

Minutes
MAC/MLA Executive Board Meeting
September 4, 2009
University of Maryland, Baltimore

The meeting was called to order by J. Dale Prince, Chair, at 8:45 am.

Executive Board Members Present: J. Dale Prince, Chair; Diana McDuffee, Chair-Elect; Terri Ottosen, Secretary; Julia Shaw-Kokot, Chapter Council Representative; Jonathan Lord, Chapter Council Alternate; Stefanie Warlick, Treasurer

Committee Chairs and Members Present:

Steven Douglas (Co-Chair), 2009 Annual Meeting Committee

Rex Robison (Chair), Special Research Committee

Susan Walko, Former Chair of Pittsburgh Chapter, Ex-Officio

Jonathan Lord moved and Diana McDuffee seconded approval of the minutes from the February 27th, 2009 Executive Board Meeting. Motion carried.

Executive Board Reports

Chair's Report:

J. Dale Prince reported that he will be sending committee appointment letters to new committee members. He reported that all committees are fully populated with one person still needing placement. The research committee also needs a new Chair.

Treasurer's Report:

Stefanie Warlick submitted the Treasurer's report for January 1, 2009 – August 31, 2009. Julia Shaw-Kokot had questions regarding the Pittsburgh Chapter's treasury and how to go about including that information in the Treasurer's report. J. Dale Prince had questions about the next steps for completing the merger. J. Dale Prince, Jonathan Lord and Susan Walko will take over the outstanding issues including Treasury updates, determining any needed bylaws changes, and including the Pittsburgh logo on our Chapter logo on forms and the website.

ACTION: Julia Shaw-Kokot will check with Lynn Eades to ensure new Pittsburgh Chapter members are included in the database.

ACTION: Diana McDuffee will send formal welcome letters to the new Pittsburgh Chapter members and a dues form.

Old Business:

Groups to Go's check hasn't yet been received.

ACTION: J. Dale Prince will contact them for a reminder.

The 2008 Annual meeting report did not include the financial outcome of the meeting.

ACTION: J. Dale Prince will contact meeting organizers for the information.

There is a need to have a Board-only section on the MAC website to deposit important annual meeting documents and other business for the Board.

ACTION: Diana McDuffee will explore this with the Chair and the Communications Committee.

Some vendors have requested the Chapter's mailing list (email addresses) of the membership. After discussion, it was decided that MAC will charge all vendors more and include this information as part of their attendance at the Annual meeting.

ACTION: J. Dale Prince will ensure that this will be added to the Policy and Procedures manual under the Annual Meeting Committee with wording to include that the list "will be provided upon request" and will include email addresses only with the stipulation that the list will not be given or sold to any other entity.

Chapter Council Report:

Julia Shaw-Kokot reported that she presented the merger proposal to Chapter Council. An ad hoc committee recommended approval and received unanimous approval. We are officially one chapter now. There are questions on the logistical details, but those are being handled. A report on recruitment activities conducted by MAC is due by the end of the month to MLA. Melissa Ratajeski is the new Chapter Council Alternate. She ran unopposed in the election and is a new MAC member from the Pittsburgh Chapter. It was felt that her election to the post is a great way to bring new chapter members into MAC.

ACTION: Julia Shaw-Kokot and Jonathan Lord will write an article on the merger for the MLA News and the MLA blog.

Nominating Committee Report:

Andrea Horne submitted a written report. There was a tie vote for Chair. This tie will be resolved at the annual business meeting in October with a paper ballot. A bylaws change regarding how we resolve tie elections has not been completed yet, but will allow the resolution of a tied election to be done with a vote of the Nominating Committee rather than a paper ballot vote at

the annual meeting. This will allow the new Chair-Elect to attend the Fall Board meeting because it would be speedier and it would be fair because the Nominating Committee has representatives from all geographic areas of the Chapter.

Immediate Past Chair/Bylaws Report:

Andrea Horne submitted a written report. Possible bylaws changes were discussed. Questions for the Board included whether we should follow the MLA Model Bylaws and propose to remove the names of the Committees from the bylaws and whether an online discussion for the proposed bylaw changes is sufficient or a discussion should take place at the annual Business meeting. Bylaws changes must be proposed and voted on by the membership, but online discussion is sufficient rather than at the Business meeting.

VOTE: Diana McDuffee moved and Julia Shaw-Kokot seconded that we follow the MLA Model Bylaws and remove the names of the Committees from our bylaws.

Archivist Report:

Susan Yowell submitted a written report. Her term is ending as Archivist. After discussion, the Board would like to ask her to continue to serve another term. The Pittsburgh archives will need to be incorporated with the MAC archives. Carrie Everstein was the Pittsburgh Chapter's Archivist. It was suggested that materials be exchanged and a discussion take place between the two Archivists at the Annual meeting.

ACTION: J. Dale Prince will ask Susan Yowell to serve another term.

Jonathan Lord moved and Diana McDuffee seconded approval of the Board reports as presented. Motion carried.

Committee Reports

MAC Annual Meeting 2009 – Steven Douglas

Diana McDuffee suggested having a continuity plan for annual meetings so that new committees have access to previous year's numbers, evaluations, etc. She suggested using the web site as a place to provide an easy at-a-glance place for the data. Having trend data would help committees make planning decisions.

ACTION: Andrea Horne, Stefanie Warlick and Beth Ketterman will look into providing a password-protected part of the MAC website for this gathered information.

MAC Annual Meeting 2009 – Steven Douglas

Steven Douglas reported that there are approximately 155 registered for the full conference and approximately 200 attendees. 67 MAC members completed the early bird registration before the deadline extension. There will be 27 vendor booths. The charge per booth is \$775, which is still less than Southern Chapter charges exhibitors. Half of the 8 CE classes were cancelled due to low enrollment.

MAC Annual Meeting 2010 – Diana McDuffee

Diana McDuffee reported a typo in the written report. Under lodging, it should read that rooms will be held until September 21, 2010 instead of 2009. Rick Peterson has requested \$100 reimbursement per person for up to three meeting planners to attend planning meeting. The Board granted his request.

Communications Committee – Beth Ketterman

Beth Ketterman submitted a written report. The Board recommends investigating ways to increase blog views including sending email updates to the membership. The Board also recommended changing the logo to add Western Pennsylvania and make any necessary changes to the website to reflect merger. A restricted area of the site for Board documents was also discussed.

ACTION: J. Dale Prince to check on whether email updates are possible with the current blog software and will discuss providing a restricted space for the Board to deposit Board documents with the Communications Committee.

Honors and Awards – No report submitted.

Membership and Recruitment Committee – Karen Grigg submitted a written report. The Board recommended that the Committee revise the membership brochure once the logo has been changed to reflect the merger of the Pittsburgh Chapter.

ACTION: The Chair will ask the Committee to have the new brochure completed by May 2010 for the Chapter Council booth at the annual MLA meeting and to make sure to send new membership brochure to new Pittsburgh Chapter members of MAC.

Professional Development – Pat Hammond submitted a written report.

Research Special Committee – Rex Robison

Rex Robison reported that there will be a research happy hour at the Annual meeting in Atlantic City. An hour-long research session will be held prior to the happy hour, presented by Kris Alpi and Claudia Perry on how to find research monies and overcome obstacles to research. A vote by the membership on a bylaws vote to make the Research Committee a standing committee is

pending. Rex asked that a placeholder be put in the 2010 MAC Annual meeting program for the research happy hour.

VOTE: J. Dale Prince moved and Diana McDuffee seconded acceptance of the committee reports as presented, with the exception of the correction of the typo on the 2010 Annual Meeting report to reflect correct year as 2010. Motion carried.

New Business:

2011 Annual Meeting Location and Chairs – It will be Virginia’s turn to host the 2011 meeting. It was discussed how to bring Western Pennsylvania into the rotation. West Virginia often doesn’t have enough people to plan the meeting, so it was suggested that they pair up with new Western Pennsylvania members to plan the annual meeting when it is West Virginia’s turn again.

ACTION: Stefanie Warlick will investigate and discuss the possibility of a Richmond location with Teresa Knott, Director at VCU.

Financial Support for MAC Chair to attend MLA – The Chapter already pays for the Chapter Council Representative and Alternate’s registration for the annual MLA meeting. The Board felt we should make it a priority that MAC is represented at the annual meeting by its Chair.

VOTE: Jonathan moved and Julia Shaw-Kokot seconded that MAC fund the Chair’s registration at the annual MLA meeting in 2009 in D.C.

Student Recruitment Proposal – Karen Grigg, Chair of the Membership Committee, submitted a proposal to provide free registration for up to 50 library school students in the MAC region to attend the annual meeting. After discussion, it was decided that the Membership Committee will conduct the process and work with the Registration Committee to get it done.

VOTE: J. Dale Prince moved and Diana McDuffee seconded that MAC fund up to 10 students to attend with some kind of application required, overseen by the Membership Committee.

Committee Appointments – The Committees are full and many are set to rotate off in 2011. The Research Committee needs a Chair and will also need the option to join the committee added to the membership form.

ACTION: J. Dale Prince will relay the need to add the Research Committee option to the Membership brochure to Karen. He will also extend the invitation to serve on committees to the Western Pennsylvania members and review current committee membership to see who is rotating off.

Correction to Treasurer's Report – There is an error in the \$89.56 figure on the report. Final totals for the West Virginia meeting are also needed.

ACTION: Stefanie Warlick will resend an updated Treasurer's Report.

J. Dale Prince moved and Diana McDuffee seconded that we adjourn the meeting. Meeting was adjourned at 1:20 pm.

Respectfully submitted by,

Terri Ottosen, MAC Secretary