

ADMINISTRATIVE BOARD MEETING

JANUARY 13, 2017

CONFERENCE CALL, 1:30 PM

Attending: Nora Blake, Alex Lent, Jennifer Pike

Absent: Nanci Milone-Hill, Eric Poulin

# Call to order

10am - Alex Lent

# Approval of minutes of November 22, 2016 meeting

Tabled

# Treasurer’s Report

* Jennifer P and Jen Z are working on the end of the year filings with the State and Federal governments.
* The Finance Committee needs to meet soon to clear up the Fidelity account ownership issues and to review investments.
* Jennifer P. has given the Admin. Committee FY2016, FY2017 & FY2018 budgets as a way to be able to compare for planning the FY2018 budget.
* **Side conversation:** Currently when a member renews their membership with MLA, Wild Apricot will count the income from that renewal in the month when the member should have renewed as opposed to the month when they actually renewed. This skews the budget reports as the income taken in from previous months keeps changing. An example: a person’s membership expired in October 2016, but they did not renew their membership until February 2017. Wild Apricot counts this income as realized in October 2016, rather than as income realized in February 2017. **Is there a way to change the settings in Wild Apricot so that it is not considering a renewal as income for the month it is renewed and instead it counts the income for the month is actually was paid?**

# President’s Report

No report

# Nominating Committee Report

No report

# Strategic Planning

* A meeting of the committee is scheduled for January 20th.
* The Executive Board will have the opportunity to comment on the new plan from Jan. 23 – February 6th.
* The plan will be presented to the Executive Board for approval at the February 8, 2017 meeting.
* Feedback at the open sessions around the state was consistent.

Due to small attendance, no other business could be reviewed or acted upon.

# Adjourn

Meeting adjourned at 10:24am.