



**MLA Administrative Board Meeting
Minutes
Friday, September 11, 2020, 10:00am
via Zoom videoconferencing**

Attending: Noelle Boc (Secretary), Bernadette Rivard (Treasurer), Nora Blake (President), Esme Green (Past President), Rebecca Beckley (Association Manager). Joanne Lamothe (Vice President)

Call to Order at 10:05am

Motion is made to approve the minutes from the May 8, 2020 meeting made by Esme Green and seconded by Bernadette Rivard. All in favor. Joanne Lamothe abstains.

Treasurer's Report—Bernadette Rivard

Update on filings: \$17K in the bank; payroll expenses will pick up at the end of September. PPP loan: loan forgiveness forms will be up mid-month. Bernadette will provide a six month check in on where we are in the budget year in December. If membership money remains strong, we will remain at a good level. Conference is going to be virtual next year and we will still incur expenses; that will be an upcoming discussion. Request is in to get our tax returns done in a timely manner.

Association Manager's Report—Rebecca Beckley

She is helping onboard some new section leaders. Institutional membership information was out of date on the website. Amazon is set up so that MLA can be a recipient of AmazonSmile donations—it will be put on the website to advertise.

In our privacy policy, we do not allow access to our member directory. It is not promised that you can access a directory. Might make that an opt-in feature at some point, but it is not planned currently.

Admin Calendar Items:

OCTOBER

- Executive Board Meeting--We will address the handling of statements that MLA sends out. Plans for conference will also be outlined.
- Board presentation from NELLs--unlikely to happen
- Investment Committee meeting--a fall meeting should be scheduled in October or November. Joanne will need to add her signature to the account, which normally is handled in person.

NOVEMBER

- Filings and Annual Report to Secretary of State due Nov. 15—
- Committees and Sections prepare budget request for FY2022. Bernadette will introduce the process.

Strategic Plan—Nora Blake

A survey is being put out to the membership as well as to non-members; please push out to everyone you can.

Other Business

How to handle email requests to the association to send other information or requests from outside agencies. Feeling is if the desire is to reach a larger group of people, to try and send valid requests out on other channels, i.e. MBLC or allregions.

Motion to Adjourn at 11:00am

Respectfully submitted,

Noelle Boc, MLA Secretary