

## **MCMLA Executive Committee Meeting**

### **MINUTES**

December 20, 2010

1 pm MT or 2 pm CT

#### **Executive Committee Members Attending:**

- Sarah Kirby, Chair
- Betsy Mueth, Incoming Chair
- Claire Hamasu, Immediate Past Chair
- Peggy Mullaly-Quijas, Executive Secretary
- Melissa De Santis, Recording Secretary
- Holly Henderson, Chapter Council Representative
- Carolyn Warmann, Chapter Council Alternate

#### **Discussion of Annual Meeting Expenses**

- In 2004 the Exec Committee voted to allocate \$1500 each year to help pay for meeting speakers. Sometimes the funds are used, sometimes they are not. This amount was listed under the Exec Secretary. A decision was made to insert a new row in the budget for this item.
- Clarification was needed about the \$2000 that is used as seed money for the annual meeting. This money shows up as an expense (for the upcoming annual meeting, e.g. 2011) and also as income (from the meeting that just took place, e.g. 2010).

#### **Travel reimbursement**

- There was discussion about the varying amounts in the proposed budget for travel funds of selected MCMCLA offices. Based on information in the Policy and Procedure Manual, it was decided that the maximum amount budgeted should be \$200 per meeting. The exception to this is the Executive Secretary whose amount is clearly indicated as \$1000 for the MCMLA Annual meeting.
- All officers will have these funds budgeted for them, even if they don't believe they will use the funds. It is preferred to have the funds there in case they are needed, for example, if someone couldn't complete their term of office and someone else had to take their place.

#### **Travel requirement**

- Some positions are required to attend either the MCMLA Annual Meeting and/or the MLA Annual Meeting. Technically MLA cannot require committee members to attend the MLA Annual Meeting but they do very much want committee members to attend.
- The MCMLA President will clearly indicate which officers are required to attend the MCMLA Annual Meeting.

#### **Projected expenses versus projected income**

- Peggy estimated 200 renewing members when she created the projected income for the upcoming year. After discussion it was decided that Peggy should base the projected income on 210 renewing members. Last year MCMLA had 238 members.
- There was consensus that our projected income must equal or exceed our projected expenses. After standardizing travel amounts and tweaking the projected number of renewing members the budget comes out with a small excess amount of funds (profit).

**Next steps**

- Peggy will update the budget and e-mail to the Executive Committee. The Committee will vote via e-mail to accept or reject the proposed budget. If more discussion is needed, another Skype meeting will be scheduled.

**Upcoming Executive Committee Meeting**

Friday, January 14, 2011 9 am MT or 10 am CT

**Adjournment**

Respectfully submitted,  
Melissa De Santis, Recording Secretary