MLA Transition Meeting  
Friday, June 10, 2022  
10am - 12pm  
Virtual Meeting via Zoom  

Join Zoom Meeting  
https://us02web.zoom.us/j/82832523996  
Meeting ID: 828 3252 3996  

PART ONE: Business Meeting (10:00am-10:45am)  
1. Call to Order and approval of Minutes from April 8, 2022 Executive Board Meeting (All)  
2. Treasurer’s Report (Treasurer)  
3. May 2022 Conference Review (Conference Committee Chairs)  
4. Updates  
   a. MBLC  
   b. MLS  
   c. MSLA  
   d. NELA  
   e. Center for the Book  
5. Old Business  
6. New Business  
7. Future Meeting Dates  

PART TWO: Transition Meeting MLA Conference & Section Chair Training  
1. Introductory Remarks (Joanne & Kim)  
   a. Outline of the days events  
2. Introduction of officers - explanation of roles and duties (Joanne & Kim)  
   a. President  
   b. VP/President Elect  
   c. Past President  
   d. Treasurer  
   e. Assistant Treasurer  
   f. Secretary  
3. MLA Budget (Bernadette)  
   a. Budget timeline - submit October, discuss December, vote February
4. Introduction of MLA staff - explanation of roles (Joanne & Kim)
   a. Association Manager - Rebecca Beckley
   b. Conference Director - Kristen Collins
5. Important documents - overview of Google Drive (Joanne, Kim & Rebecca)
   i. By-Laws (website)
   ii. Section mission statements
   iii. Strategic Plan
   iv. Calendar (including future meeting dates)
   v. Budget
   vi. Masslib.org website - where to find meeting info (Rebecca)
   vii. Google Drive (Rebecca)
   viii. Contact List for Organization (Rebecca)
   ix. Annual Calendar (Rebecca)
   x. Social Media Policies and Guidelines
6. Introduction of Committees, Sections, Liaisons & Archivist - explanation of roles and expectations (Joanne & Kim)
   a. Expectations
      i. Attend Executive Board meetings - One vote per section
      ii. Create and submit a budget
      iii. Prepare reports for EBoard meetings (6 times a year)
      iv. Prepare an annual report for Annual Meeting (happens at Conference)
      v. Hold regular section meetings/programs
         1. Supply association manager with information for posting
      vi. Appoint a liaison for Conference Committee and ensure that person attends Conference Committee meetings
      vii. Appoint a liaison for Public Relations Committee and ensure that person attends PR Committee meetings
      viii. Prepare programs for Annual Conference
      ix. Maintain accurate information on Masslib.org
         1. Regularly review your area of the website
         2. Supply association manager with information for posting