

## **MiALA Board Meeting Notes**

### **June 1st, 2023 at 1:00pm**

Present: Andrew Lundeen (ex-officio), Katrina Rouan, Kalyn Huson, Carin Graves, Lori DeBie, Jeremy Barney, Kate Langan, Denise Leyton, Mary O’Kelly, Aaron Kilgore, Krysta Vincent, Darlene Johnson-Bignotti

Absent: Veronica Bielat

**Call to Order:** The meeting was called to order at 1:01pm.

### **Board Business Meeting:**

1. Approval of agenda - Langan made a motion to approve the agenda. O’Kelly seconded. The motion passed.
2. Approval of Consent Agenda (agenda items within 2) - Leyton made a motion to approve the agenda. Langan seconded. The motion passed.
  - a. Approval of [previous board meeting minutes](#)
  - b. Committee reports
    - i. Advocacy - No report.
    - ii. Communications and Marketing - Many thanks to the Communications and Marketing Committee for all of their help with 2023 conference announcements! (Jeremy Barney)
    - iii. Executive - No report.
    - iv. Membership - No report.
    - v. Nominating - Elections to open later today, June 1 and remain open through June 8th.
    - vi. Conference - No report.
    - vii. IDEA - No report.
    - viii. Awards ad-hoc - No report.
  - c. Partner Reports
    - i. MCLS - No report.
  - d. Treasurer’s Report - No report.
  - e. Policies and Procedures Manual - No report.
  - f. Interest Group Coordinating Council - No report.

### **Old Business**

1. Conference Debrief
  - a. Anything to keep in mind for next year?
    - i. Printed programs or at least a printed schedule with room numbers was in high demand. If we aren’t printing full programs, we may want to make this explicitly clear on the conference website.

- ii. In addition to the feedback form QR code on the conference badges, we could add a conference program or conference schedule QR code for easy reference.
- iii. There was a change in breakout session times closer to the conference and the new times were not communicated to the Volunteer Chair. The volunteer schedule was sent to volunteers with incorrect times. It was easily fixed and, at worst, resulted in volunteers showing up early for breakout sessions.
- iv. The committee should assign breakout room locations sooner.
- v. Need to be specific about refunds. Full vs. partial refund deadlines.
- vi. If the In Memoriam acknowledgement is going to continue, it would be a good idea to identify if this is organized by the Conference Committee, the Board, or the Membership Committee.
- vii. While we asked re food allergies and dietary restrictions, it was not communicated back to the attendees how they would get these meals.
- viii. Do we need to add a consent to be photographed question to the registration?
- ix. The breakout session feedback form required name and email. (This was fixed mid-conference.)
- x. As we neared the conference, there was a lot that needed to be pulled together for the Registration/Information Desk. However, this was not on anyone's radar as their official role. It may be a good idea to determine if this is part of the Volunteer Chair's role or if it falls under another role.
- xi. DineArounds - it was uncertain of where to meet and when to leave to walk over (for example, when people did not show up, how long do you wait?).

b. Conference Location Proposals?

O'Kelly - Western will be sending a proposal to host next year.

2. Event Funding Proposal Workflow Working Group

a. Decision Points

- i. Make new event form for committees
- ii. Link both forms at the top of the Meeting FA.Q and in the leadership toolbox.
- iii. Mention at top of Meeting FAQ that sponsorship requests should be emailed to the board.
- iv. Review document:

[https://docs.google.com/document/d/1XsvdO\\_CQSRKFIsi1YjcDAfdINVebH3HZEifuqiD7vOg/edit#heading=h.xtd4a64utmzr](https://docs.google.com/document/d/1XsvdO_CQSRKFIsi1YjcDAfdINVebH3HZEifuqiD7vOg/edit#heading=h.xtd4a64utmzr)

Lundeen - We keep a spreadsheet tracking IG funding requests.

Leyton - Maybe the IG spreadsheet should be combined with a Committee funding request spreadsheet.

b. Communication about programming budget -

[https://docs.google.com/document/d/18rKV8JanO\\_2U7LLohdMryqkSmVYE8Q-biOH1M1rp01Y/edit](https://docs.google.com/document/d/18rKV8JanO_2U7LLohdMryqkSmVYE8Q-biOH1M1rp01Y/edit)

Langan - Clarify the “we” in having two ways to access funds; use “MiALA members”

Langan - Add criteria for how funding requests will be reviewed.

O’Kelly - Need clarity on “Submitting information about using committee budgeted funds”

Graves - We hope to include this in the July newsletter.

Langan - I would like a reporting back feature for funding requests. That data would be helpful for reporting and making future programming decisions. And we need to have a time frame for funding to be spent.

Graves - Let’s add to the Board Procedures for Reviewing. I would like there to be a full motion for the Board Procedures document.

Graves - Kalyn is building the Committee Funding Request Form.

## **New Business**

### 1. Strategic Planning

Graves - Do we want to start thinking about a charge for strategic planning?

Johnson-Bignotti - Let’s have this on the agenda for the Leadership Retreat. And form a Committee then.

### 2. New Board/Meeting in July?

Langan - We have not previously met in July, but I think it would be a great opportunity for the two groups to introduce themselves. I highly recommend that the Leadership Retreat be in person and have the Board make a big push for strategic planning.

Graves - Last year we met in August before the Leadership Retreat. If we want to do an in-person retreat, I am happy to reach out to the Hannah Center in East Laning.

Leyton - The Executive Committee should meet to get ahead of the Committee recruitment.

Graves - Since elections end June 8th, maybe we can send out Committee volunteer forms on June 9th. After this is sent out, all Board Liaisons to Committees need to reach out to Chairs and ask about succession planning.

### 3. Date for Board/Leadership retreat

Johnson-Bignotti - I’m concerned about attendees having vacation plans in July. I would like to poll the incoming Board re preferences re the retreat being in-person vs. virtual. If it is in-person, we need to make it a longer day to make the drive worth it.

Leyton - We need to clarify who is invited to this. Be clear about the purpose and audience. Make sure the invites go out with time.

Johnson-Bignotti - Request Executive Board meet before the end of June to discuss this further.

Graves - Will send out a When To Meet.

Langan - If you can start with dates after June 9th, we will know who is elected.

Graves - I will delay the Committee email until June 15th.

Dalene moved to adjourn and Kilgore seconded.

Meeting was adjourned at 1:46pm.

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

**Upcoming Important Dates:**

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**Next Board Meetings:**

First Thursdays at 1pm

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**Next Executive Board Meetings:**

TBD

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