

**AGENDA**  
**2011 MAC/MLA Annual Business Meeting**  
**Richmond, Virginia**  
**October 12, 2011 - 8:00AM – 9:30AM**

**Executive Board Members:**

- Karen Knight, Chair
- Rick Peterson, Chair-Elect
- Diana McDuffee, Immediate Past-Chair
- Terri Ottosen, Secretary
- Brandi Tuttle, Treasurer
- Melissa Ratajeski, MAC/MLA Chapter Council Representative
- Bart Ragon, MAC/MLA Chapter Council Representative Alternate – Elect
- Karen Crowell, MAC Archivist, ex-officio

**Call to Order:**

Karen Knight, Chair

Approval of Minutes from October 2010 Annual Business Meeting

**Chapter Reports:**

- Chair's Report (Karen Knight)
- Treasurer's Report (Brandi Tuttle)
- Chapter Council Report (Melissa Ratajeski)
- Nominating Committee Report (Diana McDuffee)
- By-Laws Report (Karen Knight)
- Archivist Report (Karen Crowell)
- Needs Assessments & Strategic Planning (Rick Peterson)

**Committee Reports:**

- Communications (Patricia Vaughn)
- Professional Development (Jennifer McDaniel)
- Research & Assessment (Emily Mazure)
- MAC Annual Meeting 2011 Report (Shannon Jones & Barbara Wright)
- Honors and Awards (Jana Lieberman)
- Membership & Recruitment (Ryan Harris)

**New Business:**

- Invitation to 2012 Quad Meeting – Baltimore, MD (Steven Douglas, Member, Steering Committee & Ryan Harris, Chair Local Arrangements)

**Meeting Adjourned**