

MCMLA Executive Committee Meeting

MINUTES  
May 8, 2015  
9:00 am MT / 10:00 am CT

**Action items noted in RED**

**Votes noted in BLUE**

**Call to Order**

Jackie called the meeting to order at 10:05 am CT.

**Executive Committee Attendance:**

Jackie Hittner – Chair  
Darrel Willoughby – Immediate Past Chair  
Lisa Traditi – Incoming Chair  
Jenny Garcia – Recording Secretary  
Kate Anderson – MLA Chapter Council Alternate Representative

**Leadership Attendance:**

Karen Wiederaenders – Executive Secretary  
Nancy Woelfl – Parliamentarian and Ad Hoc Endowment Task Force  
Tracey Hughes – Web Editor and MCMLA-L Discussion List Owner  
Rebecca Graves – Annual Meeting Advisor  
Lisa Traditi – 2016 Meeting Planner  
Gwen Wilson – Education  
Margaret Hoogland – Advocacy  
Cindy Perkins – Honors and Awards  
Betsy Mueth – Advocacy  
Jeanne Burke – Membership and MLA Chapter Membership Liaison  
Marty Magee – Nominating

**Also in Attendance:**

Melissa DeSantis - MCMLA 2016 Meeting Planner

**Unable to Attend:**

Heather Brown – MLA Chapter Council Representative and 2015 Meeting Planner  
Amanda Sprochi – Express Editor and Publications  
Jan Rice – MLA Chapter Credentialing Liaison  
Tom Gensichen – 2015 Meeting Planner and Bylaws  
Kristy Steigerwalt – Membership  
Timmi Johnson – Research

**Approval of April 10, 2015 Minutes**

- **Motion to approve the minutes of the previous meeting was made by Lisa Traditi, seconded by Kate Anderson, and approved by voice vote of the MCMLA Executive Committee.**

**Treasurer's Report:**

Karen Wiederaenders reported that we have one new member. Wild Apricot will be increasing their price. This will be on the June agenda, as we have not received the bill. They have not increased their pricing since we started using the service. The current financial report is attached.

**Committee Reports:**

**Advocacy:** No report

**Bylaws:** No report

**Education:** No report

**Honors and Awards:** No report

**Membership:** No report

**Nominating:** No report

**Publications:** No report

**Research:** No report

**2015 Meeting:** No report

**Old Business:**

Jackie Hittner asked that we review the revisions of the Policy and Procedure Manual. She had encouraged everyone to look at their section to see if any changes should be made. Darrel Willoughby will be reformatting the manual for improved readability. Nancy Woelfl suggested that every time there is a bylaws change, the date should be recorded. Policy changes should also have the date of change. This document should have a line that says Revised May 2014 and at the end of the document the dates of changes should be listed.

The Executive Committee looked at specific items that were red-lined for discussion. Minor changes were made. Darrel Willoughby will include a footer that will reflect the date of acceptance of changes when he reformats. These changes will take effect as soon as the Executive Committee votes. Most of the changes will not make any difference in operation until Lisa Traditi becomes chair.

- **Motion to accept edited version of the Policy and Procedure manual as revised was made by Kate Anderson, seconded by Lisa Traditi, and approved by voice vote of the MCMLA Executive Committee.**

**New Business:**

- Jackie Hittner posted the March 13 Executive Committee Meeting Minutes and the Annual Report to MLA on the website.
- Lisa Traditi reported that she and Jackie Hittner attended the MLA Orientation conference call which included the new MLA Executive Director, Kevin Baliozian and the incoming MLA president, Michelle Kraft. They will be redoing the MLA website. The leadership team will

begin strategic planning. Slides will be available on the website. There will be four main goals: What MLA does, New Professionals, Education, and Technology programs. All of the various MLA websites and portals are migrating to Socius, so that everything will live on the same system. Kevin Baliozian wants the chapters to set strategic goals and initiatives. They can plan big for long term or set goals each year. They can set multiple goals or set one big goal for the year. These goals can relate to MLA's goals, but that is not necessary. For example, ours for this year could be "Revise Policy and Procedure Manual," and next year it could be "Evaluate the effectiveness of virtual meetings for our members." They should have specific objectives and timeline, with metrics. We can do this for ourselves. Jackie Hittner added that the new director is bringing new energy to the organization. They want to engage the members. Chapter membership is about community building. He is looking at numbers, and not all chapter members are also MLA members. They want to look at how members are experiencing their job and what MLA can do for them.

- Melissa DeSantis asked that we review the MOU (Memorandum of Understanding) for the 2016 meeting with the Midwest Chapter. This MOU was based on the Quint meeting, as it went well. There have been some minor changes to the agreement. Midwest has a larger seed money amount, so they offered to use their seed money and our seed money will be used only if needed. Profits will be distributed based on the number of attendees from that chapter. If the meeting is canceled, losses will be based on the total membership in each chapter. This wording needs to be more explicit in the MOU. Midwest will have the budget completed by the end of this month. Wording should also be more explicit that seed money will be paid back but the \$1500 contributed by MCMLA does not need to be paid back. MCMLA is represented with Co-chairs on Education and Programming Committees, and there is representation on all committees from MCMLA. Jackie Hittner thanked Melissa and other members who are working on this planning committee. Jackie will sign the MOU after changes are made and after the next meeting of the Midwest Chapter.

The next MCMLA Executive Committee meeting will be June 12, 2015, 10:00 am Central Time / 9:00 am Mountain Time.

**Adjourn:**

- **Motion to adjourn was made by Lisa Traditi. Meeting was adjourned at 11:15 am CT.**

Treasurer's Report:

MCMLA accounts 2015

Renewing Members

Regular 124

Emeritus 4

	Dec-14	Jan-15	Feb-15	Mar-15	15-Apr	15-May
Checking	59,258.19	61,931.91	63,796.94	63,491.55	62,405.90	62,413.61
Paypal	3307.38	4459.38	4891.83	4949.49	4978.32	5007.15
<b>Total</b>	<b>62,565.57</b>	<b>66,391.29</b>	<b>68,688.77</b>	<b>68,441.04</b>	<b>67,384.22</b>	<b>67,420.76</b>

Receipts to Checking

memberships 0.00

interest 7.71

**Total 7.71**

Expenses Paid from Checking

**Total 0.00**

Receipts to Paypal

memberships 30.00

**Total 30.00**

Expenses from Paypal

fees 1.17

**Total 1.17**