

Minutes
MAC/MLA Executive Board Meeting
February 12, 2010
University of North Carolina at Chapel Hill

The meeting was called to order by Diana McDuffee, Chair, at 9:00 am.

Executive Board Members Present: Diana McDuffee, Chair; Karen Knight, Chair-Elect; J. Dale Prince, Immediate Past-Chair; Terri Ottosen, Secretary; Melissa Ratajeski, Chapter Council Alternate; Stefanie Warlick, Treasurer

Committee Chairs and Members Present:

Amy Blevins, Chair, Membership and Recruitment Committee

Lynn Eades, Membership Database Manager

Megan von Isenburg, Co-Chair, Annual Meeting 2010 Committee

Kristine Alpi, Chair, Professional Development Committee

Emily Mazure, Chair, Research and Assessment Committee

Patricia Vaughn, Chair, Communications Committee

Patricia Thibodeau, MAC Nominee to the MLA Nominating Committee

J. Dale Prince moved and Stefanie Warlick seconded approval of the minutes as submitted with the exception of two corrections from the September 4th, 2009 Executive Board Meeting. Motion carried.

Executive Board Reports

Chair's Report:

Diana McDuffee reported that she has been working with Bob Ladd and Adam Glazer to change the logos on the MAC website to reflect the merger with the Pittsburgh Chapter. Bob Ladd modified the logo to include "Western Pennsylvania" and Adam Glazer placed the new logo on the website. She also reported that she submitted one article and one Spotlight contribution to MAC Messages.

Diana has worked with the 2010 Annual Meeting Co-chairs (Rick Peterson and Megan Von Isenburg) to get the venue change established and to get the planning underway. Andrea Horne has been working on streamlining planning for future MAC meetings. She is gathering and

preparing electronic meeting continuity documents to be passed to the Annual Meeting chairs each year rather than relying on the continued process of mailing printed manuals and documents.

Diana McDuffee asked that this meeting be a working meeting, with specific focus on planning for the upcoming year.

Executive Board Liaisons to Committees

In the past, the Executive Board of MAC served as liaisons to committees. The Executive Board liaison works with each committee to facilitate discussions with the Board and to consult on the committees' work. Diana would like to reinstate this practice. Assignments to Executive Board members were made so that each Committee will have an Executive Board member liaison for the upcoming year. These appointments will be role-based unless there is interest or a reason to rotate. For 2010 the roles will be:

- Immediate Past-Chair as liaison to the Communications Committee
- Chapter Council Alternate as liaison to the Membership and Recruitment Committee
- Treasurer as liaison to the Professional Development Committee
- Secretary as liaison to the Honors and Awards Committee
- MAC Nominee to the MLA Nominating Committee as liaison to the Research and Assessment Committee
- Chair and Treasurer as liaisons to the Annual Meeting Committee

There was also discussion regarding who makes the appointments to committees, i.e. the Chair or the Committee Chair and whether the wording on appointments should be changed in the bylaws. After review of the wording in the bylaws it was decided that the term "Designate" was sufficient and a bylaws change wasn't needed.

The need for a password protected section of the MAC website for use by officers and committee chairs was discussed. J. Dale Prince suggested the addition of a procedural calendar on the MAC website, along with standardized letters and documents in a password protected area of the site. J. Dale Prince, as liaison to the Communications Committee, will work with Patricia Vaughn, Chair of the Communications Committee on a method for creating a site that has access restricted to Executive Board and Committee Chairs.

MAC's Financial Health

The financial health of MAC was discussed as the attendees reviewed the final report from the Financial Planning Special Committee completed in 2008. The recommendations of that report which were accepted were to keep \$30,000 in long-term reserves and to continue to maintain \$20,000 in operating expenses. Since that report MAC's bank balance has continued to grow as

two more profitable annual meetings were held, the Pittsburgh Chapter's accounts were transferred, and the operating expenses of the Chapter have not exceeded the annual membership revenues. The Financial Report recommendations included recommendations to increase the subsidy for travel to Board meetings and some other member benefits. This recommendation was discussed by the group as well as other member benefits.

VOTE: J. Dale Prince moved and Karen Knight seconded a motion to increase travel support from a maximum of \$100 to a maximum of \$200, effective this meeting, to reimburse members of the Board, Committee Chairs and Chair-designates, and any special invitee, to attend the MAC Executive Board meeting. The vote passed unanimously.

Treasurer's Report:

Stefanie Warlick submitted the Treasurer's report for January 1, 2009 – December 31, 2009. The second page reflects the income/expenses for the 2009 Tri-Chapter meeting. The Treasurer would like an itemized meeting report rather than the line item currently used to report the annual meeting budget. She would like to request a breakdown of the details from the Exhibits Coordinator in the future.

The Board had previously agreed that a separate fund for a Pittsburgh Scholar to attend the Annual Meeting would be created under MAC. It was decided that the Pittsburgh Scholar Program was similar to the MAC Scholar Program administered by the Membership and Recruitment Committee and should come under the same administration. Once the procedure for administering the Pittsburgh Scholar Program are established, the Treasurer will set up an account with \$3,000 that will be used each year until the account is depleted.

ACTION: Chair of Membership and Recruitment Committee, Amy Blevins, the Treasurer, Stefanie Warlick and representatives from the former Pittsburgh Chapter will decide the administration of the money

Chapter Council Report:

Jonathan Lord submitted a written report, delivered by Chapter Council Alternate and Board meeting attendee Melissa Ratajeski.

Nominating Committee Report:

J. Dale Prince, Immediate Past-Chair and Susan Walko of the former Pittsburgh Chapter are co-chairing the Nominating Committee. They would like to pull members from Western Pennsylvania and are seeking recommendations for representatives.

Immediate Past Chair/Bylaws Report:

The MAC Executive Board has agreed to a series of bylaws changes that they want to put before the membership. These changes include changing the boundaries of the chapter to include

Western Pennsylvania, removing names of committees from bylaws, and changing the way tie votes in elections are resolved. The bylaws changes will be posted to the MAC Messages blog to allow for discussion by Chapter members. An email notification of this posting will also go out to membership. An email vote using Survey Monkey will take place at the end of the 30 days of that posting.

Archivist Report:

Susan Yowell submitted a written report. Carrie Everstein, the former Pittsburgh Chapter's Archivist, sent a list of items from their archive to Susan. It was suggested that materials be exchanged and a discussion take place between the two Archivists at the Annual meeting.

VOTE: Karen Knight moved and J. Dale Prince seconded a motion that, providing the former Pittsburgh Chapter archivist agrees, Pittsburgh Chapter archives will be merged with MAC Chapter archives and processed by Jodi Koste at Virginia Commonwealth University where the archives are housed. Mailing of the materials will be reimbursed by the Treasurer. Motion carried.

Stefanie Warlick moved and Patricia Thibodeau seconded approval of the Board reports as presented. Motion carried.

Committee Reports

MAC Annual Meeting 2009 – Steven Douglas

Steven Douglas submitted a written report.

Strategic Planning – J. Dale Prince and Karen Knight

The Board discussed procedures for conducting strategic planning for the Chapter and when and how strategic planning should be undertaken. The relationship of MAC's annual goals to MLA's goals was discussed as well. Handouts were distributed including the presidential priorities of MLA's current president for 2009/2010, the MAC Chapter's goals for 2007/2008, the MAC 2009/2010 Midyear Report and a copy of the MAC Chapter's last strategic planning document. Strategic planning hasn't been done for many years, so discussions involved what makes our chapter unique, what do members and nonmembers want from a professional organization, aligning our goals and priorities with MLAs, and what kind of needs assessment of the membership we will need. We discussed planning activities for the remainder of the year. There was general consensus that the needs assessment conducted in 2007 could be used as a source of information for a needs assessment but additional techniques (e.g. Delphi) and additional populations (e.g. nonmembers) should be included in needs assessments started this

year. Reporting on the needs assessment at the Annual Meeting could be very interesting to the membership and good feedback could be gathered. Since conducting needs assessment is a research type of activity the Board suggested that the chair of Research and Assessment should be part of the needs assessment committee. MAC annual goals report to submit to MLA will be compiled by the Chair with suggestions from each committee chair.

ACTION: A subcommittee was formed to conduct needs assessment and filter MLA goals into MAC Chapter's strategic plan. This subcommittee consists of: Karen Knight, J. Dale Prince, Patricia Thibodeau, Emily Mazure, Melissa Ratajeski and Stefanie Warlick. This group will meet via teleconference in March.

ACTION: Each committee chair and board member is asked to look at our short-term goals and send comments to Diana McDuffee to be collected and put into 2010 goals document to be submitted to MLA in April.

MAC Annual Meeting 2010 – Megan von Isenburg

Megan von Isenburg submitted a written report. Meeting attendees discussed possible keynote speaker choices.

Professional Development – Kristine Alpi

Kristine Alpi submitted a written report. Discussions included CE instructor fees and lunch options.

Research and Assessment Committee – Emily Mazure

Emily Mazure submitted a written report. Discussions included definition of research and the moderation of research panel at the annual meeting.

Communications Committee – Patricia Vaughn

Patricia Vaughn submitted a written report. Patricia would like a representative from Western Pennsylvania to serve on the committee. Discussions included the possibility of including a blog feed directly to the home page of the MAC website, re-instating the state reporters, and sending a monthly reminder to the MAC listserv reminding members of the blog postings.

Honors and Awards –

Brittany Horn submitted a written report.

Membership and Recruitment Committee – Amy Blevins and Lynn Eades

Amy Blevins submitted a written report. Lynn Eades reported that the membership database will be back online hopefully by the Fall MAC meeting. There are 119 active members of MAC and 126 lapsed members. Amy Blevins suggested that liaisons be assigned to each library school to

promote membership in MAC and to make improvements in the brochure. Other suggestions included making the brochure available on the website rather than as a downloadable PDF. The need for and use of printed brochures was discussed. It was decided that there is a limited need to have hundreds of brochures on hand. In the future, printed brochures could be made available upon request only by contacting the Membership Committee Chair. Discussions also included methods to encourage renewal and changing renewal time to coincide with the annual meeting.

VOTE: Karen Knight moved and Melissa Ratajeski seconded acceptance of the proposed bylaws change, which would change the membership period to run from October through September.

ACTION: J. Dale Prince will add the proposed membership period bylaws change to the other upcoming bylaws changes proposed that would change the membership period October through September, rather than the calendar year as it is currently. J. Dale Prince will send an email of the wording of this bylaw change to the Board prior to posting.

Patricia Thibodeau moved and Karen Knight seconded that we adjourn the meeting. Meeting was adjourned at 3:21 pm.

Respectfully submitted by,

Terri Ottosen, MAC Secretary