



Administrative Board Meeting

Minutes

Friday, May 14, 2021, 10:00am

Via Zoom

Attendees: Nora Blake (President), Esme Green (Past President), Bernadette Rivard (Treasurer), Noelle Boc (Secretary), Rebecca Beckley (Association Manager), Joanne Lamothe (Vice President)

Call to Order: 10:13am

Motion made to approve the minutes from the March 12, 2021 meeting made by Bernadette Rivard and seconded by Esme Green. All in favor.

Conference/Annual Meeting preparations seem to be well in hand; run through went well.

Association Manager Report (Rebecca Beckley)

Conference registrations are being handled with a lot of checks coming in. Working with Bernadette about getting all of the logins for different accounts in order for the taxes. Contact info is getting updated on some sites as well. The mailbox will be kept open to get as many checks in for conference as possible and then will close it out and mail will start getting forwarded to the Bellingham box instead. Rebecca will be out of touch from May 22 through the week while moving. There is a question as to how long videos from conference will be posted as unlisted on YouTube; Kristen wants to be able to have people pay for links to them.

Transition meeting preparation

Not sure how many new chairs are coming onto the Executive Board in July. We need to have people aware that the MLA Google emails are the ones they need to pay attention to. Nora will send out the contact sheet to all of the sections to capture new chairs or others on the boards and make sure they are invited to the transition meeting. Rebecca will also run the report to see if any new or renewing folks marked any sections or committees off so that we can reach out to those people for recruitment purposes.

Other business:

- a. Rebecca's Association Manager position. Bernadette likes the idea of the new assistant treasurer position being responsible for the incoming checks which will help them learn the ropes. Rebecca is willing to stay on for at least a couple of months after the move to Colorado. Assistant treasurer responsibilities list will be worked on by Bernadette. Maybe start looking for someone to replace Rebecca later in the summer and fall, since

things are slower. Might use this HireCulture.org which is aimed at folks looking to work for nonprofits. NELA is now in the business of hiring themselves out to help run other state associations. We can always investigate that as an option.

- b. Will look at Sharon Shaloo's awards proposal and discuss at the next administrative meeting.
- c. PR is still working on the Codes of Conduct.
- d. Will earmark the donation from EBSCO in our investments to use.

Adjourn at 10:54am

Respectfully submitted,
Noelle Boc
Administrative Secretary