

Minutes
MAC/MLA Executive Board Meeting
September 19, 2008
University of Virginia, Charlottesville

The meeting was called to order by Andrea Horne, Chair, at 8:50 am.

Executive Board Members Present: Andrea Horne, Chair; Dale Prince, Chair-Elect; Melanie Norton, Immediate Past Chair; Deniz Ender, Secretary; 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), 2008 Annual Meeting Committee

Steven Douglas (Chair), 2009 Annual Meeting Committee

Beth Ketterman (Chair), Communications Committee

Ann Duesing (Chair), Financial Planning Special Committee

Virgina Carden (Chair), Honor & Awards Committee

Shannon Jones (Chair), Membership & Recruitment

Roger Russell (Chair), Professional Development Committee

Dale Prince (Chair), Strategic Planning Committee

Rex Robison, (Chair), Special Research Committee

Invited Guests: Terri Ottosen, incoming Secretary; Diana McDuffee, incoming Chair-Elect.

Dale Prince moved and Jonathan Lord seconded approval of the minutes from the April 4th Executive Board Meeting. Motion carried.

Executive Board Reports

Chair's Report:

Andrea reported that she prepared MAC annual budget; appointed and wrote charge for a Financial Planning special committee to investigate MAC's financial health; submitted MAC's midyear report to MLA; updated MAC's annual goals to correspond with MLA's annual goals;

sent out congratulation notes to retirees; submitted "Message from the Chair" column to MAC Messages; updated MAC Chair timeline and Chair's notebook; worked with Board to select location for MAC 2010 and choose Annual Meeting Co-Chairs; discussed merger with Pittsburgh Chapter with their leaders.

Treasurer's Report:

Stefanie submitted the Treasurer's report for January 1, 2008 – August 31, 2008. In this report, the meeting expenses were reported separately. The rebate from Group to Go has been received. The balance as of August 31, 2008 is \$68,936.24.

Chapter Council Report:

Jonathan Lord reported that both Chapter Council Representative and Alternate attended the Annual MLA Meeting in Chicago. Duties included attending the Chapter Council Meeting, staffing the Chapter Council information booth, and participating in Chapter Council assignment responsibilities.

Chapter Council assignments: Chapter Council Representative now serves as liaison to the MLA Continuing Education Committee, and Chapter Council Alternate is the liaison to the MLANet editorial board.

At MLA, the Chapter Council Representative and Alternate, along with Chapter Council Chair, Paula Raimondo, talked with the Chapter Council Alternate from the Pittsburgh Chapter about a proposed merger of the two Chapters. Pittsburgh would like to join MAC. The Chapter Council Chair had talked with MLA prior to the meeting to see what policies and procedures were needed. The Chapter Council Representative discussed the proposal with the MAC Chair, Andrea Horne, for follow-up.

The Chapter Council Alternate made a proposal to change the MLA bylaws to stipulate that all members will vote on dues increases via email rather than at the Annual Meeting. The Chapter Council Chair presented the proposal at the September, 2007 MLA Executive Board Meeting, but the proposal was defeated. However, it is on the agenda to be discussed again at this month's MLA Executive Board Meeting.

The Chapter Council Representative also serves as MAC Board liaison to the Professional Development Committee and monitors posts on the Chapter Council listserv.

Nominating Committee:

Melanie Norton reported that a list of possible candidates was created from input by all committee members. The candidates' biographic sketches were posted on the MAC website on August 13, 2008.

Lynn Eades, MAC membership database manager, provided two email lists. One list included both MAC and MLA members who were eligible to vote for the MAC Nominee to the MLA Nominating Committee and the second list was MAC members only.

Survey Monkey was used to send ballots electronically to current MAC members on August 21, 2008. A total of 189 ballots were successfully delivered: 157 to MAC/MLA members and 32 MAC members only. 136 MAC members voted for a 72 % return rate.

There was a tie for MAC Nominee to the MLA Nominating Committee, therefore, in accordance with the MAC By-Laws; a paper ballot will be distributed at the MAC Annual Business Meeting to break the tie.

The committee expresses sincere gratitude to all the candidates who ran and to those who will serve as MAC officers.

The newly elected officers are:

- Chair-Elect Diana McDuffee
- Secretary Terri Ottosen
- MAC Nominee to the MLA Nominating Committee
To be determined by paper ballot at the Annual Business Meeting

Chapter Benchmarking Educator Report:

Dan Wilson reported that there is no increase on turnaround rate of the Benchmarking Survey. MLA is now directing the benchmarking.

Archivist Report:

Susan Yowell reported that there will be a poster prepared for display in the welcome area at the meeting in Morgantown, using images of the programs from other West Virginia annual meetings.

She also mentioned that Jonathan Lord provided a registration packet from the 2005 annual meeting in Charlottesville to fill this gap in the archives.

To increase awareness of the archives and possibly help fill in gaps in the collection, a brief note was submitted to MAC Messages before the annual meeting. The goals for 2008-2009 are saving digital photos from various sources to disk and submitting them to archives; scanning and saving selected photos already in the archives; identifying and documenting people in the photos; developing a photo “agenda” for must-have pictures—annual meeting, Board meetings, etc.

Andrea Horne moved and Melanie Norton seconded approval of the Board reports as presented. Motion carried.

Committee Reports

Financial Planning – Ann Duesing

The last major financial review for MAC was completed in 2000 with the Financial Planning Task Force Report which can be found at http://www.cbil.vcu.edu/mac/taskforce/fp_summ.html. Several recommendations were made by the Task Force including reviewing annual meeting financing, financial support for MLA programs and initiatives, membership dues, ongoing mandated expense reimbursements, streamlining existing financial procedures, investment and fund raising options, reconvening a Financial Planning Task Force every 2 years, have books reviewed by an independent party prior to turning them over to the new treasurer, putting the MAC Membership Directory on the Website, among others.

MAC leaders have recently been expressing interest in another review of MAC's financial picture. In the fall of 2007, MAC Chair, Andrea Horne, appointed a Financial Planning Special Committee. With a then \$40,000 balance, MAC's finances seemed sound. However past experiences and future trends called into question whether this situation might quickly change. In the recent past, MAC had lost about \$10,000 on its annual meeting. If that were to occur two years in a row, it could seriously impact MAC's financial health. Also MAC's operating income and expenses may be facing a widening gap due to a decrease in income (namely because of decreased dues income) and steady or increasing expenditures related to program activities, committee travel and other expenses. The Board thus decided that the financial issues bear examination again, given the serious impact a meeting loss could have. Also on the other hand, if MAC were able to maintain a healthy balance above and beyond the reserves necessary for emergencies, there would be the opportunity to enhance member services through these reserve funds or interest from them.

MAC 2007-2008 Financial Planning Special Committee Charge

- 1. Determine the operating reserve MAC needs to maintain to remain financially viable. This figure must address the potential losses MAC could face in any given year (or two), especially due to meeting expenses.*
- 2. Propose ways to use the remainder of the MAC reserve funds. For example, by sponsoring meeting scholarships, subsidizing meeting costs, or utilizing just the interest income.*
- 3. Recommend general budgeting techniques for MAC's future*

Conclusions and Recommendations

MAC Reserve Funds

MAC Board in 2007 indicated that "the finance community supports a general rule that 25% of income be kept in reserve." Most of the other MLA chapters did not have any formal policy or rules about their organization financial reserves when contacted in 2007. However most did

have general guidelines that were followed by their treasurer and overseen by their board. Lauren Blew, CPA, recommended that if our organization had lost 11K in any one year, we might want to keep 22-25K in reserve. The American Society of Association Executives reports that 49 percent of participating organizations do have a formal reserve plan in place but that it was more common in those with over \$5 million total revenues. However those under that revenue figure have informal reserve policies and attempt to maintain a 50 to 52 percent target of their annual operating budget for reserve, or six months of budgeted operating expenses.

MAC had a 2007 reserve balance of \$61,143.80. From the above recommendations for reserves, we are looking at a broad range of possibilities for a recommended reserve figure. If 25% of income means 25% of the total current balance, then the reserve should be approximately \$15,250. Another recommendation of 22 to 25K in reserve due to the previous loss of nearly 10K at one annual meeting increases that Reserve recommendation by \$10,000. If we look at maintaining 50% of the annual operating budget for reserve or six months of budgeted operating expenses, that would be more like \$5000.00 in Reserve, which seems relatively low.

The projected general operating budget for 2008 was approximately \$8,165.00 and the projected general operating income was \$4953.29. This indicates again that general operating funds will be falling into a loss category. Unless this is countered through a membership dues increase and or fund raising, a part of the reserve balance will continue to be needed to offset the annual operating expenses losses.

Therefore it may be helpful to consider dividing the Reserve Fund into two categories. One would be a Long Term Reserve that is maintained in a hands-off category and invested somewhat longer term depending on general financial conditions (which are not currently positive so should be kept flexible for reinvestment at higher rates of return). The other category would then be an Operating Reserve which could be utilized to provide funds to cover the losses of the Operating Budget or increase the Operating Budget as needed before losses occurred. The MAC Board and the Treasurer would need to work together to determine how to invest the Operating Reserves and when to move funds from the Operating Reserve to support the Operating Expenditures. The amounts and transfers would need to be kept carefully noted in annual reports. There would also need to be a determination of where the Marge Abel Fund and the MAC Scholar Fund would be placed in the Reserve Funds. It will also be necessary to determine how to move profits/surpluses from annual meetings and/or fund raisers into the two divisions of the Reserve.

*So with a current Reserve of \$61,000 and as discussed earlier in this report, a possible meeting loss of \$10,000 in each of 2 consecutive years and operating budget losses ongoing, **a Long term Reserve of \$30,000 seems reasonable to cover possible meeting losses and keep a balance of \$10,000 following any such large losses.** If the **Operating Reserve** were set at \$20,000 it would be **accessible to pull in operating funds on an as needed** basis determined by new policies and procedures and oversight by the Board. Travel costs are going to continue to rise for Board and committee meetings if they are to be held in person. Or if teleconferencing is substituted for some or all of the Board and committee meeting, there will be those costs to cover. There may also be a consideration for increased support for MAC officers, committee chairs and other members for MAC annual meeting attendance and/or MLA since those costs*

may become prohibitive especially if flight is involved. Creating and providing Web based CE for MAC is also very time/work intensive and may need some monetary support for those involved if this were to become an ongoing CE method. The Strategic Planning Committee may want to consider some of these issues when determining future directions for MAC.

Ways to use the remainder of the MAC reserve funds

There would be a balance of \$10,000 available to support new or ongoing projects for MAC. The Marge Abel fund was established to support the Margaret Abel Service Award. Funds could be pulled from the \$10,000 balance and perhaps supplemented by donations or fundraisers to establish long term support for the MAC Librarian of the Year Award and the One Person Library Award. Continued efforts to bring new members into MAC with scholarship support may be a positive step in promoting and sustaining MAC membership growth. Some of this support may also need to be focused on MLA attendance and participation. There are many MLA activities that have received support in the past and review of new projects and programs should be scrutinized carefully. If reserve funds remain relatively high, the Board may wish to consider further MLA activities & program support.

General budgeting techniques

Annual Meetings need to be self supporting, break even or make a profit. Careful ongoing tracking of each Annual Meeting committee's planned and completed expenditures should provide specific information for determining if the meeting is likely to break even or produce a profit. Seeing more corporate and academic sponsorships and grant funds may need to be considered to assure that each meeting will meet its budget goals. Consideration could be given to finding exhibitors outside of the current information resources categories.

Operating expenses should be carefully monitored and kept separate from the Annual Meeting expenses. Continue the detailed reporting begun in 2007 by the Treasurer for Annual Meeting categories as well as Operating Expenditure categories.

Continue to maintain and grow the Reserves by providing CE at very cost effective prices to enhance Annual Meeting revenues. Repeat some of the classes at regional sites throughout the year to raise more funds. Create more Web classes through MAC sponsorship to raise funds. With possible increased membership from a Pittsburg regional merger with MAC, there would be an increase in dues payment which would enhance the Operating Income and could be used to increase the Operating Reserve initially. But it may also happen that other general membership numbers decrease with the closing of more hospital and corporate libraries, academic institution cutbacks and funding decreases and increased costs that preclude travel support and/or time to work with MAC. Hopefully this will not be extensive, but current trends indicate this is possible. Discussions about raising MAC dues may be a consideration since they have not been increased in a long time, but while the reserves are high, many may not see this as a short term necessity and prefer to wait to see what happens with reserves.

Currently a financial review is done at the end of each treasurer's term of office. If the Board determines that there is a need for more in-depth review and assessment, they may wish to extend the process to include a more detailed report by a CPA or look at the assistance of a financial advisor. Some members of the 2008 Financial Planning Special Committee felt that it

might be a good idea to explore the services of a financial advisor. Other members felt that since MAC finances are currently quite healthy, continued careful Board oversight and planning would maintain this status and save the possible large expenditure for a financial advisor's services. Another concern that was raised by the committee was insurance for the Annual Meetings. This has been discussed in the past. The MAC Treasurer reviewed and determined that there is coverage through MLA liability insurance and also through Groups to Go (Meeting Planners) meeting insurance coverage.

This report contains a preliminary review of MAC's financial status with conclusions and recommendations by the 2007-2008 Financial Planning Special Committee. Upon review by the MAC Board at the Fall 2008 Executive Board Meeting, the committee members will make revisions before submitting final recommendations to the Board and completing the report for the October 2008 MAC Business Meeting.

Ann distributed the full report to the Board members. According to Ann, the balance of our reserve fund is in good shape. However, the operating fund is being used quickly. Seem like we are overspending our income. Board members talked about how to support the operating expenses. A standing Sponsorship Committee could be an option to consider. Also address lists could be sold to the exhibitors.

MAC Annual Meeting 2008 – Pat Hammond and Susan Arnold

Pat announced that there are 135 registered to the annual meeting in Morgantown. 127 of these are inclusive conference registration. 19 vendors are expected to attend.

She mentioned that the number of the hotel room reservations for the contract has met. The rooms at the hotel are sold out for Tuesday night. Clarion is another hotel nearby which will be suggested as an alternative hotel.

Sponsorships from vendors were received. Rittenhouse is going to sponsor the keynote speaker and BMJ is sponsoring the Hospital Librarians Symposium. EBSCO will donate a writing pad to the participants. All items that need to be included in registration packet should be sent to Beverly Murphy by October 3, 2008.

Speed mentoring is a new program at this annual meeting and Roger mentioned that there are three mentors available for speed mentoring that will take only 10 minutes. Currently there is no mentees signed up for this program and therefore it could be cancelled. MLA is sponsoring a program where Mark Funk is going to meet the library school students. Jeff Coghill is the coordinator for the AHIP counseling program. Pat also pointed out where the registration, award lunch and state meetings are going to be held on the hotel map.

MAC Annual Meeting 2009 – Steven Douglas

The Steering Committee for the 2009 meeting has been established:

Micki McIntyre from New York/New Jersey Chapter;
Cynthia McClellan from Philadelphia Chapter;
Steven Douglas from MAC.

Resorts, Atlantic City's first Casino Hotel, was chosen as the site for the 2009 Tri-Meeting. Room rates are \$99.00 per night and the group's sole food & beverage obligation is to host one catered event per day. The hotel is located on the Boardwalk.

Gina Kaiser from the NY/NJ Chapter has agreed to be the treasurer for the meeting. According to the initial contract, MAC, NY/NJ and Philadelphia will contribute \$2,000 to the joint account.

The Steering Committee will meet in Atlantic City on October 24, 2008 to continue firming up plans, make committee assignments, etc.

Dates for the Annual Meeting in 2009:

October 3-10, 2009

Monday, CEs

Tuesday, opening ceremony

Thursday, CEs

It was mentioned that there is an airport in Atlantic City. There are commuter trains from Philadelphia and bus service from Baltimore.

Steven mentioned that if there is any financial loss from this joint meeting, the cost will be shared based on membership number from each Chapter.

The meeting's Memorandum of Understanding (MOU) was distributed. Board members discussed the MOU and agreed to its terms. Once the MAC Chair's name is correctly recorded as Andrea Horne the MOU may be signed by Andrea.

VOTED: Jonathan Lord moved and Dale Prince seconded to approve MOU with the name change so Andrea Horne's name will be added to the contract.

Honors & Awards – Virginia Carden

Virginia reported that in February 2008, Jeanne Larsen stepped down as chair of the Honors & Awards Committee, due to increasing job responsibilities. Virginia was asked to become chair of the Committee. Virginia accepted the chairmanship for 2007-2008. Virginia Bender is chair-elect for 2008-2009 and Brittany Horn was selected for the chair designate for 2009-2010.

An email was sent to the MAC discussion list requesting members to identify retirees in the Chapter. Several retirees responded: Gary Greenstein, Mary France Bodemuller, Jane Borland, and Kathy Kruse. The MAC Chair sent a letter to each retiree. An article reminding retirees to contact the Committee Chair was included in MAC Messages.

This year the Honors & Awards Committee has conducted its business via email and Google Docs. The following were all created in Google Docs: the schedule, templates for retirement letters, MAC Messages, awards nomination request and MAC discussion list.

In July, a form letter was sent to directors and supervisors requesting nominations for this year's honors and awards. The categories for awards were: MAC Librarian of the Year, One-Person Library Recognition, and the Marguerite Abel Service Recognition. Google Docs was used to perform much of the committee work.

The Committee reviewed the nominations and winners were selected. The awards will be presented at the annual MAC meeting in Morgantown, WV, in October 2008. This will take place during the MAC Awards luncheon.

MLA was contacted to obtain a list of MAC members with AHIP status. This information was sent to the Membership Database Manager for confirmation of current membership.

A list of MAC AHIP members will be part of the registration packets for the annual meeting

Outgoing committee chairs, officers, and committee members will be recognized at the Awards Luncheon. They will receive certificates for their tireless work to MAC.

Membership and Recruitment - Shannon Jones

Shannon reported that welcome letters are sent to new members. The 2008 Conference Scholar has been selected. She also indicated that there is a need for gift items for the Scholarship raffle program.

Professional Development – Roger Russell

The following CE classes will be offered at the annual meeting. Combating Information Fatigue class was cancelled due to low registration.

Assessment of Information Literacy

Combating Information Fatigue

Grants & Proposal Writing

Integrating Web 2.0 Technologies

Leadership in a HSL

He also reported that all CE sessions have assigned rooms and AV needs have been arranged. Transportation to WVU classrooms and food for breaks are coordinated.

There are three mentors for speed mentoring session, however no interested mentees yet. Roger mentioned that Meredith Solomon is working on more press releases about this program, however the room at the hotel is reserved for the day with no extra cost.

Ten individuals have signed for the AHIP Counseling program. Room and poster presentation are planned for overview and questions.

Strategic Planning – Dale Prince

Dale reported that the Strategic Planning Committee (SPC) met at the Winter Board Meeting. They discussed video conferencing and the necessity for a centralized, web-based location for often-used documents such as “how-to-be-chair” and annual meeting forms.

The SPC met again via telephone on September 10, 2008 and discussed the necessity of moving the MAC website from VCU to another site and the Pittsburgh/MAC Chapter merger. The suggestion was made that they use the bylaws and policy manual as a checklist and tool to bring the two groups into line with each other.

They also observed that the Strategic Plan has not been updated since 1994, nor has it been modified since 2000. The group agreed that a new Strategic Plan is needed, but would like to wait for Diana McDuffee's leadership.

There was a discussion on the SPC's role. Specifically, should strategic planning be an endeavor of the Board as a whole rather than a specific committee, especially one led by a new member of the Board (the newly elected incoming Chair). Andrea Horne mentioned that possible SPC activities for the upcoming year include the Pittsburgh/MAC merger and implementation of the financial recommendations, so it could remain intact for the upcoming year, but Board members should continue to discuss its role.

Research Special Committee – Rex Robison

The Special Research Committee (SRC) has the charge of exploring how to encourage and support research within the MAC community. This year's SRC built on the ideas of last year's SRC, as well as the results of the 2007 Needs Assessment.

Rex reported the following main projects:

Writing draft text to be added to the MAC Policies & Procedures manual, if it is decided to create a standing Research Committee. This action helped to organize the thoughts, and to solicit input from the board, about what exactly this group ought to be doing. While the thought process continues, they are taking a more empirical approach and trying out some activities.

The group is reviewing websites of other MLA chapters to assess their research activities. Of the 12 other chapters' websites, four explicitly mention research committees and five don't appear to mention research at all. Research support in other chapters consists of various combinations of the following: chapter-wide subscriptions to Survey Monkey, mentors, research manuals, grants, and awards. These activities are sometimes coordinated by committees other than the research committee, if there is one (e.g., our own Professional Development committee offers mentors for preparing posters and papers).

Surveying MAC members to ascertain interest in, employers' support for, and obstacles to conducting research is another step SRC are taking. This should help us understand what our group could do to help them with their research needs.

They are also going to begin to compile of a bibliography of MAC members' published research. Members are encouraged to email Anna Tatro (*atatro* 'at' *hshsl.umaryland.edu*) with their citations.

In the coming year SRC would like to undertake more projects that could help the MAC community with research. These could include

- Reviewing submitted abstracts for the annual meeting.

- Creating and maintaining a page of links to resources for conducting a study, finding funding, how to make a poster, etc.
- Organizing a chapter-wide research project.
- Adopting some of the other support activities that other chapters do.

The Committee is planning to use feedback from these projects and the survey results to determine what sort of organization would best serve MAC and members who want to perform research. For example, “standing committee”, “SIG”, “working group”, and “club”, all have something in common but simply different levels of flexibility, visibility, funding, and so on. Rex reported that the group looks forward to working with the board in the coming year to chart the future of research support for MAC members.

Communications Committee - Beth Ketterman

Beth reported that <http://macmla.org> is now an approved alias for our website. Adam Glazer should have all individual pages on the website changed to reflect this in the near future. An announcement will be sent to the discussion list when this is complete.

Janice Mason’s last issue as editor of MAC Messages was the #123 July/August/September issue. The group is prepared to move MAC Messages to a blog. Bob Ladd has created two drafts in WordPress and has also agreed to become managing editor of the blog. Beth also reported that they had to create a new email address for submission of news items/blog posts. The new email address is macmlablog@gmail.com. Bob Ladd and Beth Ketterman both have the password to access this account and will share it with others as needed.

Beth reported that she will continue on as chair through 2009, but most current members will rotate off this year. There are enough new MAC members with an interest in serving on Communications Committee that the committee is at full capacity for the next year.

Currently there are 369 listserv recipients on the MAC/MLA discussion list. This is an increase of 19 recipients from April 2008 report.

Beth reported that VCU will no longer be able to host MAC’s website: the hosting capability was sponsored by Brenda Seago who will be moving to another position at VCU. We will ask for a short extension for keeping the website on the current server while we search for a solution. In the mean time, MLA or a commercial website host will be explored. There was a discussion among Board Members on where to host the MAC website.

ACTION: Beth will look into options to host our website.

Beth demonstrated the two sample blogs for MAC. The second Wordpress.com version was selected to be used. Andrea Horne wondered if in the long run, the entire MAC website could be on a blog or should we still have the website? Archiving the blog content may become an issue. Wayback Machine is mentioned as another option for archiving the web pages.

ACTION: Jonathon Lord will check with MLA and see how they archive their website. Susan Yowell is going to check what other chapters are doing.

Old Business:

MAC/MLA sponsorship - It was suggested we determine policies and guidelines for MAC financial sponsorship of MLA activities such as symposia. Andrea requested to table this discussion until we have a better sense, based on the financial planning committee's report, what funds are available to direct toward programming and/or professional development.

Address lists for exhibitors – Last year, vendors requested files with Annual Meeting attendees' contact information. Without a policy/procedure in place we were unable to fulfill these requests until we could further examine the issue. At the March 2008 Executive Board meeting the Board felt this might be a good issue to bring before the membership for a vote at the Annual Business Meeting. After discussing this issue again today, the Board now feels this could be placed on the registration form with the possibility of opting out. We could use language similar to MLA's: *MLA makes its mailing list available to vendors and other affiliated organizations so they may send you educational and product information. If you do not wish to receive these mailings, please check this box: ___*

We should charge a discounted rate for vendors who are exhibiting at the meeting. The Board will need to determine rates: Southern Chapter has charged \$150.00 fee for membership lists. Funds received from MLA for lists are deposited into the general funding account; funds received for attendee lists are placed in the meeting account. Steven will bring up this issue with the 2009 planning group.

ACTION: Board will need to decide policy and language for membership and/or meeting registration forms.

New Business:

2010 Annual Meeting Location and Chairs – Andrea announced that 2010 annual meeting will held in Charlotte, NC. Chairs will be Mary Wallace Berry (Local Arrangements), Lee Kaufmann (Local Arrangements), and Megan von Isenberg (Program).

Pittsburgh Chapter merger proposal – Andrea outlined the status of the discussion about the merger proposal. She reported that since MAC and other Chapters are entities of MLA, the vote to merge or not will be done among MLA members in the geographic areas covered by the Chapters, not by Chapter members themselves. Questions such why Pittsburgh Chapter choose to become part of MAC; how do Chapters complement each other, etc. will be explained in Question and Answer format and sent to MAC members before the Annual meeting in Morgantown, WV to gain membership support. Board Members were very supportive of this merger and would like to present this to the membership to see how the membership feels about this concept.

VOTE: Jonathon Lord moved and Dale Prince seconded that the Board will raise the merger issue at the MAC Business meeting to get feedback from the members on the merger.

Melanie Norton mentioned that during the welcoming remarks at the Annual Meeting the Pittsburgh Chapter could be recognized.

Proposal: Reimbursement rates – Pat Hammond suggested that per diem rate for meals for speakers need to be increased from \$34. There was a discussion on what the current rates are. US Treasury GSA website could be checked for this purpose.

VOTE: Jonathan Lord moved and Andrea Horne seconded the motion to check the US Treasury GSA web site to find out the current rate for reimbursements each year before the budget is prepared.

Proposal: MAC stipend/award for first time presenters at annual meeting – The PDC presented a proposal for funding support for first time presenters at the annual meeting. Issues related to the proposal were discussed including number of awards per year, who would be eligible, criteria for judging, and other sources of poster support. A two year pilot was suggested. The PDC will take the Board's comments under consideration and revise the proposal before final approval.

Proposal: Free membership to MAC for library school students – Shannon Jones reported that the current student rate for MAC is \$10.00. She suggested that some of the other Chapters are offering free membership to Library School students. The free memberships are not being processed by Acteva and there fore there is no additional cost for MAC. Student members can also be involved in different committees. Board discussed the criteria of being "student": for how long; part-time, full-time, etc.

Conflict of Interest policy for MAC - Andrea mentioned that this issue is brought up by MLA for the speakers at the annual meetings. The Board discussed if MAC needed a similar policy?

ACTION: Andrea is going to check what MLA is doing. She is going to consult Julia Shaw-Kokot as well.

Support from MAC for MLA attendee – With the high cost of the 2009 MLA Annual Meeting (due to its location in Hawaii), Chapters have been encouraged to explore Chapter support for attending the meetings. The Board discussed that the following members could be supported by MAC to attend the MLA Annual Meeting in Hawaii: Chapter Council Representative and Alternate, Chapter Chair and Chair Elect. Currently, the meeting registration for the Chapter Council Representative and Alternate is paid by the Chapter.

Andrea Horne suggested that this item should be discussed during the budget planning.

\$250 to MLA – Currently Lindberg Fund – Board agreed to continue to support Lindberg Fund by paying \$250 a year.

Jonathan Lord moved and Dale Prince seconded that we adjourn the meeting. Meeting was adjourned at 2:15 pm.

Respectfully submitted by,

Deniz Ender, MAC Secretary