Action items noted in **RED**
Votes noted in **BLUE**

**Call to Order**
Jackie called the meeting to order at 10:00 CT.

**Executive Committee Attendance:**
Jackie Hittner – Chair
Darrel Willoughby – Immediate Past Chair
Lisa Traditi – Incoming Chair
Jenny Garcia – Recording Secretary
Heather Brown – MLA Chapter Council Representative and 2015 Meeting Planner

**Leadership Attendance:**
Karen Wiederaenders – Executive Secretary
Nancy Woelfl – Parliamentarian and Ad Hoc Endowment Task Force
Amanda Sprochi – Express Editor and Publications
Tracey Hughes – Web Editor and MCMLA-L Discussion List Owner
Rebecca Graves – Annual Meeting Advisor
Jan Rice – MLA Chapter Credentialing Liaison
Tom Gensichen – 2015 Meeting Planner and Bylaws
Lisa Traditi – 2016 Meeting Planner
Betsy Mueth – Library Advocacy
Marty Magee – Nominating

**Unable to Attend:**
Kate Anderson – MLA Chapter Council Alternate Representative
Gwen Wilson – Education
Margaret Hoogland – Governmental Relations
Cindy Perkins – Honors and Awards
Jeanne Burke – Membership and MLA Chapter Membership Liaison
Kristy Steigerwalt – Membership
Timmi Johnson – Research

**Approval of March 13, 2015 Minutes**

*Motion to approve the minutes of the previous meeting was made by Lisa Traditi, seconded by Heather Brown, and approved by voice vote of the MCMLA Executive Committee.*
Treasurer’s report:

Committee Reports:

Bylaws: No report

Education: No report

Honors and Awards: No report

Advocacy and Government Relations:
Betsy Mueth reported that the Library Advocacy and Government Relations Committee met. A law librarian will meet with them to talk about lobbying. They will find out who they need to be talking to from major organizations, just as the Joint Commission. One big combined committee seems to be working well.

Membership: No report

Nominating: No report

Publications: No report

Research: No report

2015 Meeting: No report

Old Business:
Jackie Hittner said that the meeting minutes for January and February had been posted on the website.

New Business:
Archives Policy:
Jackie Hittner: Based on changes made during March policy meeting, to the Archives policy document was discussed. There was discussion about newly found documents and additional documents, which might be found in the near future. For these items, Tracey Hughes will check to see if any new items would duplicate what is already archived.

Another issue discussed related to the amount of digital storage available through Wild Apricot. Our storage limit will be at maximum soon. Lisa Traditi suggested that the Digital Collections of Colorado might be a viable option, as University of Colorado Health Sciences Library is a member. She has been in contact with them, and would need to know how much space would be needed for our archival material. Tracey would be able to provide that information by the end of the day.

As photos take more space, and many photos of the annual meeting are uninteresting and of no particular historical value, and many times individuals cannot be identified. A maximum
of 10 photos per meeting will be kept, although the best, and most significant photos appear in the MCMLA Express and there is no need to duplicate. There will be further discussion between Lisa, Tracey and the Archive Committee.

Documents are a higher priority. Only first known bylaws and procedure manual should be kept—for historical purposes. Nancy and Tom will further discuss the need for all bylaws changes, as most changes are minor and not historically significant to the organization.

For reports, only final committee reports might be needed and this would be the report given at the annual business meeting. The Archives policy states that each committee chair sends the full final report to archivist, although this report is usually included in the MCMLA Chair’s final report, and this duplication would not be necessary. Additional non-substantive information about each meeting of the committees is not needed.

Correspondence—most is done electronically now. Only correspondence representing official position of MCMLA would be substantive.

The archivist would need a checklist items collected each year.

**Motion to approve archive policy as edited.** Heather moved, Lisa seconded. Approved by voice vote.

**Adjourn:**

**Motion to adjourn** was made by Lisa, seconded by Heather, and approved by voice vote of the MCMLA Executive Committee. Meeting was adjourned at 11:55 CT.
MCMLA accounts 2015

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receipts to checking

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Receipts to Paypal

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