

MiALA Board Meeting Minutes
March 9, 2018 at 2:00pm

Attendance: Jessica Sender, Paul Gallagher, Gina Bolger, Tina Ulrich, Mary Kickham-Samy, Rebecca Renirie, Stephanie Mathson, Julia Eisenstein, Beth Martin, Heather Ladiski, Kendra Lake, Breezy Silver (guest)

Absent: Jill Morningstar

Call to Order: Meeting was called to order at 2:01pm.

Board Business Meeting:

1. Approval of agenda - Gallagher made a motion to approve the agenda and Mathson seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Eisenstein made a motion and Gallagher seconded. The motion carried.
 - a. Approval of [February 9, 2018](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy - No report
 - ii. Communications and Marketing -
 - iii. Executive -
 - iv. Membership - 13 new members, 1 renewal, 0 dropped, 337 total
 - v. Nominating (Stephanie) - We held a conference call on Monday, February 26. Committee members divvied up responsibilities for publicizing election to various groups and listsers. I am working on an article for the April newsletter featuring reflections of past and current leaders.
 - vi. Conference - [scholarship recipients](#)
 - c. Section Reports
 - i. Administrative - no report
 - ii. Collection -
 - iii. User Experience - no report
 - d. Partner Reports
 - i. MCLS - [see report](#)
 - e. Treasurer's Report - [MiALA budget spreadsheet](#) and [checking account info](#)
 - f. Policies and Procedures Manual -
 - g. Section/IG Task Force -

Old Business

1. Any follow-up questions or discussion on reports? No discussions were needed.

New Business

1. [Section/IG Task Force proposal](#) and the [report](#) from the task force - Silver summarized the task force process and the resulting proposal. Board members were then invited to ask questions. Discussion followed concerning the timing of when these changes could take place, the reasons for having five members, how the ex officio to the board position would work, and the two options. Since the membership needs to be notified two months in advance of voting on this change, the idea was suggested that elections could be held as normal this year with the understanding that it would be a year of transition to this new model with the official vote for the change being in the fall. The Executive Board will meet to debate the two options and will then present their decision to the board at the April meeting. One of the task force members will also come to the April board meeting.
2. MiALA Bylaws Subcommittee [2018 draft](#) and [the current version](#) - Eisenstein reported on the suggested changes to the bylaws such as defining what a member in good standing means. The board agreed that the advice of a lawyer is needed. These changes will wait until decisions are made concerning the Section/IG Taskforce Proposal so that the lawyer can look at both situations. The executive board members will discuss this further during their March meeting.
3. Partnership proposal from MMDP - Gallagher presented a proposal from Mid-Michigan Digital Practitioners (MMDP) that would allow them to hold their meeting the day before the MiALA Annual Meeting with lunch (not to exceed \$500) provided by MiALA. They have secured a room and will handle all registration and event details themselves. MiALA leaders will be given a chance to greet them and inform them of the benefits of MiALA membership. A motion was made to accept the proposal by Martin. Renirie seconded and the proposal was approved.
4. Procedure for dissolution of an IG - Ladiski informed the board that two IGs may need to be dissolved and that procedures need to be made and aligned with the bylaws. The procedures task force (chaired by Kickham-Samy) will work on this issue and present it to the full board in the future.
5. [Scholarship possibilities](#) in honor of recently deceased members - After the recent passing of two MiALA members, Sender has been approached by other members about honoring them in some way. Since these situation will occasionally arise, a set process will be helpful in the future. Sender will talk to Morningstar about chairing a task force to develop this process and then present the plan to the board for approval. Ladiski will share names of possible volunteers and will look for those who might have experience in this particular area.
6. Board Development speaker - Gallagher reported that Randy Dykhuis will speak to the board sometime in the next few months. He will send out a Doodle poll to determine a good date for the meeting.
7. Tentative date for the Strategic Planning Retreat - Gallagher informed the board that the Strategic Planning Retreat will be held on Monday, August 13, 2018 at the Hannah Community Center in Lansing.

Eisenstein made motion to adjourn and Martin seconded. The motion carried.
The meeting was adjourned at 3:08pm.

Issue Bin / Future Agenda Items

1. Retiree Membership in MiALA Strategic Retreat Planning (hold until April)
2. Membership Roadshow
3. Procedure Manual Review

Upcoming Meeting Dates:

- March 12, 2018 - Conference planning committee meeting at 2:00pm
- May 16-18, 2018 - MiALA Annual Conference
- August - Strategic Planning Retreat

Next Board Meetings

- Friday, April 13, 2017 at 2:00pm
- Friday, May 11, 2017 at 2:00pm
- Friday, June 8, 2017 at 2:00pm

MiALA Annual Conference - Scholarship Recipients

Pre-conference Scholarship Recipients:

1. Elaine Meyer – U of M Dearborn
2. Hayley Bommarito – St. Clair County Community College
3. Martha Stuit – Delta College
4. Sandy McCarthy – Washtenaw Community College
5. Kathryn Maciejewski – Gogebic Community College
6. No applicant
7. No applicant

Conference Scholarship Recipients:

1. Elaine Meyer – U of M Dearborn
2. Hayley Bommarito – St. Clair County Community College
3. Alison Greenlee – Wayne State University
4. Martha Stuit – Delta College
5. Elizabeth Measell – Grand Valley State University
6. Sandy McClure – Washtenaw Community College
7. Hazel McClure – Grand Valley State University

Runner up if Kathryn declines her Pre-Conference – Judy Fales, Olivet College

MiALA Admin Report February 2018 (Feb 9 – March 9, 2018)

Website

- sent updated leader resource manuals to committee chairs, section leaders, and IG leaders
- added statewide and national events to shared event calendar

Membership

- provided membership chair with update of membership on March 2
 - Membership (as of 3/1/18) is as follows: **337 members**
- Broken down
- 322 Individual Members
 - 15 Student Members
 - 24 institutions have been invoiced and paid for FY2018

Conference Planning Committee

- Processed sponsorship invoices for committed sponsors
- provided poster leader with status on submissions
- updated AC2019 location proposal form and updated AC landing page (also website)
- posted AC2019 location proposal call in MiALA news widget (also website and communication)
- Added sponsor logos to website (also website)
- worked with chairs to determine discount for conference planning committee members
- sent AC scholarship grant deadline notice to all members (also communications)
- created registration form for conference (also website)
- created registration form for pre-conference workshop (also website)
- compiled and sent scholarship applications to scholarship team leader
- participated in committee conference call
- made updates to AC volunteer form per committee feedback (also website)
- attended facility walk through at Kellogg
- Created an AC2018 FAQ page on website (also website)
- added sponsor logos to landing page (also website)
- added breakout session time slots to website (also website)
- added schedule to website
- created spreadsheet to track IG events at AC (also Section/IG support)
- created and posted #MiALA18 twitter search widget on landing page
- compiled and sent poster submissions to poster team leader

Communications Committee

- sent announcements to various elists and updated the news widget on the website
- provided input to communications committee meeting document
- reminded team on sending out call for posters final message

Nominations/Elections Committee

- provided Stephanie with list of potential committee volunteers
- Removed 2017 candidate information from webpages and nomination forms (also website)
- scheduled zoom for nominations committee meeting (also admin duties)
- updated Election central webpage with 2018-2019 information (also website)
- Created & shared template/process folder in google drive for team
- added nominations/elections deadlines to shared event calendar (also website)

Administrative Duties

- provide general support for membership questions
- provide general support for website/portal questions
- processed checks for deposit
- paid invoices
- processed checks for signature
- attended board meeting
- assisted secretary with board minutes review
- assisted secretary with perpetual calendar updates
- scheduled board meetings in Zoom
- compiled admin reports for FY2018 to date
- Added conference pricing as to Quickbooks
- Participated in strategic planning retreat conference call
- compiled and shared notes from planning retreat call
- contacted Hannah community center re: planning retreat meeting space availability
- created 2018-2019 volunteer spreadsheet in google drive
- gathered input regarding board use of funds for memorial donations
- created planning retreat pre-survey for sending to leaders
- requested input on IG disbandment procedure
- reconciled checking account
- reconciled credit card account
- paid credit card
- compiled and sent financial reports to Jill (on 3/2/18)
- sent pre-survey results to Paul

Section/Interest Groups Assistance

- answered questions from section/IG leaders re: reserving zoom for their meetings
- provided hosting support for MiALA town hall meetings
- assisting IG with MIX conference planning
- Added OER IG group meeting to shared event calendar (also website)
- sent follow ups to comm college IG event attendees (also website)
- assisted eResources IG with online meeting
- saved eResources IG meeting recording on MiALA youtube channel

Issue/Discussion Bin

Projects on my to do list

- continued work on conference planning committee
- continued work on communications committee
- start work on nominations/elections committee
- assist with MIX conference

Spring 2018 Mid-Michigan Digital Practitioners & Mi-ALA Pre-Conference

Description of Event

The Mid-Michigan Digital Practitioners group (MMDP) is an award-winning regional collective of librarians, archivists, museum curators, conservators, historians, scholars, educators, and students engaged in creating and curating digital collections in Mid-Michigan and the surrounding region. They meet twice annually in the spring/fall. MMDP meetings are designed to provide a free and open forum for conversation, collaboration, and networking for all attendees.

This free one-day pre-conference event will take the place of the regularly scheduled 2018 Spring MMDP meeting and bring the normal two-day full experience of that meeting to attendees of the Mi-ALA Annual Conference. MMDP regulars will be in attendance and provide workshop instruction, presentations, birds of a feather groups, demonstrations, lightning talks, and posters. This is a great opportunity to learn more about MMDP and build bridges of collaboration with the Mi-ALA community.

Websites for previous conferences

<https://midmichdp.wordpress.com/past-events/>

Event Date/Time

Wednesday, May 16th (8:30am-12:00pm - optional flextime to afternoon)

Event Location

MSU Library (Room TBD)

Audience

Librarians, archivists, curators and other professionals interested in or working on digital initiatives/projects

Expected Attendance

40 max

Intended Methods of Advertising

MMDP website/twitter/listserv and other statewide professional association and student listservs (MAA, MMA, SAA, NDSA, etc.)

Anticipated Incurred Costs of Event

Lunch catering

Proposed Registration Fee for Mi-ALA Members

None required

Proposed Registration Fee for Non-Members

None required

Subsidy Amount Requested

Subsidize lunch costs, expected to be \$300 with a do not exceed amount of \$500

Other Information To be Considered

As mentioned above in the description of the event, MMDP events, though subject to registration and reasonable limits on attendance, have historically been free and open. No registration fees have been required, which has contributed to steady and vibrant participation. This is a practice that we don't wish to deviate from at the present moment. We have welcomed sponsorship from like-minded professional associations (e.g., Michigan Archival Association) in exchange for cross-promotion of membership and strategic engagement. We have a Code of Conduct (<https://midmichdp.wordpress.com/code-of-conduct/>) that, among other things, spells out expectations for vendor participation. We do not accept support or endorsement from private commercial organizations.

Scholarship Information

Online giving will be available soon, but those interested can donate by check per the instructions below:

University of Michigan-Flint

Office of Development

[432 N. Saginaw Street, Suite 1001](#)

[Flint, MI 48502](#)

All checks should include a note in the memo section or an attached note directing the donation to the Vanessa Goldman Endowed Scholarship Fund.

The scholarship will be awarded to UM-Flint students who demonstrate financial need and who were involved in the programming offered through the Ellen Bommarito LGBTQ Center.

I will share the online link once it is established.