

**Administrative Committee Meeting**

**Minutes**

September 8, 2022 at 10am

Meeting via Zoom

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

Call to Order at 10:02am

**Motion made to accept the minutes of the July 8, 2022 meeting** made by Joanne Lamothe and seconded by Bernadette Rivard. Sarah Breen and Michelle Filleul abstained.

**Treasurer’s Report** – Bernadette Rivard

Bernadette updated the committee on the balance of the bank account and investments. Deposit was sent to the Falmouth location for the 2023 conference. Outstanding fees still exist from the 2022 conference. Rebecca will be asked to follow up with those that have outstanding balances. Flowers were sent by the Association to Rebecca due to a death in the family

* Discussion regarding no-shows and payment at conference; it was suggested for next year that no-shows still need to pay for last year before being able to register for the current year conference
* After conference budget has a surplus

**Association Manager Report/Date for November Meeting**

Kim mentioned needing to change the standing date for the next meeting due to Veteran’s Day. November 18th at 2pm was decided to be the next meeting date.

**Employee/board member bereavement/get well gift policy**

The Board discussed how to address any gifts that would be warranted to any employee or board member during life events. It was decided this should be part of the Treasurer’s responsibility and will be added to the Treasurer’s procedures and to allow gifts not exceed $100 for MLA staff, volunteers, employees, and board members experiencing a life event at the discretion of the Administrative Board. Motion made by Bernadette Rivard and seconded by Michelle Filleul.

**Other Business**

Kim is working on forming a group to update the website. How to deal with a freedom challenge discussion is in its beginning stages.

**Adjourn** at 10:37am

Respectfully Submitted,

Tina McAndrew

MLA Secretary