



MHSLA Executive Board
Meeting Agenda
May 15, 2018

Elizabeth
Kate
Irish
Betsy
Jennifer Bowen
Chana
Andrea Kepsel
Emily Ginier
Diane Gardner
Mary Hanson
Barbara Platts
Jill Turner
Mike Fitzpatrick
Jennifer Barlow

- 1. Call to order** **Liz Lorbeer**
Called to order at 10:01a

- 2. Approval of minutes** **Kate Saylor**
Motion to approve introduced by Jennifer Bowen. [Minutes approved.]

- 3. President's Remarks** **Liz Lorbeer**
No remarks.

- 4. Review of MCLS Contract & vote** **Liz Lorbeer**
 - Didn't receive feedback from membership about contract.
 - Year 1 contract period runs June 1 - Sept 30 / Year 2 starts October 1 .
 - We will still have treasurer to liase with MCLS.
 - Call for vote to approve. [4 votes yes - Motion passes.]
 - Liz will send a message to the membership about the approval.

5. Treasurer's Report

Jennifer Bowen

- Report posted.
- Vendors have started paying for their tables.
- As of May 11, checking account balance is at \$14556.18

a. Audit Committee procedures

Diane Gardner

- No updates.
- Waiting until MCLS agreement confirmed.
- Question to the group - do we want to make changes to the procedures manual?
 - It lists 3 people on the committee, but we are lucky to have 1.
 - We also need to update the time frame - manual/bylaws lists it as happening earlier than it can be done.
 - Diane suggests changing the wording to in the procedures manual "up to 3 members" - and no change to the bylaws

6. Bylaws

Mary Hanson

No updates.

7. Archivist's Report

Alison Konieczny

No updates.

8. Review of Committee Reports

a. Audit

Diane Gardner

b. Communications

Andrea Kepsel

- Calls were sent out, deadline is June 1 - hope to publish on June 15. Low on content.
- Website was renewed and renewed survey monkey
- Still looking for updated procedures manuals.

c. Conference Planning

i. 2018 Local arrangements

Betsy Williams

- Had several meetings. Emily's group has organized a great program. Still working on the schedule.
- Working on the registration website.
- Mary Ellen Bates is the keynote speaker. Will be doing some additional promotion about the keynote.
- Highest priority is getting registration up and running.

ii. 2018 Education Emily Ginier

- Update on scholarship - student posted through the end of April. One application submitted. She meets the minimum requirements. She won and will be notified.
- May 30 announcements about member scholarships.
- Education committee has been attending the conference planning meetings.
- Education program descriptions will be added to the website shortly.
- All of the speaker agreements secured, except for Matt Scholtz
- Drafted call for papers and posters, will send in early June.

iii. 2019 Local arrangements Jessica Sender

Not on the call. No updates.

iv. 2019 Education

d. Membership Iris Kovar-Gough

- As of a week ago, 18 renewed memberships, 1 new member

e. Nominating Michael Fitzpatrick

- Sent 2nd call for nominations this morning.
- Nominee, Jennifer Bowen, for treasurer but need president elect and nominating committee.
- Deadline May 31
- Liz asked Board members to reach out to Michael Fitzpatrick with potential President Elect nominees that can be nominated or self-nominate.

f. Outreach and Advocacy Vacant – Review charge of position

g. Resource Sharing & Group Purchasing Susan Kendall

- No Update for Resource Sharing or Group Purchase
- Working on the StatRef! agreement.

h. Vendor Relations Jennifer Barlow

- Report posted.
- 6 exhibitors confirmed.
- If traveling to MLA, please get the vendor invitation flyer to help spread the word. No sponsors at this point.

9. Regional Group Reports

a. GMR Regional Council Barbara Platts

- Funding opportunities opened on May 1. Link on report to NNLM classes.
- Upcoming webinars listed on the report

b. MDMLG **Alexandra Sarkozy**

Not on call.

c. M-MHSLA **Chana Kraus-Friedberg**

No updates.

d. WMHSLA **Betsy Williams**

- Report posted.
- Meeting on March 21.
- All of Us research program, link on report.
- Large scale data collection on diverse population.
- 1 new member.
- Mike F. is working on the next meeting for the summer.

10. Other Business

a. Date change of July and September meetings

Kelly Hanson from Meeting Experts about conference planning, division of American Express (<https://www.amexglobalbusinesstravel.com/meetings-events/venue-sourcing/>) "Meetings Expert™, our venue sourcing solution, can help you find that perfect venue for your meeting or event – and secure great rates and terms and conditions. From site availability and sourcing to contract negotiations, this complimentary service reduces the risks associated with meetings contracting. It also saves you time and money and offers you the ability to negotiate even more savings with suppliers."

- Will post Kelly's powerpoint to the wiki in the 5/15 meeting folder.
- Invite Kelly to the July meeting to discuss their services.
- For the 2020 local arrangements
- Arrange a phone call in June with Kelly, open to any board member to join call.

b. New upcoming meeting dates

- July 18 10:00-1:00 (Lansing)
- September 14 10:00-1:00

Meeting closed at 11:05am