

## **MiALA Board Meeting Notes**

### **January 5th, 2023 at 1:00pm**

**Attendance:** Carin Graves, Katrina Rouan, Darlene Johnson-Bignotti, Jeremy Barney, Veronica Bielat, Andrew Lundeen (ex-officio), Denise Leyton, Krysta Vincent, Kalyn Huson, Aaron Kilgore, Mary O'Kelly

**Absent:** Kate Langan, Lori Debie

**Call to Order:** The meeting was called to order at 1:02pm.

### **Board Business Meeting:**

1. Approval of agenda - Johnson-Bignotti made a motion to approve the agenda. Vincent seconded. The motion passed.
2. Approval of Consent Agenda (agenda items within 2) - Johnson-Bignotti made a motion to approve the consent agenda. Barney seconded. The motion passed.
  - a. Approval of [previous board meeting minutes](#)
  - b. Committee reports
    - i. Advocacy -
    - ii. Communications and Marketing - No report provided (Jeremy).
    - iii. Executive -
    - iv. Membership - next team meeting is on 1/10
    - v. Nominating -
    - vi. Conference - Website has been updated to include call for proposals, hotel, conference fees and other info to assist members in planning; also announcements on social media platforms and MiALA listserv. First choice for keynote could not accommodate us, reaching out to others and hope to confirm soon. Next meeting is January 12. (Darlene)
    - vii. IDEA - Next meeting is January 20. Will be discussing a more general Code of Conduct for MiALA. (Katrina)
    - viii. Awards ad-hoc -
    - ix. Bylaws ad-hoc- Committee has been formed and is composed of Board members Veronica Bielat, Mary O'Kelly, and general member Julie Einstein from UDM. Unfortunately Darlene had to postpone the December meeting, hoping to reschedule within the next two weeks. Have begun preliminary discussions through Google docs. (Darlene)
  - c. Partner Reports
    - i. MCLS -
  - d. Treasurer's Report - see Old Business agenda items
  - e. Policies and Procedures Manual -
  - f. Interest Group Coordinating Council -

### **Old Business**

1. Approval of the revised [Policies and Procedures Manual](#)  
Graves asked for a motion to put the revised manual to a vote. Johnson-Bignotti made a motion to accept revised documents and Leyton seconded. The motion passed. Graves will send updates to Kalyn so that she may update the website.
2. [Continue discussion of the proposal to alter the committee volunteer timelines](#)  
Leyton – Co-chairs are helpful. There isn't consensus on commitment level. Some only join for one year. Two years is pretty standard in professional commitments.  
Graves – Let's make the changes to the timeline now and try it for a year. Further changes can be completed as needed.  
Barney – I agree with moving the timeline. Who handles the processing of the volunteers? Is there a form? Who is in charge? Is this separate from the Nominating Committee?  
Graves – Kalyn gets the form responses. Whatever Committee you liaise with is the one that you seat is one possible solution. The Board may have to have a June meeting then.  
Bielat – Even the OER group with high participation had a hard time recruiting for leadership. I think someone should just volunteer to run things for the year.  
Leyton – Let's officially add a June Board meeting to the timeline to reflect this work.
3. Hold for any budget questions/proposals. Budget needs to be approved in March.
  - a. Regular MiALA financial review report positive!
  - b. Denise and Kalyn met before break and talked about our use of the budget spreadsheet
  - c. Denise is drafting the spreadsheet for the FY24 Budget for discussion at our February meeting
    - i. Reorganizing the spreadsheet to help us plan for programmatic spending (IGCC, IDEA, etc.)
    - ii. Example

Leyton – The annual financial review went through and was positive. Met with Kalyn to discuss improvements to the budget spreadsheet.  
Going forward, when the spreadsheet projections are made, the previous years' actual revenue and expenditures will be used to plan for the year ahead.  
O'Kelly – Thank you for this work to dig deep and make sense of this so we have a better understanding.  
Leyton – I've pulled lines out from the Operational section to create a Programming section. This new section includes: revenue from registrations, expenses to various Committees, scholarships, IG activities, etc.  
\*Do we put the Board retreat into Programming?  
\*One idea is to pull out a percentage of our revenue from the conference and put it toward non-conference programming that promotes professional development in the next year.  
Vincent – This makes a lot of sense to me. This new format will be more insightful for financial decisions.  
Graves – Since the spreadsheet isn't the official books, this makes sense.

Huson – We can make further changes if it will help the Board understand the finances more.

Vincent – This has the potential to help us be more strategic.

Leyton – Our carryovers can be quite high and aren't being moved into savings. There is a note that target operational carryover should be \$35,000. But we have double that. We could set spending goals for these funds. It's our responsibility to spend for the benefit of our members.

We should also write a savings strategy to formalize how much we save and when moving forward.

### **New Business**

1. Proposal to put the MiALA Bank Account in MCLS's name

Graves – MCLS is our fiduciary agent and we would like to put the account in their name so Kalyn can sign checks for us.

Bielat made a motion to approve the change to the ownership of the MiALA bank account. Leyton seconded. The motion passed.

2. IDEA Committee Budget Request - tentative

Lundeen – The budget request did come through before the break.

Graves – Let's try to review and vote on this via email.

Rouan – IDEA Committee meets on the 20<sup>th</sup>. If we can decide on this before then, it would be helpful.

### **Issue Bin / Future Agenda Items**

1. IGCC, please reach out to IGs to inquire about any big budgetary requests for the 23-24 fiscal year.
2. Bylaws Review Committee will have time on the February agenda for questions
3. Policies and procedures manual gives a March deadline to select following year's conference location. Have we received any proposals? Can the current committee send a call?

Johnson-Bignotti – I remember getting confirmation of locations in September.

Leyton – People may like to know where the conference will be held before volunteering for the committee.

Bielat – We could try to get ahead and commit locations for the next two years.

Barney – We can add this to the agenda for the conference committee meeting next week.

Meeting was adjourned at 2:01pm.

### **Upcoming Important Dates:**

- Bylaws stipulate that the budget must be finalized by March

### **Next Board Meetings:**

First Thursdays at 1pm

- February 2nd

