot and update. Make list of all World Pay transaction links on website to be updated. (ongoing)
* Create ALA monthly report process documentation. (ongoing)
* Work with Brian Herzog, original author, to create infosheet for Library Value Calculator.