



## **Association Manager Monthly Activity Report**

Name: Rebecca Beckley

Date: June/July 2019

### **Meetings Attended**

- Attended Executive Board meeting 6/14/19.
- Attended Admin board meeting remotely 7/12/19.
- Attended Conference Committee meeting remotely 7/19/19.
- Met with Treasurer Bernadette Rivera 7/26/19 to discuss division of financial duties.

### **Membership/ Customer Service**

- Updated new Malden PO Box mailing address on all communication templates and website. Sent email blast to all members with updated W9 informing of new address. Continue to contact members individually to update our address with their accounting departments as checks are forwarded from Seekonk and Carlisle PO Boxes.
- Continue to respond to member emails and voicemails.

### **Conference**

- Sent reminder emails for six unpaid invoices for Conference registration, as of 8/2/2019 four have been paid, one was made in error and to be voided, and one remaining unpaid with no response from the attendee.

### **IT**

- Began overhauling website, consolidating Contact information pages, Committee/sections (IFSRC by request), Board pages. Created new page on website for new Leadership and Management section.
- Began to remove old files from website and Wild Apricot storage. Currently we are using 2374 MB, 79% of our storage on Wild Apricot. Will move these files to permanent storage in GSuites. Meeting minutes from the past two years are available to the public on our website. Anyone can contact the Association Manager for any Meeting Minutes prior to 2018.
- Dropbox storage will also need to be integrated with archived files in GSuites. We may need to increase storage in GSuites to accommodate MLA files and archives, and may stop using Dropbox as a result. I will know more after discussing a strategy with Aimie, MLA archivist and will report at a future date.
- Setup Go To Meetings by request for upcoming Committee section meetings.
- At the suggestion of the Admin board, created Announcements section on our homepage for official MLA statements, including statement on Everett Public Library and upcoming statement on Lynda.com

- Setup @masslibrary.org email addresses for all Board Members and Committee sections. This will allow them to access files stored in GSuites without permissions needing to be setup individually.

### **Outside Agencies**

- Continue to send joint membership reports at the beginning of the month to NELA.
- Continue to add ALA joint student members to MLA from monthly ALA reports.
- Reserved Shrewsbury Library Meeting room for August eboard meeting.

### **Financial**

- Continue to collect checks from PO Box and deposit into TD bank account every Friday.
- Began using Quickbooks to settle deposits.

### **Goals Met:**

- Gather feedback for website improvements
- Send an email blast to all members notifying of new mailing address and including updated W9.
- Back-up files from old association manager's computer

### **Goals for Next Month:**

- Meet with Aimie to discuss digital archival strategy and website redesign.
- Create MLA orientation process documentation for new Committee Section Chairs (Eventkeeper, webpage editing access, GSuites access, etc.)
- 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.
- Create Master password list of our vendor account login information and share with Board.
- Continue to use and become more knowledgeable in Quickbooks.
- Create ALA monthly report process documentation.