

**MLA Admin Board Meeting
Agenda (Conference Call)
Friday, July 12, 10am**

Call in information:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/331433317>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 331-433-317

1. Call to Order
2. Select minutes-taker [Noelle unable to attend]
3. Approve minutes from previous meeting [May 10, 2019]
4. Treasurer's Report
5. Admin Calendar Items [July]:
 - a. Signatory cards for new officers
 - b. Create Directory of Admin/Exec Committees
 - c. Update Secretary of State's website with New Officers
 - d. Strategic Planning Process begins (every 3 years)
 - e. Review Quarterly Bank Statements
 - f. Schedule and create a calendar of Executive meetings
 - g. Post meetings on MLA calendar
 - h. Review Bylaws
 - i. Audit conducted by CPA
 - j. Nominating Committee notice to membership
6. PR:
 - a. Policy for unsolicited requests for publicity
 - b. Social Media policy
7. Lynda.com statement from IFSRC/LIT
8. YSS Fundraising request
9. Google suites
10. Website organization/archiving/access
11. Adjourn