



**Administrative Committee Meeting  
Minutes  
March 11, 2022 at 10 am  
Meeting via Zoom**

Attending: Kristen Collins (Conference Director), Joanne Lamothe (President), Nora Blake (Past President), Noelle Boc (Secretary), Rebecca Beckley (Association Manager), Bernadette Rivard (Treasurer), Esme Green (Conference Committee), Kim Hewitt (Vice President)

**Call to Order** at 10:08am

**Motion to approve the minutes** of the January 14, 2022 meeting made by Nora Blake and seconded by Bernadette Rivard. All in favor.

**Treasurer's Report** – Bernadette Rivard

We are in a currently strong position going into conference. We haven't had to move money again. Investments went down a bit. We don't know how conference will turn out. ParaLibrarians were holding onto checks to be able to send them in a batch, but we don't want that to happen. Want to make sure that any other sections collecting money do it in a timely manner and send in checks monthly.

**Motion to approve the Treasurer's Report** made by Nora Blake and seconded by Kim Hewitt. All in favor.

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

Memberships have been revving up after the conference announcement. People are still sending mail to old defunct addresses. Trying to be proactive with informing people about the correct address.

**Conference Update** – Kristen Collins

Help with MLA/Wild Apricot at registration –Wild Apricot management and other conference registration was handled by Rebecca Beckley before but since she isn't able to attend, we need some other options. We used Square for other payment methods on site before. Majority of the issues would be in the morning. Square was only needed for the raffle when we last used it at conference. Might be a good idea to have Wild Apricot set up as a backup for Square; can record raffle payments as donations. Should we hire someone to handle registration every year at the conference? Pay a stipend to the person who does that. Would like it to be a person we could use every year. Need someone with familiarity with Wild Apricot. Kristen will investigate some options. Rebecca could potentially come out from Denver, if it is cost effective. Vendor numbers are still a little low, but hopefully will pick up.

Conference is planning to follow whatever masking or vaccination guidance is in place for Barnstable County and the venue at the time of conference.

Concern around having a bike ride around conference in Hyannis in case of injury and what our liability is for that.

**Update on IFC/SRC Meeting on 3/3/2022** – Joanne Lamothe

Vendors are interested in expanding collections and are not concerned with proper collection development policies. Discussion around the current NOBLE challenge on 25 Amazing Women of the Middle East. MBLC is available for support in beefing up collection development policies.

**Update on PR Committee Zoom meeting on 3/9/22** – Joanne Lamothe and Kim Hewitt

Promoting the work of sections and committees: PR has developed a concise guide to help sections post to social media. Want to encourage IF/SRC or other groups to post about current events.

**New Business**--none

**Motion to adjourn** made at 11:50am by Nora Blake