

Association Manger's Report
November 14, 2014

My apologies to the Administrative Board that I am unable to attend today's meeting due to serving on a jury in Boston. Here is an overview of my activities since the last meeting. If you have questions for me please just let me know.

Thanks!

Website

I continue to update the content of the website, specifically populating the meeting minutes sections of the various committees

I received a request to create a page for SRRT and I am working with roundtable members to gather content, etc. This page should be up shortly.

I put the word out for photos of events and got a few, which I will review and post if they are useful.

Logo

The logo choices have been narrowed to 3 designs which have been posted on the website. I am unclear about whether this should be publicized to the Executive Committee or whether the Administrative Committee will make the decision on the final logo. Please let me know and I can send out an email if needed. Maureen pointed out that the third logo has the "A" on the side rather than in the usual position. Would you like me to have this corrected or has the Committee already decided on another version?

Conference

Doreen has begun graphic work for the Conference Committee.

The Committee has received all of the workshop proposals. I am working with the Committee to get a draft schedule completed. I have also reached out to Michael Colford about confirming authors, getting headshots for publicity, etc. My goal is to complete these tasks and have a draft schedule and registration live before the end of the month.

The Conference Committee has a site visit to DCU scheduled for next Thursday, November 20. Carolann MacMaster, the vendor liaison, will be unable to attend since her son is having brain surgery on the 19th. The committee decided to schedule a second walk-through earlier in the year than usual so she could give us any thoughts on the space she might have after her son's recovery. I wondered if MLA would like to send flowers or similar to her next week. Please let me know if you do and I can arrange this.

Finances

I have checks I was planning to bring to today's meeting to have signed. I will send them to Maureen or Bernadette instead. I didn't hear from Ryan regarding a time to pick up the MLA materials so I have been in touch with his former assistant. I can transfer anything left to Bernadette.

Doreen, the graphic designer, said she had not received a check Ryan said he signed and sent to her so I may have to reissue it. I will check on the other checks in that signing batch to see if they reached their destinations.