



**ADMINISTRATIVE BOARD MEETING
November 9th, 2018
CONFERENCE CALL, 10:00 AM**

Attending: Alex Lent, William Adamczyk, Noelle Boc, Esme Green

Call to Order

Call to order at 10:04am

- Motion to approve minutes from previous Administrative Board meeting on September 14th by Esme Green, seconded by Alex Lent. All approved with no changes.

Budget update:

- Budget templates were emailed to all sections for their budgets, and we got back just about every budget except for Conference. The budgets look good.
- Draft budget needs to go before the Executive Board in December

Conference Update:

- The structure of the new Conference fees needs to be approved at the next Executive board meeting
- Business lunch ideas are tabled for discussion at the next Executive Board meeting

Strategic Plan:

- Need to update and mail out goals to sections and committees per the discussion and work of the Executive Board last month—Esme and Will will put this together to send out

Old Business:

- Investment committee : Finally able to get into Fidelity accounts and things are getting smoothed out there; once the MLA budget comes in, the committee will meet with Jennifer Pike to work with her on it
- Archives—Aimie Westphall has the newer archives at MVLC offices and is working through that. She is also creating a Retention Policy which will be brought back to Administrative Board to look at and approve.
- Personnel committee needs to set a meeting date

New Business:

- MBLC Legislative Agenda—The Legislative Committee wants to endorse the MBLC agenda but they have a couple of caveats. Consensus of the Administrative Board is either to fully support the MBLC legislative agenda or to not support it at all—it isn't our place to put

caveats on our endorsement. Motion to endorse the MBLC Legislative Agenda was made by Alex Lent, seconded by Esme Green. Approved by all.

- Nominating committee—A slate for nominations for next year needs to be solicited. Nominations for positions need to be introduced at the December Executive Board meeting and approved at the February Executive Board meeting so that it can go out to the membership for voting. The position of vice president is being added to the Nominating Committee. There will be an AllRegions call for nominations, and then the committee can talk about adding other nominations to the slate.
- Jennifer Zolkos has given us notice that she wishes to resign but is willing to stay on until we replace her. Will shall meet with Jen to discuss the job description and to consider any changes to it due to her experiences with the position. The Personnel Committee can meet to discuss the job description and how best to post for the position.
- Kristen Collins has created a proposal to take on the conference sponsorship piece, which has been spread among three people before now, as well as changing her job title to Conference Director and raise her hourly rate by \$6 per hour. Administrative Board is in favor of this, but must consider budgeting. This year's budget should allow for this change and we can add it to the budget next year. A motion to accept the proposal to change the job title to Conference Director and to raise her hourly wage by \$6 per hour is made by Esme Green and seconded by Alex Lent. Approved by all. Esme will follow up with whether this change also affects the total number of hours Kristen is working.
- Kristen Collins has also presented a separate proposal to redo the website and work on the marketing of MLA. This will be discussed with the Finance Committee to see if it is possible to spend money to have this done.

Next Executive Board meeting on Friday, December 14th

Respectfully submitted by
Noelle Boc
MLA Executive Secretary