

MI-ALA Board Meeting Minutes
December 4, 2015 @ 2:00 p.m.

Present: Barbara Bolek, Rachel Minkin, Scott Garrison, Christina Radisauskas, Paul Gallagher, David Scott, Dawn Winans, Mary Beeker, Stephanie Mathson

Absent: Sandy McCarthy, Stephanie Davis

Call to order: The meeting was called to order at: 2:03 p.m.

Meeting with the Section Chairs:

Present: Joyce Hommel (Administration) and Regina Gong (Collections)

Absent: John Kroondyk

The Board invited the Section Chairs to this meeting for an open discussion.

- The three Section Chairs met last week, and had a good discussion.
- There is a feeling of disengagement and of not being very clear about where to go from here, after approving the Interest Groups (IGs).
- No one came forward initially to volunteer as Interest Group Chairs. There was discussion regarding IG structure. The feeling from the Section chairs was that IGs need less structure to function. A procedures manual is being created right now and IG responsibilities will need to be spelled out.
- Only one position needs to be filled in an IG according to the bylaws. A question was asked in regards to reports (how often do Section Chairs need to get reports from their IGs?). IGs should report three times yearly to their Section Chair.
- There is a procedures document for IG leaders; Heather will send it out again.
- Section Chairs asked if there was going to be a newsletter and if it could be used to report their activities to membership and if the IGs could also use it to report their activities.
- It was strongly suggested that we have a section members' lunch at the May conference. Both Chairs sent out e-mails encouraging members to submit presentation proposals.
- Can more tools be made available outside of a login than are available now? Making the tools more accessible might encourage their use. We need to remind people about the tools that are available and how to send information to our subgroups. Chairs have the power to post documents to our website, not members. However members can be assigned Chair privileges so more people can post documents to the website.
- Can the Listserv be used for more than just announcements? Yes.
- Meeting minutes need to be sent out or posted to the website. This will be done as it has been done in the past.
- Chairs were reminded to actively include their Board liaisons in meetings and to share their Section's meeting minutes.

- Both Regina and Joyce thought quarterly meetings with the Board would be a good idea.
- Regina mentioned that the Collections Section would become an ALCTS affiliate member.
- The Chairs were thanked for attending the Board meeting. We are looking forward to future meeting/discussions with the Section Chairs.

Board Business meeting:

Consent Agenda items

- I. Approval of November 20, 2015 meeting minutes
- II. Approval of agenda
- III. Committee Reports
 1. Communications
 - There was no report.
 2. Executive
 3. Membership
 - There was no report.
 4. Nominating
 - Will be recruiting five people for the Nomination Committee per bylaws. It will be a five-person team lead by Stephanie D. Will be expanding responsibilities to include election work.
 - The goal is to have committee in place by the end of the semester.
 5. Conference
 - Sponsors so far include Grand Valley (\$1000, MSU (\$2,000) Central Michigan University (as host) will have a Platinum level sponsorship.
 - Conference rates will be \$125 for members; \$50 for LIS students. Should we have a one day option? Yes. One day rate will be \$75 for members and \$25 for LIS students. Should we have an earlybird registration period? No, we decided to let that go this year. Also, there will be no nonmember rate this year.
 - Registration form should ask if they are a MI-ALA member. There may be MI-ALA member buttons created for members.
 - The Committee will be setting up more committee conference calls.
 - So far there are about 30 proposals. The Committee will be pulling together volunteers to serve on a jury. A rubric has been set up.
- IV. Section Reports
 1. Administrative Section
 - There was no report.
 2. Collections Section
 - There was no report.
 3. User Experience Section
 - There was no report.

- V. Budget Report
- Scott working on a reporting tool.
 - Right now it looks like we may have a net surplus of \$9,000 this year.
- VI. Bylaws Committee --
- The Bylaws Committee completed their charge.
 - Revisions are in the hands of our lawyer right now. It will take about 2-3 weeks for review as the state made changes to the nonprofit act, so everything (including revisions) will have to be reviewed.
 - Interest Group requirements were teased out. IG's don't need officer elections now.
 - Can we approve the bylaws electronically now? No, it must be done at our Conference. We can post the bylaws on the website for a month and collect comments. Then the bylaws can be revised further and sent back to the lawyer for review.
- VII. Procedures manual
- An initial review of the Procedures Manual has taken place. The group will meet on Dec. 11 to finalize the document.
- VIII. Partner Reports
1. [MCLS](#) (included at end of meeting minutes, under "Reports")

Old Business

- IX. Advocacy Task Force
- Rachel will work with four volunteers and begin organizing/getting started.
 - Scott suggested connecting with Gwen from MAME who has offered to help.
- X. Meeting schedule for the next six months.
- Respond to the Doodle Poll and pick your meeting date preferences. Once this is done, an Executive Committee Doodle Poll will be sent out to schedule their board meetings.

New Business

- XI. Logo discussion
- Everyone's ideas will be collated and Rachel will present them to Theresa. Answers to Theresa's questions are due to Rachel by 5:00 p.m. Monday.

Issue Bin

- Strategic plan...keep in issue bin for now. (May consider making it a planning meeting between the outgoing and incoming Board).
- Logo
- Budget midyear (on January's agenda).

- Next year's budget on February or March agenda

Upcoming Meeting Dates:

Next Executive Committee meeting

- December 9, 2015 11:00 a.m.

Next Board Meeting

- Friday, December 18, 2015 at 2:00 p.m.

Reports

MI-ALA Admin Report 11/21/2015- 12/04/2015

Website

Handling support regarding presentation proposals

Membership

-Membership (as of 12/04/15) is as follows: **267 total members**

Broken down

249 individual members have been invoiced and paid

6 student members have been invoiced and paid.

5 additional individual members have been invoiced but not yet paid

23 institutions have been invoiced for FY2016.

22 have submitted payment

Administrative Duties

Working with Scott on financial reporting tools

Working with Stephanie D and Christina on procedure manual

Interest Groups

-have 17 total interest groups

Issue Bin

Projects on my to do list

Help with procedure manual

Help where I can with conference planning committee

Develop handy materials for Interest Group leaders