

**Administrative Committee Meeting**

**Minutes**

July 14, 2023 at 10am

Meeting via Zoom

Attending: Kim Hewitt (Past President), Bernadette Rivard (Past Treasurer), Tina McAndrew (Secretary), Kristen Collins (Association Manager), Sarah Breen (Treasurer), Michelle Filleul (President), Danielle Savin (Assistant Treasurer), Noelle Boc (Vice-President)

Call to Order at 10:06am

**Motion made to accept the minutes of the March 10, 2023 meeting** made by Bernadette Rivard and seconded by Kristen Collins. Noelle Boc abstained.

**Treasurer’s Report –** Sarah Breen

Sarah reviewed the May report: exhibitor and conference income and expenses, basket raffle

Payroll. Fidelity is up in cash reserves.

Bernadette signed a contract with an accountant to do the taxes for the fiscal year and will create a list in Google drive of all necessary documents. Bernadette will do an income/expense report for conference. A check will go out this month to reserve the Framingham conference venue.

There is one more unemployment payment to be sent in August.

**Motion to approve the Treasurer’s Report** made by Michelle Filleul and seconded by Kim Hewitt. All in favor.

**Association Manager Report**

Kristen went into Wild Apricot (WA) and deactivated lapsed members. She is researching StarChapter as platform to replace WA. Kristen spoke with a contact at ALA to verify roster of what organizations use which platforms. Sessionize is a software that allows speakers to download proposals and for committees to approve/decline; fills out schedule and app. Search is on for a website designer as well.

The Board will meet and come up with a proposal for Kristen’s new title.

As an independent event planner Sea Crest gave Kristen a commission; will be giving MLA $500.

**PR Committee Discussion**

Currently there is no in charge of the PR group. Each committee could send a liaison but the committee is need of a leader. Michelle will send email to people interested in PR; Kristen will get quotes from possible web designer for social media posting. Noelle suggested a schedule if each committee will be doing their own PR and to create standard statements for initial media inquiries; Michelle will remind the Executive Committee of the need for liaisons.

**PR/Media Statements-Protocol?**

Michelle will use the response Andrea created to address media statements; Kristen has some responses she will add to the Google drive.

**Admin Board Liaisons to Committees**

Members of the AC would attend meetings as a liaison and report back. Michelle will attend Legislative and Program Planners. If any members want to attend any committee meeting just let the admin board know; meeting dates are in the calendar. Discussion of moving PR responsibilities to the admin board and creating a recording secretary/communication manager. Until a vote is made to create this and the bylaws can be changed Michelle will email to see who is interested in participating.

**Program Planners – ALA Membership**

Robert Hayes wants people to wait until November to become members; Michelle suggested September; with a new fiscal year new members have to join. Robert needs to reach out to nonmembers to have them become members.

**Other Business**

Bernadette updated Board on Dudley. CWMARS email said everything is back to normal. Bernadette emailed Drusilla, the Director but it bounced back so she contacted her via Facebook. Bernadette reported Drusilla stepped back because she did not have a contract.

The town didn’t realize decertification was not reversable just by reopening so it brought back part time staff without the director to keep the library open. There is another vote in August to refund the departments impacted. MLA does not need to make a statement at this point.

Kristen would like to schedule another meeting of the website committee after the summer.

Discussion on how to streamline membership as not much is being done at this point. Bernadette, Michelle, Kristin will attend the next membership meeting. The new website should only be accessed via a membership account. Kristen will move the calendar now to make it only accessible by members.

Kristen will send flowers for Joanne next week.

**Motion to adjourn at 11:57am** made by Michelle Filleul and seconded by Bernadette Rivard.

Respectfully Submitted,

Tina McAndrew

MLA Secretary