



## **Administrative Committee Meeting Minutes**

May 13, 2022 at 10 am

Meeting via Zoom

Attending: Joanne Lamothe (President), Rebecca Beckley (Association Manager), Nora Blake (Past President), Noelle Boc (Secretary), Kim Hewitt (Vice President)

Call to Order at 10:03am

**Motion made to accept the minutes of the March 11, 2022 meeting** made by Nora Blake and seconded by Noelle Boc. All in favor.

**Treasurer's Report** – Bernadette Rivard

Everything is looking good. We are on track and doing well with membership numbers.

**Motion to approve the Treasurer's Report** made by Nora Blake and seconded by Noelle Boc. All in favor.

**Association Manager's Report** – Rebecca Beckley

Up to 435 attendees have signed up for conference. Need to send reminders to some folks who haven't paid yet. Created a donation receipt template for the raffle baskets. Square account is still active. Keeping up with membership which is busy pre-conference.

### **Conference Update**

- Brief discussion about Covid because numbers are up but Barnstable County hasn't issued any new mask mandates so we assume folks can choose their comfort levels.
- Run of Show Document and Meeting –Noelle has tried to clean it up from last year. Joanne will make copies of most of the packet to bring for the tables.
- Annual Business Meeting content and slide deck–Joanne will send to everyone to look at.

### **New Business**

- Prep for June 10, 2022 Executive Board Transition meeting– make sure the drive info is up to date. As soon as conference is over, we need to tell the sections/committees to let us know about new chairs and to make sure someone is coming to the transition meeting. We will probably keep it virtual to ensure better participation. Can't forget to appoint PR liaisons for each section/committee.

**Adjourn** at 10:46am

Respectfully submitted,  
Noelle Boc  
MLA Secretary