

**Administrative Committee Meeting**

**Minutes**

March 10, 2023 at 10am

Meeting via Zoom

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

Call to Order at 10:03am

**Motion made to accept the minutes of the January 13, 2023 meeting** made by Bernadette Rivard and seconded by Michelle Filleul. All in favor.

**Treasurer’s Report -** Bernadette Rivard

Bernadette reported that next month the unemployment repayment will start. Nothing out of the ordinary; investments are down a bit. Bernadette reviewed the membership category analysis that is in progress to be presented to the full board. Discussion was had about putting in an automatic increase in conference amounts of 5% every two years.

**Motion to approve the Treasurer’s Report** made by Michelle Filleul and seconded by Kristen Collins. All in favor.

**Association Manager Report**

Kristen reported on her meetings with membership and conference committees. There are only three table tops left to sell at conference which is good news. PR Committee is only two people and needs some assistance. Kristen will send an email to the PR Committee telling them that Kim will be sending out an email to the executive board asking them to ask their boards and committees for support and help.

Kristen found 2 volunteers to help at conference with Wild Apricot and staffing the registration desk.

**Other Business**

1. Investment Committee Report

Bernadette reported that the Investment Committee met March 3rd. Membership is looking for another member since Ellen Rainville resigned. Monies from a money market fund will be moved to a higher yielding CD. The committee will meet again in September to discuss if the money made at conference can be invested in something more lucrative than in the past.

1. WA Contact Management

Kristen reported her ongoing work with cleaning up Wild Apricot. Kristen has deleted duplicate contacts and archiving users that haven’t been active in at least five years. A volunteer is willing to continue to do this work since there is a cap of users in Wild Apricot and conference sign-ups are increasing.

1. Programming Section’s LIS program

The Committee discussed again streamlining the process for donations given to MLA and for requesting funds. The donation from URI will be made to the Programming Section. Several committee members will meet with Meena Jain and Robert Hayes to discuss membership and fundraising processes going forward.

Kristen discussed Overdrive for possibly being a sponsor at conference and the October 2 speaker. Kristen will email the committee a proposal for additional money for the fall speaker.

**Adjourn at 11:09am Michelle Filleul and Bernadette Rivard**

Respectfully Submitted,

Tina McAndrew

MLA Secretary