

**ADMINISTRATIVE BOARD MEETING**

**July 13, 2018**

**CONFERENCE CALL, 10:00 AM**

Attending: Alex Lent, Jennifer Pike, William Adamczyk, Noelle Boc, Jennifer Zolkos, Esme Green

**Call to Order**

10:03am by William Adamczyk

Reminder that a voting quorum consists of 9 out of the 16 members of the Executive Board

**Treasurer’s Report** –Jennifer Pike

* Discussion on when budgets from the different committees need to be submitted and voted on by the membership.
* Work will be done to create a simple budget worksheet that each committee can submit their budget on so that there can be both consistency and an easier ability to track each year’s budget
* FY2019 year end budget and FY2020 budgets are being brought into line with one another. Some expenses from conference may need realignment with the proper year’s budget
* Strong numbers overall on the budget picture
* The Financial Committee and Investment Committee are planning to meet in October to go over investment plans and changes in the Fidelity investments

**Call to approve Treasurer’s Report** by Esme Green; seconded by Alex Lent; all in favor

**Conference Update**—Esme Green

* 2018 Conference made about a $25,000 profit; much work has been done to tighten up the financial reckoning around the conference
* Discussion around potentially revamping the business lunch at conference to make it better attended and more attractive to MLA members. The admin board is very open to any ideas Conference Committee has on changing how the business meeting is conducted or held at the conference.

**Strategic Plan**

* Discussion around creating an action plan spreadsheet to accomplish different parts of the strategic plan. Esme, Alex and Will will work together to create the action plan

**New Business**

* What an Institutional Membership allows for conference attendance had vague wording. The wording is being changed to read that it is allowing two one day passes to conference for a Gold Membership and three one day passes for a Platinum membership. This will be updated for Executive Board in August
* A few committees asked about whether a GoToMeeting account might make sense for MLA to subscribe to. Pricing will be looked into and topic will be raised again at Executive Board in August.
* All new committee chair information should currently be up to date on the website
* MLA Handbook is being updated as part of the new memberships goal of the Strategic Plan
* Deadline for committee reports being sent to the Secretary for posting pre-Executive Board meetings for the packet will be two weeks prior to the meeting. Agenda items for the meeting need to be sent to the President one week prior. Late reports will be added to the following Executive Board meeting packet instead of the current meeting for archival purposes.
* Reminder that MLA memberships for all committee members and for the Executive Board need to be up to date

**Motion to Adjourn**: Jennifer Pike, Seconded by Esme Green, all in favor

Meeting adjourned at 10:56am