

**MI-ALA Board Meeting Minutes
February 19, 2016 @ 2:00 p.m.**

Call to order: Mary Beeker, Barbara Bolek, Stephanie Davis, Paul Gallagher, Scott Garrison, Rachel Minkin, Stephanie Mathson, Christina Radisauskas, David Scott, Dawn Winans

Absent: Sandy McCarthy, Heather Ladiski

The meeting was called to order at: 2:02 p.m.

Board Business meeting:

Consent Agenda items

- I. Approval of January 29, 2016 Board meeting minutes and February 5, 2016 (Logo Discussion).
 - Mary Beeker made a motion to approve these meeting minutes and Christina seconded. The motion carried.
- II. Approval of agenda
 - Christina made a motion to approve the agenda and Stephanie seconded. The motion carried.
- III. Committee Reports
 1. Communication
 - There was no report.
 2. Executive
 3. Membership
 - Will be meeting with Corinne soon on how to move forward.
 4. Nominating
 - The committee met for the first time on the 16th. Committee members are: Fran Krempasky, Lansing Community College, Jo Angela Oehrli, University of Michigan, Silas Marques, Andrews University, Dawn Winans, Kettering University, Rachel Minkin, MSU, and Heather Ladiski, MCLS.
 - It was a good meeting that generated some good ideas. We went over our timeline and the positions.
 - There were some questions for the Board. Last year people ran for more than one position. Will it be the same this year? No. We should put in the procedure manual that we will not allow people to run for more than one position. We made a motion on this. Paul made the motion and Scott seconded. The motion carried.
 - Nomination committee members can't run for positions. It could be considered a conflict of interest.
 - Interest groups should be able to use the website to conduct their elections. Can our website handle it? We will ask Heather. So this is tabled for now. We need to talk to the procedures group and section chairs about this. Liaisons should reach out and ask them. There are currently no guidelines on this. We should let Interest Groups have latitude this year to develop an election process. We should find out from the Interest groups how many of them have held elections and .how did they turn out?
 - For the recruiting efforts, we should have good job descriptions for these positions. We don't have descriptions for all positions. Can office-holders create job descriptions for those position and run them by the board? It was suggested that Nominations could reach out to the current position holders for information.

- How many volunteered last year? We will look into this.
5. Conference
 - There were 24 poster proposals. Twelve were accepted (23 presenters). We have approximately $\frac{3}{4}$ of the registrations available taken for the conference presenters and Board members attending.
 - The online registration form is ready and being tested. Regarding payment, should we collect money at the conference? No, we will not accept payment at the conference. Registration will be open to everyone else after the Board and presenters have a chance to register (probably by the second week of March).
 - The Committee will be sending out targeted messages about the conference.
 - One vendor will be doing a lunch and learn. For Birds of a Feather sessions, two interest group chairs are already interested.
 - Waiting for one more signature then LSTA will be sent out.
 - The programs will be made available digitally.
 6. Advocacy
 - An Advocacy report will be presented at our next meeting.
- IV. Section Reports
1. Administrative Section
 - There was no report.
 2. Collections Section
 - There was no report.
 3. User Experience Section
 - There was no report.
- V. Budget Report
- FY 2016
 - FY 2017
 - The budget reports were very easy to understand.
 - There was a question about what is an appropriate fund balance. The lawyer stated that the number is up to us, but must be documented. What do we need to set aside to pay for conference pre-commitment money? At the least, a general fund reserve should be articulated. Having a significant fund balance after this conference will help for next year's planning.
 - There was a motion made by Christina to approve the midyear budget as presented. Dawn seconded, and the motion carried.
- VI. Partner Reports
- MCLS
- VII. Bylaws Committee Report (Included at the end of these minutes under "Reports")
- The Bylaws committee has integrated all suggestions made. They will be recommending changes to the way the institutional membership process is carried out. Who should they talk to on this? The Procedures group also discussed this issue. Heather is working on a form.
 - Bylaws is recommending something for the Procedures manual. Should they be given the opportunity to designate a voice? There will be a Non-voting class for institutional members those who do not fit in a category. Inst members will be notified if they are a nonvoting member. We will make recommendation on this at next board meeting.

- Is the Bylaws Committee going to be a standing committee? There will be a call for a Bylaws committee to convene when needed.

New Business

VIII. Logo (three logo designs in green)

- Rachel hasn't met with Theresa yet on this.

IX. Board Retreat / Strategic plan

- Working on an agenda.
- We want to put it on the calendar.
- A doodle poll will be set up to pick dates. It will probably be in July.
- Will be on a Thursday or Friday...it may be a two-day meeting.
- MCLS has offered us space for this.

X. Procedures manual

- There was nothing to report at this time.

Issue Bin

- Board retreat/strategic plan
- Interest Group elections
- Budget approval for 2017.
- Logo

Upcoming Meeting Dates:

Next Executive Committee meeting

- March 23, 2016 at 10:00 a.m.

Next Board Meeting

- March 11, 2016 at 2:00 p.m.

REPORTS

MI-ALA Bylaws Committee
Report to MI-ALA Board
Meeting 2/19/2016

Bylaws have been revised based on discussion with MI-ALA attorney Lindsay Dangl at MI-ALA Board meeting on 1/29/2016.

Bylaws committee are reviewing these changes, with feedback expected soon (later today.) No changes to this draft are anticipated, but committee will likely recommend modifications to the institutional membership process (as discussed in 1/29 meeting) to:

1. allow the institution to designate the individual to represent it in MI-ALA, and
2. allow for some institutions to be non-voting members (per Article II, Section 4: "The Board shall have the authority to establish and define voting and non-voting categories of membership. ")

Ongoing work:

- Getting information on the current process for institutional membership
- Gathering information on how other organizations handle membership registration for non-voting members

Goals:

- Present MI-ALA Board with the final Bylaws draft during next meeting (3/11) and request approval of the draft with recommendation to membership to approve
- Present suggested wording for institutional membership process
- Share Board-approved Bylaws document with MI-ALA members for review
- Present Board-approved Bylaws document at MI-ALA membership meeting at May conference for a vote

One question: per notes in Procedures Manual, will this committee be a standing committee?

Submitted by: Mary Beeker (Bylaws Committee Chair)
2/19/2016