

MLA Transition Meeting
Friday, June 10, 2022
10am - 12pm
Virtual Meeting via Zoom

Join Zoom Meeting
<https://us02web.zoom.us/j/82832523996>
Meeting ID: 828 3252 3996

PART ONE: Business Meeting (10:00am-10:45am)

1. Call to Order and approval of Minutes from April 8, 2022 Executive Board Meeting (All)
2. Treasurer's Report (Treasurer)
3. May 2022 Conference Review (Conference Committee Chairs)
4. Updates
 - a. MBLC
 - b. MLS
 - c. MSLA
 - d. NELA
 - e. Center for the Book
5. Old Business
6. New Business
7. Future Meeting Dates

PART TWO: Transition Meeting MLA Conference & Section Chair Training

1. Introductory Remarks (Joanne & Kim)
 - a. Outline of the days events
2. Introduction of officers - explanation of roles and duties (Joanne & Kim)
 - a. President
 - b. VP/President Elect
 - c. Past President
 - d. Treasurer
 - e. Assistant Treasurer
 - f. Secretary
3. MLA Budget (Bernadette)
 - a. Budget timeline - submit October, discuss December, vote February

4. Introduction of MLA staff - explanation of roles (Joanne & Kim)
 - a. Association Manager - Rebecca Beckley
 - b. Conference Director - Kristen Collins
5. Important documents - overview of Google Drive (Joanne, Kim & Rebecca)
 - i. By-Laws ([website](#))
 - ii. Section mission statements
 - iii. [Strategic Plan](#)
 - iv. Calendar (including future meeting dates)
 - v. Budget
 - vi. Masslib.org website - where to find meeting info (Rebecca)
 - vii. Google Drive (Rebecca)
 - viii. Contact List for Organization (Rebecca)
 - ix. Annual Calendar (Rebecca)
 - x. Social Media Policies and Guidelines
6. Introduction of Committees, Sections, Liaisons & Archivist - explanation of roles and expectations (Joanne & Kim)
 - a. Expectations
 - i. Attend Executive Board meetings - One vote per section
 - ii. Create and submit a budget
 - iii. Prepare reports for EBoard meetings (6 times a year)
 - iv. Prepare an annual report for Annual Meeting (happens at Conference)
 - v. Hold regular section meetings/programs
 1. Supply association manager with information for posting
 - vi. Appoint a liaison for Conference Committee and ensure that person attends Conference Committee meetings
 - vii. Appoint a liaison for Public Relations Committee and ensure that person attends PR Committee meetings
 - viii. Prepare programs for Annual Conference
 - ix. Maintain accurate information on Masslib.org
 1. Regularly review your area of the website
 2. Supply association manager with information for posting