

MiALA Board Meeting Agenda
November 6, 2019 at 2:00pm

Attending: Beth Martin, Cynthia Simpson, Clayton Hayes, Gina Bolger, Jen Fiero, Elaine Meyer, Bethany Kennedy, Heather Ladiski, Paul Gallagher, Helen Look, David Malone, Jessica Sender, Brenna Wade, Elaine Meyer

Absent: Caryn Noel, Clayton Hayes

Call to Order: The meeting was called to order at 2:02pm.

Board Business Meeting:

1. Approval of agenda - Gallagher made a motion to approve the agenda and Fiero seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Malone made a motion to approve the consent agenda and Gallagher seconded. The motion carried.
 - a. Approval of [October 2, 2019](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy -
 - ii. Communications and Marketing - Prioritizing social media engagement; subgroup is forming and will be setting up documentation and expect to have a plan for the year by early December. Also looking at analyzing the effectiveness of current communication channels and potentially coming up with changes or ways to streamline current methods. Would also like to look at the various methods of communication used within MiALA groups (IGs, committees, board, etc.) and if those might need to be formally streamlined.
 - iii. Executive -
 - iv. Membership - The call for participants for the mentoring program is ongoing and open until Nov. 8th. There are responses from 5 people looking for mentors and 10 people offering to be mentors so far. Still analyzing the results from the membership survey and will work as a group to address the findings and share with the Board at a later date. 70 individual memberships were automatically cancelled in the 1st week of October; since then 4 have renewed. This only leaves us down one member since we began tracking renewal numbers, though.
 - v. Nominating
 - vi. Conference - [see report below](#) and see [timeline](#)
 - vii. Diversity, Equity, Inclusion, & Accessibility - See [goals proposal](#) for approval. The MiALA DEIA Task Force also recommends a name change to the MiALA IDEA Taskforce. (see new business). A liaison from the taskforce has joined the conference planning committee.

- c. Partner Reports
 - i. MCLS -
 - ii. MHSLA/MiALA Task Force
- d. Treasurer's Report - Expenses cleared for leadership retreat food in Sept., decent batch of individual renewals in Oct. Balance as of the end of Oct. is \$84,886.17 plus \$55,036.46 in our savings account.
- e. Policies and Procedures Manual -
- f. Interest Group Coordinating Council - IGCC Report from Meeting on Monday, October 7
 - i. Approved new IG: Health Sciences IG
 - ii. IG Updates
 - 1. A few IGs are very active with monthly meetings scheduled
 - 2. Some events in the planning stages
 - 3. A couple IGs do not have contacts/chairs, and we will be checking in and following the protocol for inactive IGs, if necessary.

Old Business

1. Any follow-up questions or discussion on reports? - No
2. [MHSLA/MiALA Task Force Update](#) (Jessica Sender) - Simpson made a motion to approve the suggestions in the task force update and Malone seconded. The motion carried.

New Business

1. The MiALA Executive Board would like to have liaisons to outside organizations to keep the lines of communication open. Liaisons should contact their assigned organization(s) to find out what they are doing, share conference information, and encourage program proposals. Organizations listed in bold are already partners with MiALA.
 - a. MHSLA - Helen Look**
 - b. ALAO - Cynthia Simpson**
 - c. MAME - Cynthia Simpson
 - d. MLA - Beth Martin and Cynthia Simpson
 - e. MMDP - Clayton Hayes**
 - f. MAA - David Malone and Cynthia Simpson
 - g. Michigan Collaborative Partners - Rachel Minkin currently represents
2. DEIA name change and goals
 - a. Look share a [recommendation](#) to change the name to MiALA IDEA task force. The board agreed with this change.
 - b. This year the IDEA task force will work on developing a code of conduct for the MiALA annual conference as well as best practices for inclusion during workshops. Ladiski is also working on inclusion issues for the 2020 conference that could include purchasing and bringing some of our own equipment to conferences.

3. ACRL Roadshow for Data Management - Gallagher asked if any of the IGs were working towards hosting this event. The board agreed to have Gallagher and Meyer contact the STEM IG and to keep Wade (IGCC rep) apprised of their progress.
4. Charge for the Communications Committee - Fiero reported that the Communications Committee is planning to prioritize social media this year and wanted to receive feedback from the board on their goals. The board members approved the goals they have for the upcoming year.

Martin made a motion to adjourn and Fiero seconded. The motion carried. The meeting was adjourned at 2:43pm.

Issue Bin / Future Agenda Items

- ACRL chapter allocation
- Liaisons to outside organizations

Upcoming Important Dates:

- November 13 - Membership Committee meeting
- November 14 - MDMLG Meeting
- November 15 - IGCC meeting
- November 18 - eResources IG meeting
- December 3 - Communications and Marketing Committee meeting

Next Board Meetings:

The first Wednesday of every month at 2:00pm.

- December 4, 2019
- January 8, 2020
- February 5, 2020
- March 4, 2020
- April 1, 2020
- May 6, 2020
- June 3, 2020

Next Executive Board Meetings:

The Wednesday 2 weeks prior to the next full board meeting at 2:00pm.

- November 20, 2019
- December 18, 2019
- January 22, 2020
- February 19, 2020
- March 18, 2020
- April 22, 2020
- May 20, 2020

- June 17, 2020
-

Conference Planning Teams - 2020

(note duties are subject to change throughout the planning process)

Contracts/Budget David, Heather, & Clayton

Secure contracts. Create budget and make sure that revenue and expenses are close to budget

Theme whole committee along with board

Determine conference theme

Idea from the leadership retreat - growing the organization

Keynote Speaker Denise, Sela, Stacy

Compile keynote speaker ideas. Investigate potential speakers on availability as well as speaking/travel costs. Communicate expectations between speaker and conference committee. Communicate/coordinate with speaker on presentation description, biographical information, and travel arrangements. Onsite contact with speaker.

Communications/Marketing Kendra Lake with assistance from Emily Hayes,

Coordinate communications regarding timeline and deadlines with the membership through elists, website, and social media. Find colleagues who can forward conference information to elists that communications team cannot post to.

Dinearounds/Local Arrangements Mari Kermit-Canfield with assistance from Jenny

Brandon

Investigate local restaurants that can accommodate small groups of attendees on Thursday evening. Share information for posting on website. Maintain dinearounds lists. Coordinate point person for each dinearound location. Communicate meeting place for dinearound meet up. Work with Section/IG leaders to see if they would like a dinearound specifically for their group.

Breakout Sessions Jessica Hronchek

Update call for proposals draft to include this year's theme. Answer questions on proposals. Recruit at least 3 program proposal reviewers (Jill Spreitzer, Hui Hua Chua, Tom Volkening, & Minhao Jiang). Develop evaluation rubric. Send redacted proposals to review team. Notify approved and not approved proposal submitters. Coordinate breakout session room/time slot schedule. Communicate session times/rooms with presenters. Request presentations after the conference (for posting on the website).

Posters David Scott

Update call for poster proposals draft to include this year's theme. Answer questions on poster proposals. Recruit at least 3 poster proposal reviewers (Noelle Keller, Debbie Morrow, Christine Tobias). Develop evaluation rubric. Send redacted poster proposals to review team. Notify approved and not approved poster proposal submitters. Communicate poster session time/location with presenters. Set up poster area and assist poster presenters with set up. Request poster images/links after the conference (for posting on the website).

Conference schedule Christine Tobias with assistance from Matthew Collins

Using information regarding rooms available and events to be scheduled, create a conference schedule to be posted on the website and in the print program

Printing <no committee member is able to serve, Mari Kermit-Canfield has a contact)

Work with designer (optional) to develop this year's print program, name badges, and room signage. Investigate printing costs for program, name badges, and signage. Work with printer to provide final copy for printing. Coordinate delivery of printed items to conference facility. Should have experience and access to Adobe InDesign. Usually done around March.

Sponsorship Amie Pifer

Review sponsorship levels with planning committee. Communicate any changes for updates on the website. Investigate potential sponsors. Invite potential sponsors to contribute. Maintain sponsorship spreadsheet. Receive logos from sponsors for posting on the website and include in the print program. Receive information from sponsors for inclusion in the attendee packet. Send thank you to sponsors.

Facility Liaison Heather Ladiski

Work with facility to determine AV, F&B needs of the conference. Communicate dietary restrictions/ADA accommodation requests with facility. Work with facility contact on site to make sure room(s) are set up as requested. Troubleshoot any issues with facility contact.

Pre-conference workshop (if applicable) <TBD>

Work to receive speaker and presentation information. Determine speaker/meeting room/AV/Food costs for budget purposes. Work with committee to determine possible sponsorship opportunities to defray costs. Determine if/how much to charge attendees. Share program/speaker information with Heather for inclusion on the website.

Pre-conference reception Sela Constan-Wahl

Investigate possible pre-conference reception locations. Determine if there will be any speaker/activity to be held during reception. Communicate menu items with reception facility. Share reception information with Heather for inclusion on the website.

Volunteers Emily Hayes

Recruit volunteers to work at registration table and in the breakout sessions. Create volunteer schedule. Create volunteer packets.

Registration Heather Ladiski

Answer questions on registration. Provide sign-in sheets. Provide dietary/mobility restriction information with facility. Order attendee packet supplies. Stuff attendee packets. Set up registration table.

LSTA Rachel Minkin

Investigate procedure on how to apply for LSTA grant funds. With assistance from past & current conference chair (and Heather). Submit an application for LSTA funds. Communicate with Heather on what will be needed to receive LSTA funds if awarded.

Scholarships Elizabeth Walker-Papke

Recruit at least 3 scholarship reviewers (Ashley Rosener, Arlene Weismantel, Cynthia Simpson, & Beth Lieberman). Send scholarship applications to review team. Notify scholarship recipients.

Information Fair & Birds of a Feather Lunch

Recruit Interest Groups and other committees/groups to participate in one or both events. Share participation information with Heather for inclusion on the website.

Past Conference Chair Ashley Blinstrub

Ex-officio contact available to provide guidance and history regarding past conferences.

Board Liaison Cynthia Simpson

Assist as needed and be a liaison between the board and conference planning committee

Contracts/Budget	David, Heather, & Clayton
Theme	All
Keynote Speaker	Sela Constan-Wahl, Stacy Anderson, Denise Leyton
Communication/Marketing	Chair: Kendra Lake <ul style="list-style-type: none">• Emily Hayes
Dinearounds/Local Arrangements	Chair: Mari Kermit-Canfield <ul style="list-style-type: none">• Jenny Brandon

Breakout Sessions	Chair: Jessica Hronchek <ul style="list-style-type: none"> ● Jill Spreitzer ● Hui Hua Chua ● Tom Volkening ● Minhao Jiang
Posters	Chair: David Scott Reviewers: <ul style="list-style-type: none"> ● Noelle Keller ● Debbie Morrow ● Christine Tobias
Conference schedule	Chair: Christine Tobias <ul style="list-style-type: none"> ● Matthew Collins
Printing/Design (Program, Name Badges, Signage)	Matt Collins Mari Kermit-Canfield as liaison]
Sponsorships	Amie Pifer
Facility Liaison	Heather Ladiski
Pre-conference workshop (if applicable)	<TBD>
Pre-conference reception (Wed. night)	Sela Constan-Wahl
Registration	Heather Ladiski
Volunteer coordination at conference	Emily Hayes
LSTA	Rachel Minkin
Scholarship	Chair: Elizabeth Walker <ul style="list-style-type: none"> ● Arlene Weismantel ● Cynthia Simpson ● Ashley Rosener ● Beth Lieberman Beth to provide testimony as previous scholarship recipient

Information Fair & Birds of a Feather Lunch	
Past Conference Chair	Ashley Blinstrub
Board Liaison	Cynthia Simpson

Committee Members

David Scott (chair)

Heather Ladiski

Cynthia Simpson (board liaison)

Ashley Blinstrub

Sela Constan-Wahl

Beth Lieberman

Would like to work on scholarship team

Kendra Lake

Stacy Anderson

Christine Tobias

Emily Hayes

Hui Hua Chua

Jessica Hronchek

happy to chair breakout/presentation program sessions or do volunteers if needed

Arlene Weismantel

Mies Martin

Ashley Rosener

Tom Volkening

Minhao Jiang

Noelle Keller

would like to work on the poster team

Elizabeth Walker-Papke

Would like to work on scholarship team

Amie Pifer

Debbie Morrow

Would like to work on scholarship team

Jenny Brandon

Would like to work on dinearounds

Rachel Minkin

will cover LSTA fund process

Denise Leyton

Mari Kermit-Canfield

Matthew Collins

would like to work on schedule or contracts

Jill Spreitzer