

Minutes
MAC/MLA Executive Board Meeting
April 4, 2008
University of Virginia, Charlottesville

The meeting was called to order by Andrea Horne, Chair, at 8:58 am.

Executive Board Members Present: Andrea Horne, Chair; Dale Prince, Chair-Elect; Julia Shaw-Kokot, Chapter Council Representative; Jonathan Lord, Chapter Council Alternate; Stefanie Warlick, Treasurer; Dan Wilson, Benchmarking Educator; Susan Yowell, Archivist

Committee Chairs and Members Present:

Pat Hammond (Co-Chair), Susan Arnold (Co-Chair), Grace Gmeindl, 2008 Annual Meeting Committee

Beth Ketterman (Chair), Communications Committee

Ann Duesing (Chair), Judith Robinson, Lynne Turman, Financial Planning Special Committee

Shannon Jones (Chair), Karen Grigg, Membership & Recruitment

Roger Russell (Chair), Jeff Coghill, Kathy Cable, Professional Development Committee

Dale Prince (Chair), Beverly Murphy, Strategic Planning Committee

Rex Robison, Special Research Committee

Invited Guest: Claire Meissner, outgoing Treasurer

Dale Prince moved and Julia Shaw-Kokot seconded approval of the minutes from the Sept. 7th Executive Board Meeting. Motion carried.

Executive Board Reports

Chair's Report:

Andrea reported that she submitted MAC's midyear report to MLA and is in the process of submitting annual report. The annual report will match MAC's activities to MLA's strategic plan as well as the Presidents' MLA priorities. She worked on raising the mileage reimbursement to 50.5 cents/mile for MAC Board Meeting work and speakers. She prepared the 2008 budget, to be reviewed at this meeting. She appointed a Financial Planning special

Committee, appointing Ann Duesing as Chair. This committee consists of Judith Robinson (EVMS), Stefanie Warlick (Maryland), Lynne Turman (VCU), and Lynn Powell (Halifax Regional Medical Center). The charge is to assess our reserve situation and to determine what amount MAC needs to keep on hand to remain fiscally healthy.

Treasurer's Report:

Claire submitted several reports, including the annual Treasurer's report for 2007, a comparison of budgeted and actual expenses, and a report for the 2007 Annual Meeting. Our net worth went up considerably, by some \$20,000. The balance as of December 2007 is \$61,143.80. Claire pointed out that there was some unexpected revenue this year. \$1,677 from the MLA Diversity Symposium and \$4,800 donation from VaCOHSL for the MAC Scholar Program were received. 2007 Annual MAC Meeting in Baltimore generated \$5,725.25 profit. Good exhibit sponsorship, and two grants paid for meeting programming, including one for the Technology Symposium (\$5,000) and one for a CE class (\$500) contributed to this profit. The income generated from room reservations through Group to Go has not been received yet. Dale Prince offered to pursue getting this money. The reports are very helpful, including the comparison of budgeted and actual expenses.

ACTION: Dale Prince will pursue getting money from Group to Go.

Chapter Council Report:

Julia Shaw Kokot reported that she and Jonathan Lord have been working on their respective Chapter Council committees and on their annual report to Chapter Council. The Board has decided to support new MAC members at the MLA Chapter Council roundtables again. Four names will be chosen from 11 new members since January 1, 2008.

Julia is still working on getting information for the Chapter sponsored recruitment reports to be submitted to MLA as requested. The New Leaders Tea will be held at MLA again this year; Andrea will provide information to Dale. The information typically goes out on the Chair discussion list. Julia also reported that Chapter Council requests that new MAC members' attendance at the MLA Roundtable Lunch should be supported. In 2007, five new members were supported. This year tickets are \$45. She encouraged members to attend the Roundtable luncheons. There are some new topics this year. Julia is also working on collecting information on Chapter sponsored recruitment efforts during last year, May 2007 to May 2008. Please send information on who worked there, where, and how many people attended to Julia.

Chapter Benchmarking Educator Report:

Dan Wilson submitted his report. He stated that the Benchmarking Survey, first released in October, has closed. He gave a report at the Hospital Librarian Symposium on the Survey and also participated in a conference call of the Benchmarking liaisons. He posted messages to the listserv as well. Participation among all MLA libraries was about 307, about the same as last time, about 9%. Participation was quite low for MAC libraries as well (11 libraries for 2.6%). Chapters with higher participation included Northern California (19.7%). Suggestions to

increase participation: incentives (Northern California offered \$25 gift certificates to Borders for completing the survey), a different approach: MLA has issued “No Whining – Just Do It MLA Benchmarking Survey” buttons to encourage participation in the survey; we will not utilize these buttons but instead employ other strategies. Another approach would be getting an influential hospital librarian to lead the charge.

Claire commented that Benchmarking Survey was very time consuming and lengthy and required librarians to gather statistics about their hospital (beds, employees, etc.) that are not easily found. She wondered if MLA has considered offering two versions: one being a condensed version of the survey. Ann Duesing suggested a working meeting might be successful, where participants can carve out the time to gather and sit down to work together on getting the data entered. Dan believes the Survey results will be presented at MLA.

Archivist Report:

Susan Yowell reported that in February she visited the Archives to deposit items including packets from the 2007 Annual Meeting and items from the Charlottesville meeting. Claire organized the Treasurer records to archive or discard – see her report proposing disposal of old Treasurer’s items. Members should be able to safely dispose of these within our, and MLA’s, Bylaws. Claire will take care of shredding the listed items. Stefanie may want to review the different guidelines (federal, MLA, MAC) about what to keep. It was asked whether any of these documents would be of help to the Financial Planning Committee; Claire has conferred with Stefanie and the reports seem to fill the need of this committee; the original documents are not needed. The Financial Planning group did look at MAC’s Web site and found that some reports from the Business and Board meetings were missing, so we might have to scan some from the Archives to put on the Web and keep these records complete.

Susan would like to have a display at this year’s Annual Meeting for the Archives if we have space, perhaps a retrospective of 10, 20 and 30 years. Jodi Koste will scan items of interest, such as old programs, for the display. People could sign the programs if they attended that meeting. It was asked whether we could run the 50 year celebration video as well. Susan also is going to work to save photographs to the Archives, including saving current photos from Flickr to DVD. Will make requests via MAC Messages to fill in gaps from our holdings, including reports from early 2000 that people probably have. Susan reported that Karen Crowell is interested in helping with the Archives. Susan has looked at other chapters regarding how they handle their Archives. She noted that Southern Chapter has a History Committee. Lynne and Jodi will look through the Archive photos and Lynne will try and identify people within. Dale Prince offered to burn the Flickr photos to DVD for the Archives.

ACTION: Stefanie may want to review the different guidelines (federal, MLA, MAC) about what to keep for archival purposes.

Dale offered help to burn the Flickr photos to DVD for the Archives.

Julia Shaw-Kokot moved and Stefanie Warlick seconded approval of the Board reports as presented. Motion carried.

Committee Reports

MAC Annual Meeting 2009 – Andrea Horne reported for Melanie Norton

The 2009 will be a tri meeting, with New York/New Jersey Chapter taking the lead, and the Philadelphia Chapter participating as well. It will be held in Atlantic City, New Jersey. Micki McIntyre (NY/NJ) is taking the lead in planning and looking for hotels, working with Group to Go. People have been assigned to work with Micki and we will be tapping additional MAC members as committees are created. Dates have not been set yet. Hopefully we can meet with Micki at MLA to firm up details. MAC hopes to be an active participant in planning, including having the Treasurer participate in budget issues as the meeting planning progresses.

Communications – Beth Ketterman

Beth submitted a report from the Committee. She announced that Janice Mason, current MAC Messages editor, has retired and lives in Arizona, and will be stepping down as editor. She will continue for 1-2 more issues. The Committee would like to move the newsletter from its current PDF format to a blog format. This was met with a favorable response, though we will have to be careful to make sure all MAC members can receive the blog format and it is not blocked by their firewalls, etc, which is sometimes a problem for hospital libraries in particular. Dale noted that our MACMLA domain should be able to offer the blog in way that hospital libraries can receive it since this method is being used for distribution of SEA Currents. There should be space on MAC domain name server for this purpose. Dale noted that email subscriptions to the blog in addition to RSS feeds should be offered. Bob Ladd can set the blog up in WordPress. Beth noted that she has researched this method for Chapter newsletters and that five chapters are disseminating news information in blog format. Seven are not. It was noted that a blog format will allow the news to go out much faster. Pacific Northwest is the only chapter requiring username and password. Since WordPress has a good spam filtering plugin to prevent unwanted spam comments, MAC will not use username and password. Dale noted that some people will drop off and plan to utilize marketing around this change. Articles on blog readers could be published in the upcoming PDF MAC Messages. Archiving the postings will need to be discussed.

As of February 2008, there are 350 MAC/MLA members in the e-mail list.

Andrea Horne made a motion and Dale Prince seconded that the Board will authorize the Communications Committee to pursue creating a blog to replace the current MAC Messages, taking into account the possible access issues involved. The motion carried.

Financial Planning – Ann Duesing

Ann reported that the group has been emailing and is pulling documents of interest together and storing them on a Google Docs space created for committee work. She reviewed their charge: to recommend an operating reserve MAC needs to remain financially viable, including addressing any potential losses due to meeting expenses. Propose use of MAC reserves and recommend budgeting techniques for MAC's future. Investigate use of financial professional. They will poll other Chapters again for their planning in this area; Julia had done this in 2006, and at this time

other Chapters did not have specific plans or formulas for their reserves. The committee is meeting today and should have some specific information by the Fall meeting.

Honors and Awards – Andrea Horne reported for Ginger Carden

Andrea reported that Jeanne Larsen asked to step down as Chair. Ginger Carden, who has been an active member of the committee, has been appointed Chair. The committee has many documents on Google Docs and Ginger using these as guidance to work with the committee to get ready for this year's nominations and awards.

Membership and Recruitment - Shannon Jones

Shannon reported that they finally have a Chair-Elect – Karen Grigg. Amy Blevins will move into that role once Karen becomes the Chair. Two Conference Scholarships recipients for the 2007 meeting submitted their reports. The reports were published in the Oct/Nov/Dec issue of MAC Messages. The scholarship raffle raised \$551 at the 2007 meeting. This will be repeated at the upcoming meeting. One scholarship covering registration and hotel will be offered for the West Virginia meeting. The Committee will start soliciting in April. MAC membership brochures have been sent to all the library schools in the region. Sharon Shannon reported that there was no list of retirees. Retirees have been categorized in the membership database in the past: they don't have to pay dues. Membership would contact retirees to see if they are willing to renew. State Reporters try to find if anyone has retired. Then these individuals can be contacted to see if they would like to maintain their membership. Sometimes they want to be taken off mailing lists. It was questioned whether the change to Acteva caused the retirees to be dropped from the database? Does the Acteva form allow you to join as a retiree? This would cost us Acteva fees (membership is free for retirees). Contacting someone at each organization to find out about past retirees (Honors & Awards does this for current retirees) is also considered. Shannon will check again about a list of past retirees from the membership database.

Welcome letters are being sent to new members. The Committee will proceed with member enrichment activities, including interviewing current MAC members and publishing in MAC Messages.

Dale Prince suggested that MAC explore exhibiting at state meetings, one or two a year, such as the North Carolina Library Association. There would be a cost for exhibiting – perhaps between \$0 - \$500. We could exhibit RML services if they are not exhibiting at that meeting and get RML funding. A MAC table drape could be purchased. ANCHASL exhibits at the NCLA. One issue in the past has been the timing of these meetings: VLA is often the same week as MAC. M & R Committee members or other local librarians could do the exhibiting. The M & R Committee was requested to look into this process and report what this might entail. We could rotate states (avoiding years a state is hosting the annual meeting) and target public librarians, community college librarians, etc.

ACTION: Shannon will check about a list of past retirees from the membership database. M & R Committee will look into contacting local librarians to exhibit at their state library meetings.

Nominating – Andrea Horne reported for Melanie Norton

Melanie's submitted report provided information on the members of the Nominating Committee, which has been named, and the officers needed for this year: Chair, Secretary and Nominee to the Nominating Committee. Two candidates for Secretary have already been put forth and the group is working on the other two positions.

Professional Development – Roger Russell

Roger noted a correction to his submitted report on the CE classes for the 2008 Annual Meeting – the NN/LM Technology Training Award is \$500 instead of \$282. Five classes will be offered at the 2008 meeting and the committee has charted out projected revenue based on different levels of attendance. Having MAC members as instructors greatly helped the budget. Speed Mentoring was also noted on this report, but is a session rather than a class. CE classes that the RML instructors offer do not have a MLA certification fee. Last year, gifts were offered to CE instructors since some cannot accept honoraria. Roger indicated that they may want to pursue this again this year. MAC pays for MAC instructors to travel to the meetings, and their hotel costs, unlike MLA (though MLA does share proceeds from the CE with the instructor).

Roger reported that mentoring will be available again for poster and/or paper preparation for the meeting. AHIP counseling will be offered at the meeting as well.

Strategic Planning – Dale Prince

Dale reported that the committee will be meeting today to go over its current tasks.

Research Special Committee – Rex Robison

Rex reported that this special committee was formed at the direction of the Board to investigate the need for a standing committee to support research. Initially it was thought that a method to do this would be to provide awards for research projects, but the Needs Assessment indicated most members were not interested in awards but instead in support for research, for example, how to do research, how to write it up, how to do posters, etc. The Committee has existed for about a year and a half and has brainstormed about possible roles. They have discussed their charge and drafted guidelines for the Committee for the Policy and Procedure manual. There are areas of collaboration with the Professional Development Committee. We might have to revise these guidelines after a few years and determining what MAC members want. Rex reported that they now seek input on activities from Board and Committee Chairs and wording on P&P. If Board wants this to be standing committee, what is the next step?

The Board suggested that the Committee take some of the proposed items, put them into action, determine the response, and assess. This will help determine the committee's possible role(s) for MAC. MLA is very interested in Chapter support of research through chapter research committees. Suggestions were made as to how to support research: perhaps the Committee can work with poster or paper authors and help them further develop their idea into a research project and/or publication. The Committee can help to link people who have done research with those who want to. In the past we have had lists, etc, but this hasn't been as successful; making a concerted effort to making those connections will be needed. None of the people present was a member of the research section of MLA. Another idea was to look into how can librarians be of service to institutional research boards. Shannon reported that she worked on campus to host a research day: successful researchers were able to mentor others. It was a successful event. We

could try that – identify people who have had successes and can share their lessons learned, perhaps at a future meeting. We could meet virtually as well. Karen Grigg offered that she has worked on a similar program for ACRL as a research forum.

MAC Annual Meeting 2008 – Pat Hammond and Susan Arnold

Pat announced that she has taken Mary Frances Bodemuller's place in heading up the Program Team. The Program and Local Arrangements teams have been working closely from the beginning of the planning efforts. Pat and Susan distributed a preliminary program and budget. Pat reported on the program. Speakers for the meeting have been set: Ann Cather, MD, WVU, will discuss work-life balance, and Craig Haynes who will address integrating the content of the knowledge-based information resources with the electronic health record. There is a panel discussion being developed on the greatest challenge librarians' face. Reception will be at the Health Sciences Library at WVU. There are two possible times for committee meetings 8-9 and 4:45 – 5:45 Tuesday. Pat will ask for information in September from the Committee Chairs on if/when they would like to meet. There are three 45 min poster sessions scheduled. Mark Funk will deliver the MLA update. We will once again have an Awards Luncheon at the meeting. Pat will notify Ginger Carden, Honors and Awards Chair, about this session. Contributed papers: call has already gone out and Pittsburgh librarians are interested in participating. Deniz Ender and Linda Gorman are working on a Hospital Library Symposium. This will be a ticketed dinner event at \$35. Claire suggested making sure Registration was available at all times needed, including before CE classes. Breakfast and business meeting will be held on Wednesday along with NLM update and SEA update. Information from the needs assessment and feedback from the 2007 meeting were used for program, CE, and roundtables. The meeting's Website will be done by Adam Glazer and housed on the current MAC server.

Budget – Susan presented the budget proposal. Susan has worked with the hotel on expenses for meeting rooms, etc. As typical, the hotel charges a service charge on all meeting services – this amount is 20% + the 6% sales tax. There is complimentary wireless in the hotel. Put in money for vendor gifts, similar to last year. Monday evening reception will be at the new HS library with the university catering which is very good. The reception will feature wine; it was suggested we add beer as the other alcohol option, as well as water and soft drinks.

It will need to be investigated as to whether the wireless signal is strong enough and reliable enough in meeting areas for speakers and vendors.

Claire noted that we do not need to include the Acteva fees as part of the annual meeting planning. In our accounting practices, we do not deduct income we do not receive as an expense. We have decided to reflect these fees in an addendum to the annual report. It was asked how do we reconcile the difference in registration fee versus the actual money taken in. For the 2007 Annual Meeting we did not cost that out but we can tell from the Acteva reports if we want to break it out. All Acteva fees are currently reported as operational costs based on the Board's decision to do so, and we have not held the Annual Meeting planners responsible for the difference in income. 6.685 % is the current figure we are using for Acteva fees. We will continue the practice of counting the Acteva fees as an overhead cost, in the operations budget as

an addendum and not hold the Annual Meeting planners responsible for the difference in registration income.

It is suggested that the meeting planning spreadsheet should be checked since it has been adapted for several years. Adding and deleting lines may affect formulas. Susan reported that she checked the formulas with this year's spreadsheet. Stefanie offered to look over the sheet as well. Other "phantom" items like the bags, which EBSCO pays for, might need to be looked over; however, having one planning grid for all items is helpful. In the past, the Board recommended that we not offer giveaways unless they are sponsored, but this has not been consistent. This seems like a normal meeting expense. This year's meeting may feature "bring your own bag" and/or offer folders like Charlottesville's, which were popular.

The hotel charges for projectors; if this is a budget issue, we are allowed to bring projectors. Susan will see if WVU's are available; Dale noted that he can bring three projectors as well. The keynote speaker is local and would like to donate her honorarium to a local charity.

Registration Fees were proposed at \$225, an increase of \$25 from last year. Hotel and meeting costs are rising and registration fees will probably need to correspond. The hotel rate is \$106 plus tax. After discussion, it was decided to keep registration at \$200, making the combination of registration and hotel costs low for an added draw for meeting attendance. In addition, there is a meal included this year that was not last year because of costs. A low cost meeting may also be attractive with a higher cost meeting (MLA Hawaii) coming up right behind, as people do their financial planning for the year. The \$200 figure is almost break-even and since we are working on a profit from last year, it seems safe to proceed with this amount. We will need to stay aware of the rising hotel and meeting costs and make sure our future registration fees match this trend; this could be something the Financial Planning group looks at. The Board can authorize a subsidy later if needed. The Board's consensus was to set registration at \$200.

The Board discussed reciprocal registration for the Pittsburgh and Philadelphia Chapters. It was asked whether we should offer to all Chapters members, but it seemed that it might be difficult to determine membership status. On the other hand, is it worth the effort to get people to pay the higher rate just to get this higher amount from at most, a handful of people? On the other hand, is lower registration cost a benefit of MAC membership? Seemingly so. We have had registrants from other Chapters at our meeting, including Baltimore, where they paid the non-member higher rate. The Board forwarded this issue to the Annual Meeting Committee to discuss and make a decision what Chapters to offer the member rate.

The issue of providing tables for the posters is still being worked out by the Committee. The space for the posters has not yet been finalized: lighting and adequate space are important. Pat asked how necessary is it to have a table, which will take up space and cost. It was felt that it's a higher priority to have enough space to be comfortable. Advice to poster presenters about how they can distribute handouts can be provided. We have stated that we cannot guarantee a table for a laptop. Space options include a room and a lobby area. Skirted tables are expensive at \$85 each but the price will be renegotiated. Handouts and other materials can be saved online, following MLA's example.

A room will be provided for AHIP counseling.

It was suggested that the raffle drawings be added to the program since there were some complaints about participants not knowing ahead of time last year. It was thought perhaps this could be during the Awards Luncheon, but this is too early in the meeting: it will have to be during the Business Meeting.

The Roundtable Luncheon will be in half of the ballroom. We'll ask for tables of eight people each, making for 10-14 tables depending on registration. Jeff will propose at least 10 topics for roundtables.

Julia Shaw-Kokot made motion and Stefanie Warlick seconded that committee reports be accepted. Motion carried.

ACTION: Andrea will correct the budget as noted and re-distribute.

Old Business:

Mileage Reimbursement – Andrea announced reimbursement has been increased to 50.5 cents/mile. The Web information and forms have been changed to reflect this change.

Annual Meeting 2007 Report – Dale Prince distributed reports from the Annual Meeting, including a Registration Committee Report, the tabular data from the evaluations, and the written comments from the evaluations. He was able to successfully get evaluations by e-mailing attendees and receiving the evaluations through Survey Monkey, and would recommend this approach again.

Comments from evaluations included:

- Rooms were too cold
- No free Internet access
- Reception was favorite part of the meeting
- Depend less on contributed papers from librarians and draw more speakers from outside disciplines
- Day and a half format is too short (consider extending into early evening?)
- Advertise accepted posters and papers sooner
- More time with posters (MAC has many posters that take time for people to prepare; where to find the time in the day and a half)
- Make the Business Meeting have more substance: only time we are all gathered together; use it to create coherence and unity.
- Include closing remarks
- Accept checks for registration for pre-registration

It was noted that the Board decided not to accept checks for last year's meeting registration. This proved to be unpopular for many registrants. The Board decided to reverse its earlier decision

and to allow checks as payment for this year's meeting. Acteva does allow checks. Participants register online and then mail the check in.

Dale felt that Survey Monkey was very good in eliciting comments from people in the evaluations and he would recommend using it in the future. Good suggestions about classes and speakers for future meetings and MAC services.

New Business:

MLA Roundtable tickets - Julia Shaw-Kokot drew names of new members for MLA Roundtable awards. All the new members were put in order according to the drawing: the first four names will be contacted. If they are not going to MLA next four will be drawn from the list.

MAC Budget Discussion and Approval for 2008 - Andrea presented the MAC budget for discussion and approval. The proposed income can be adjusted to reflect the \$240 that will not be income because of the Acteva fees. This should be reported as an addendum since it is not really an expenditure. For expenses, Shannon noted that we will support one MAC Scholar this year, so that number was reduced. Costs for meeting planning for 2009 can remain as operational costs and not figured into the annual meeting gains/losses. Meeting surpluses will need to be used to support operational costs, as they exceed dues and interest income by a large amount. This issue will be further investigated by the Financial Planning Committee.

Julia Shaw Kokot made a motion and Dale Prince seconded to accept the 2008 budget with corrections. Motion carried.

Address lists for exhibitors - This came up twice last year. MLA requested our complete membership list which we charged them for. A vendor requested an attendee address list after the Annual Meeting. But Board could not provide this information since there was no policy and procedure for it. It was suggested that we take this as a proposal to the Business meeting in October to let the membership decide how to proceed on this.

ACTION: Andrea will draft a proposal for discussion at the September Board Meeting and presentation to the membership for a vote.

Refund Policy for MAC Annual Meetings - Last year the Board had to make several decisions about last minute cancellations. MAC policy was on the meeting Web site. Acteva site needs to be checked to make sure that it is on their site. Board would like to be more lenient for last minute cancellations for medical or family emergencies.

ACTION: Andrea will work with Pat and Susan to rewrite policy to allow cancellations for medical emergencies and family loss to cover both registration and CE cancellations.

Support for E-Patients Symposium at MLA 2009 - Terri Ottoson has submitted a request for MAC's financial support of an E-Patients Symposium at MLA 2009. The Symposium has several sponsors, including the Consumer and Patient Health Information Section, and the RML. We've been asked to commit \$2000 in seed money. It was asked whether this topic was too

narrow for general MAC support/interest and was it only of interest to hospital libraries. Others felt it was of interest to all. It was pointed out that this meeting is in Hawaii, and it was uncertain whether it could attract the 75 participants as drafted. Shannon noted that she sought MAC's support to develop a Diversity Symposium because she was not affiliated with an MLA Section. It was discussed what MAC's role is in supporting national programming, especially when it occurs outside the Chapter boundaries. With the uncertainty about this role, the Board decided it needed more time to investigate this issue in general, namely, how does sponsoring national programming support our members. Jonathan Lord made a motion and Julia Shaw-Kokot seconded that we decline the offer to sponsor the symposium. Motion carried with 1 abstention. The question of MAC financial support for national programming will be addressed at the next Board meeting.

Other support for Hawaii meeting - The issue of the high cost of the Hawaii meeting has been raised by those on Chapter Council and others. MAC support for its members to attend Hawaii was tabled for discussion at the Sept Board Meeting.

2010 Annual Meeting - Andrea noted that North Carolina is the host state for the 2010 meeting so the Board needs to start thinking about possible locations and planners. Asheville was mentioned as a possible host city.

Jonathan Lord moved and Andrea Horne seconded that we adjourn the meeting. Meeting was adjourned at 2:30 pm.

Respectfully submitted by,

Beverly Murphy and Andrea Horne, Acting MAC Secretaries
Deniz Ender, MAC Secretary