

**Administrative Committee Meeting**

**Minutes**

January 13, 2023 at 10am

Meeting via Zoom

Attending: Kim Hewitt (President), Joanne Lamothe (Past President), Bernadette Rivard (Treasurer), Tina McAndrew (Secretary), Kristen Collins, Sarah Breen, Michelle Filleul

Call to Order at 10:04am

**Motion made to accept the minutes of the November 18, 2022 meeting** made by Michelle Filleul and seconded by Joanne Lamothe.

**Treasurer’s Report -** Bernadette Rivard/Sarah Breen

a. Bank Fraud Update

Bernadette reported that a new account has been set up with a new debit card after the account fraud that may have occurred because of the posting of the bank statements online. A time will be set up for all signatories on the account to meet.

b. Taxes Owed/Paychex

Sarah reported on the current status of income and expenditures. Investment balance has increased since November’s meeting.

Bernadette shared that with the current overdue receivables that invoices should be resent and that if memberships are past 90 days due, the membership should be suspended. For the remainder of this year the payroll between administration and conference will stay as is but next year there will be a breakdown between the two.

Bernadette reported that a schedule to pay the taxes owed is refused until all quarters are reported to Paychex. There is one quarter in 2014 (before MLA was even using Paychex) that is unreported. The state is waiting for this accounting from ADP so it is limbo for repayment for now.

**Motion to approve the Treasurer’s Report** made by Joanne Lamothe and seconded by Kim Hewitt.

**Association Manager Report**

Kim officially introduced Kristen as Association Manager!

Kristen shared the monthly activity report:

* updated legislative items in Eventkeeper
* working on Wild Apricot and a better way to pull NELA reports
* determining people that need access to Google Suite
* update on conference preparations

Kristen will work on the following goals:

* database cleanup - work with Krista and Bernadette re: contacts and membership levels
* Wild Apricot training
* storage management
* Google Suite access and security

**Fundraising outside of MLA**

Discussion among members regarding the ask of the Programming Group for monies from MA Library System to sponsor three of its members. Members agreed that all groups should approach the Administrative Committee which will then ask for monies so there is transparency and accounting of requests for money.

Kim will compose guidelines for requests and share with the Committee and speak with those that requested the outside funds.

**Other Business**

a. Website Update

Kristen reached out to Krista regarding the status of the new website but has not yet heard. Kristen will

* try to resurrect interest and reach out to all that were interested in helping develop the new website
* create a group to meet regarding next steps
* will poll membership as to what elements members would like to see within the website

Kristen shared her company Typecast through which she works as an event planner. Kristen requested that for the 2024 conference Typecast is used to schedule rooms at the venue. MLA would still secure the conference contract which would have a budget line for Kristen to collect a commission.

**Motion to include Typecast in the conference contract in 2024 with a commission to be paid to Typecast** made by Bernadette Rivard and seconded by Joanne Lamothe. Motion passed unanimously.

**Adjourn at 11:55 am Bernadette and Joanne**

Respectfully Submitted,

Tina McAndrew

MLA Secretary