

**Administrative Committee Meeting**

**Minutes**

July 8, 2022 at 10am

Meeting via Zoom

Attending: Kim Hewitt (President), Joanne Lamothe (Past President), Bernadette Rivard (Treasurer), Tina McAndrew (Secretary)

Call to Order at 10:10am

**Motion made to accept the minutes of the May 13, 2022 meeting** made by Bernadette Rivard and seconded by Joanne Lamothe. Tina McAndrew abstained.

**Treasurer’s Report** – Bernadette Rivard

* Flowers were sent by the Association to Rebecca due to a death in the family
* Discussion regarding no-shows and payment at conference; it was suggested for next year that no-shows still need to pay
* After conference budget has a surplus
* Discussion regarding giving bonuses to the two employees – Kristen Collins and Rebecca Buckley for exemplary work and lack of consistent salary increases; Kim will recommend to the Executive Board bonuses in the amount of approximately 10% of each employee’s salary
* Vote was taken to recommend to the eBoard that Nora Blake take over as the Bylaws liaison in place of Ellen Rainville

**Association Manager’s Report**- Rebecca Beckley

Rebecca was unable to attend due to a family obligation.

**Admin Calendar Review [Aug-Sep)**

Joanne discussed conference venue possibilities – Sea Crest Beach Hotel in Falmouth earlier in May and possibly the 1620 House in Plymouth.

**Student Debt Cancellation Statement**

Discussion was had about the potentially limited impact of such a statement. Kim will contact Andrea about including a call to action to contact local reps in the future statement.

**Adjourn** at 11:48am

Respectfully Submitted,

Tina McAndrew

MLA Secretary