

## **Association Manager Monthly Activity Report**

Name: Rebecca Beckley

Date: May 2019

### **Meetings Attended**

- MLA Annual Conference May 20-22, 2019
- Annual Business Meeting May 22, 2019

### **Membership/ Customer Service**

- Closed and forwarded old Seekonk PO Box. Established new PO Box in Malden.
- Continued to manage membership emails and voicemails.
- Confirmed a method to allow Institutional members to add a joint Individual NELA membership, will create process documentation.

### **Conference**

- Assisted Kristen Collins at the registration desk at the annual Conference in Framingham. Coordinated with the IT director as needed to resolve any room setup or technical difficulties.

### **IT**

- Created process documentation for completing NELA reports
- Started to review website and identify areas for updating, streamlining, and organizing. Added link to MLA calendar of events to more pages.
- Added slideshow of Conference photos to homepage.
- Updated Eventkeeper and GoToMeeting with upcoming meeting and conference for the next year.
- Purchased new laptop (and Microsoft Office for Association Manager position (just as the old laptop started to crack apart!))
- Purchased new portable microphone/speaker for Executive Board meetings.
- Trained on GSuites, initiated conversation with President and Past President of the value of moving all MLA files onto GSuites to be accessible to all with @masslib.org email addresses.
- Updated MLA Calendar FY20 document in Google Drive.

### **Outside Agencies**

- Re-generated and sent January and February Joint NELA reports because missed records came up. Still working with Bob at NELA to smooth out and update all joint membership records.

### **Financial**

- Began making check deposits at TD bank.
- Sent email reminders for 6 remaining unpaid conference invoices.

### **Goals Met:**

- Began to update masslib.org website content.
- Familiarized myself with and Update EventKeeper.
- Facilitated reimbursements for Conference Speakers.
- Met deadline to send joint NELA reports to Bob Schier.

- Created process documentation for duties related to NELA monthly reports.

**Goals for Next Month:**

- Create ALA monthly report process documentation.
- Gather feedback for website improvements and implement.
- Make reimbursement form in WA or Google Form, post to website. (continued)
  
- Attend Committee meetings (ongoing)
- Back-up files from old association manager's computer and phone. Look into recycling these items.
- Send an email blast to all members notifying of new mailing address and including updated W9.