

## **NMLA Board Meeting**

Minutes

January 30, 2009

1:00 pm

Santa Fe, NM

**President Cassandra Osterloh** welcomed everyone. It was determined that there was no quorum, so no votes could be taken. However, those present gave reports and discussed them.

Approval of agenda (vote)

**No quorum. No votes taken.**

President's report

Secretary's report

a. Approval of October meeting minutes-No quorum, no vote taken.

b. Report on electronic votes

January 16, 2009 -Vote on fees for annual conference. [Motion made, seconded and passed to accept the conference fees as proposed.](#)

### **Treasurer's report**

**For NMLA Board Meeting**

**30 January 2009**

The income for the 2<sup>nd</sup> Quarter was \$30,933.70 which is a gain of \$13,726.80 over the first quarter. We have received 28% Expenses were \$33,785.87 for a shortfall of \$2,852.17

The current assets stand as follows:

Checking Account	\$ 38,658.45 (12/30/08)
Conference Account	\$ 156.86 (12/30/08)
Marion Dorroh CDs:	
Bank of America	\$ 29,167.97 (12/30/08)
Merrill Lynch	\$ 42,039.02 (12/31/08)
Total Assets:	\$ 110,022.00

The 8 mo promo CD at Bank of America was renewed for another 8 months. The current maturity date is July 23, 2009.

Respectfully Submitted,  
Tracey Thompson

### **Administrative Contractor's Report- Lorie Christian**

**NMLA Administrator's Report**

**January, 2009**

This last quarter has been filled with learning. I will provide via e-mail a longer report after the Board meeting.

At the ALA MidWinter in Denver, I attended the Chapter Leaders Orientation workshop on Friday with various types of chapter leaders from across the country. We

had presentations on how to get a fresh perspective on your association and what it is doing, how to manage association finances, how to choose a management format, using Capwiz for advocacy, media training (we should try and get this lady to give a presentation or half-day workshop on this), how to get messages out about your library in a tough economy, board meeting management, and membership development. There was good sharing and information throughout the whole workshop.

On Saturday, I attended the ALA Chapter Relations Council (CRC) meeting.

On Sunday, I attended the International Council of Library Association Executives (ICLAE). This was an interesting meeting to find out what ALA is trying to do and provide to the individual associations, as well as a general update on how everyone is doing in these interesting economic times.

I met with Norice Lee, our Membership Chair, on Saturday. I tried to answer some of her questions about what has been happening with the membership of NMLA and catch her up on things that have been discussed in prior meetings, but have been put on hold due to this and that. I also asked her to attend the Capwiz orientation on Sunday afternoon, as she didn't have any meetings at that time and I wanted to head back after my morning meeting.

I explored the exhibitor area and met with some of our regular vendors and some we haven't seen in a year or two. The general feedback I received regarding attending the NMLA conference is that we do not have enough people who have the authority to purchase products/services attending our conference and they are watching all they spend.

I spoke with Stop Falling Productions (they bring the book earrings and librarian shirts) as they have not attended in the past two years. She was quite frank with me that they have to cut out shows where they haven't broken even. I asked her to give us another try and I'd be willing to negotiate the space fees and such, but that I'd love to follow-up with her regarding the sales and costs.

At this point, after hearing how other states aren't getting the exhibitors they had and how some exhibitors have been pulling out of upcoming conferences, I am willing to work with our vendors to make sure they know we are doing all we can so it is not a waste of their money.

At the workshop it was mentioned how many state associations rely on their conference to produce enough money to meet the bills. Iowa mentioned how they were in really good shape with investments until the downturn. Missouri is looking at taking out business loans to make it through the next year and their contractual obligations.

Wyoming said one of the things they learned was to market items to the general public, not just to librarians. They try to come up with a new idea each year or two. One of their best "products" was the mud flaps with the silhouette of the lady, this time with a book. They were trying to get the word out about auto repair manuals being available at your library and online through your library and it turned into a profit maker.

One suggestion that I believe NMLA needs to implement right away is the leader orientation at the beginning of each term. One thing all associations have in common is the need to provide continuity and that only comes if the leadership of an association knows what their mission is and each individual's role in accomplishing that mission.

## Vice-President's report

### CONFERENCE UPDATE

#### Update on Annual Conference

#### Conference Site Selection Report

##### Annual Conference

Lorie Christian recently discovered that we had accidentally contracted with both the Hyatt Regency and the Albuquerque Convention Center for food services for the 2009 conference, with a total minimum obligation of around \$28,000. We were able to negotiate with the Hyatt for a substantial reduction on their minimum, putting expenses back into the affordable range, but unfortunately destroying any hope of lobster and champagne at the board meeting.

The 2010 Annual is scheduled to be held at the Ruidoso Convention Center with the Lodge at Sierra Blanca serving as our conference hotel. At Lorie's suggestion, we increased our room night block on Thursday April 8 to 50 from 40.

I am currently talking with Rochelle Hernandez at the Las Cruces Convention and Visitor's Bureau about our 2012 Annual. Hopefully, their new Convention Center will be completed in time for us to hold our conference there instead of the Corbett Center.

- The Conference Program is coming together. The program committee finished its work the first week of January and Lorie has a draft program put together. Here are links to various resources for more detailed info on the program:
- Draft Program: [http://nmla.org/docs/program\\_draft\\_2009.pdf](http://nmla.org/docs/program_draft_2009.pdf)
- Schedule-at-a-Glance: [http://spreadsheets.google.com/ccc?key=p6\\_pISPj\\_\\_IGSfeqRzGZfw&hl=en](http://spreadsheets.google.com/ccc?key=p6_pISPj__IGSfeqRzGZfw&hl=en)
- Conference Update Blog Post: <http://nmla.org/new/2009/01/27/conference-update/>
- Barbara Lovato-Gassman and the Local Arrangements Committee have been very busy getting things put together. Here is some detailed info:
- Opening Reception: Exhibit Hall, Wednesday April 22nd, 5:30 to 7:00 pm with a "Meet NM Authors" event and vendors open. Harp music will be provided by Sandi Ludescher.
- Awards Banquet on Thursday, April 23rd from 5 to 8 PM. Still finalizing on whether this will be at the Convention Center or the Hyatt. Cost \$30.
- Youth Literature Luncheon on Friday, April 24th from Noon to 1:30 PM. Cost \$25. Speaker is Neal Shusterman.
- Attendee Breakfast in Exhibit Hall, April 23 and 24 from 7 to 10 AM. Free.
- Box Lunches in Exhibit Hall, April 23 and 24 from Noon to 1:30 PM, \$10
- Tour of Fine Arts Library, Wednesday, April 22nd from 4 to 5 PM, Free (tentative)
- Hospitality-Related: web links for "Things to do in Albuquerque" on Conference Website; Dine-Arounds on April 22nd and 23rd; "Host a Fellow Librarian" possibility whereby librarians in the Albuquerque area can volunteer to host out-

of-town attendees in order for them to save on housing costs and encourage attendance.

- In the process of soliciting potential sponsors for various conference events.

## **WEBSITE UPDATE**

- There have been a few delays in getting the new website going, however, the plan is to have this up-and-running by Friday, February 13th.
- You can view the current **\*\*draft\*\*** here: <http://nmla.org/new/>
- This is a "Content Management System" (CMS) using more of a blog format. The CMS will make it very easy to update and post content via a web-based system. Lorie will be website administrator but various committees, SIGs, and Board Members can have access to update their own content. Just log in via the web-based link and edit content. It is very easy to do!!
- If you have any suggestions as you look at the draft site please let me know.

*Dan Kammer  
Library Director, NMSU Alamogordo  
Vice President, New Mexico Library Association  
2400 N. Scenic Dr.  
Alamogordo, NM 88310*

## **Mini-Conference 2009**

Ben Wakashige approached Dan Kammer about a possible joint mini-conference with the Colorado Association of Libraries. Dan and I both agreed it was worth pursuing and asked Ben to present the idea to the CAL Board two weeks ago. The CAL Board approved proceeding with plans to schedule a joint fall conference with NMLA provided it is approved by our Board. We would like to present to the Board a proposal to hold our mini-conference on October 8 and 9 in Durango, Colorado in conjunction with the Colorado Association of Libraries Durango Days.

Gallup, New Mexico is at the top of our consideration list for the 2010 mini-conference.

The Draft Program is on the website. Vote needed on program. To be approved by Board within a couple of weeks.

1. Keynote Toni Garvy, Michael Stephens
2. 7 or 8 programs per time slot
3. 5 pre-conference sessions
4. roundtables
5. awards dinner
6. Wed night reception
7. Host a librarian- Regional librarians to host others to save on hotel fees.
8. Contract issues
9. Local authors. What does the board think? Honorarium to be given? How much and where to get money? \$150 each?

## 2. Members-at-Large Report

January 2009

The NMLA Mini-Conference took place in Socorro, NM, Oct. 16-17. Programs sessions began at 1 pm on Thursday, Oct. 16, with a full day of programs on Oct. 17. The highlights:

- Registrations – 124 (Academic - 30; Public - 30; School - 46; Special - 8; Other - 10)
- 9 of vendors/sponsors
- 17 program sessions
- Address by NM Secretary of Education, Veronica Garcia

2008 Mini expenses:

AV & Internet – \$699.00

Entertainment – \$200.00

Facility Rent – \$2,266.00

Food – \$2,666.12

Printing – \$1,041.40

Supplies – \$208.67

Total expenses – \$7,081.19

2008 Mini Income:

Mini-Conference Registration – \$5,280.00

Mini-Conference Sponsorship – \$1,400.00

Mini-Conference Donation (an attendee made her check out for \$10 too much and asked that the \$10 be looked at as a "donation" to the mini)

Total income: \$6,690.00

We went over budget (\$391.19) due the facility rental, AV and Internet costs, and greater than expected food costs, which included alcoholic drinks.

What attendees said about the Mini:

- Attendees loved the Macey Conference Center. They said it was attendee friendly – easy parking, nice facility, etc. Several suggested that Socorro was a central site and that the Mini be held there every 2<sup>nd</sup> or 3<sup>rd</sup> year.
- People were pleased with the reception, the music, and adult beverages.
- Many were happy with the mix of sessions. Academic librarians were especially glad to see more offerings for their type of institution.
- Attendees thought it was good to hear from NM State representatives, like the Secretary of Education.
- Several mentioned they liked the format – 2/3 concurrent sessions and a conference keynote speaker.

A special thank you goes out to Lorie Christian and Marian Royal. They both went out of their ways to make the 2008 Mini-Conference a success.

*Respectfully Submitted,*

*Paulita Aguilar*

*Pam Rishel*

*Laurie Treat*

*Susan Pinkerson*

## **SIGs Reports and updates**

### **Student SIG**

The Student SIG has nothing new to report .- *Mary Kurtz*

### **Reforma SIG:**

There has been no activity with the Reforma SIG. No one has stepped forward to be the chair, so pending selection of a new chair, this SIG is on hold.

### **Paraprofessionals SIG:**

There is no activity to report. This group may also be in the market for a new chair.

### **Retired Librarians SIG**

There have been no meetings of the SIG Retired Librarians since the last annual meeting. - *Barbara Todd Moore*

### **Rural Libraries**

There have been no SIG activities for the Rural Libraries SIG since the last meeting at the mini-conference in Socorro.

*Maile McGrew-Frede*

*Embudo Valley Library & Community Center*

## **Representative & Individual Reports**

### **AASL Report-Alison Almquist**

The AASL's 2009 14th National Conference, "Rev Up Learning @ your library," will be held in Charlotte, North Carolina, November 5 - 8. Registration is now open. Bound to Stay Bound is offering 30 travel grants to first time conference attendees. Each travel grant will be for \$750 toward travel, hotel, or registration fees. You must be a SLMS and an ALA/AASL personal member to receive the grant. Visit <http://www.ala.org/aasl/awards> <<http://www.ala.org/aasl/awards>> for more details.

The annual 2009 "School Libraries Count!" Longitudinal Study is available online at <http://www.ala.org/ala/mgrps/divs/aasl/schlibrariesandyou/slcsurvey.cfm>. School library media specialists are encouraged to participate in the third year of the survey. This year additional questions will focus on English Language Learners. The survey needs to be completed by March 12. The results of the 2008 "School Libraries Count!" Longitudinal Study is available at <http://www.ala.org/ala/aasl/slcsurvey.cfm>. Close to 7,000 responses were received; double the amount from the first year. Data from the studies will be used to develop tools to assist SLMS at the local, state and national levels.

AASL President-Elect Cassandra Barnett, from Fayetteville, Arkansas High School will be presenting at the NMLA annual conference.

Licensed Institutes provided by AASL and available to NMLA are:

AASL Advocacy for School Librarians

Collaborative Leadership

Reading and the Elementary School Library Media Specialist

Reading and the Secondary School Library Media Specialist

Dr. Nancy Everhart and Terry Kirk are running for the position of AASL President-Elect.

The Learning For Life Summer Summit will be on July 9th in Chicago. Learning 4 Life (L4L) is to increase awareness and understanding of the learning standards and to create a committed group of stakeholders. L4L is available online at <http://www.ala.org/aasl/learning4life> <<http://www.ala.org/aasl/learning4life>>. Stipends will be available from Verizon.

PhD Fellowships for SLMS are available from Florida State University College of Information ([ci.fsu.edu](http://ci.fsu.edu)). The deadline is February 1, 2009. Interested applicants should contact Dr. Nancy Everhart ([everhart@ci.fsu.edu](mailto:everhart@ci.fsu.edu) <<mailto:everhart@ci.fsu.edu>>) for more information.

AASL has published Standards for the 21st Century Learner In Action. The publication includes indicators, benchmarks, model examples, and assessments to support SLMS in teaching the essential skills defined in the standards.

## **MPLA**

### **MPLA Representative Report**

January 2009

The next joint MPLA conference with Kansas Library Association will be held April 1-3, 2009 in Wichita, KS. Registration is open to all MPLA members and librarians to attend this annual conference. More information on the joint conference is available on the MPLA website: <http://www.kansaslibraryassociation.org/displayconvention.cfm>. The theme this year will be Libraries: Dynamic People, Places & Ideas.

MPLA has created a blog for MPLA members. The purpose of the blog will give librarians a chance to post library problems, communicate shared interests, etc. Members need only login in and post your message. The web address is <http://www.mpla.us/mpla20/>.

The Leadership Institute will resume in 2010 @ the YMCA of the Rockies in Estes Park, CO. Maureen Sullivan has been contracted to facilitate the Leadership Institute, but MPLA continues to search for a coordinator.

The MPLA membership has decreased in the past year. New Mexico MPLA membership has dropped down to 7 personal and 1 institutional memberships. This is down from 2008, which were 15 personal memberships and 2 institutional. An email reminder was sent to those MPLA members who have not renewed during the 2008 year. With the upcoming Leadership Institute it is hoped that memberships will increase in 2009.

A presentation on "What is MPLA and What Can It Do For You" will be presented by Lynette Schurdevin at the NMLA annual conference. Eileen Wright, incoming MPLA president, hopes to attend all or part of the NMLA conference in Albuquerque.

*Submitted by,  
Lynette Schurdevin,  
New Mexico MPLA state representative*

### **New Mexico Library Foundation- Barbara van Dongan**

Valerie Nye is working on a wiki to allow voting (call, post vote). In regard to finances, donations have dropped by 1/3. The Foundation is doing better on fundraising which made up for fewer donations, but requests for grants tripled. This coming year the Foundation will be decreasing number of grants given.

## **State Librarian**

Susan Oberlander complimented staff for progress made despite budget cuts and the hiring freeze. The Development Bureau doing a lot of outreach and training.

**Archivist** -No report received.

**Newsletter Editor** - No report received.

## **Committee Reports**

### **NMLA Awards Committee Report**

*Cindy Pierard, Dinah Jentgen, Norice Lee*

January 23, 2009

The Awards Committee reviewed all submitted nominations during January and submits this slate of nominees for the 2008 awards.

HONORARY LIFE MEMBERSHIP: EARL PHILLIPS

LIBRARY AMIGO: The Committee recommends awarding both nominees in this category, TROY HAYS and THOMAS MANN. However, if the Board approves only one in this category, we recommend TROY HAYS.

NEW MEXICO LIBRARY LEADERSHIP: LAURIE CANEPA

As no nominations were received for COMMUNITY ACHIVEMENT or LEGISLATOR OF THE YEAR, the Committee agrees that no awards should be given in these categories.

### **By-Laws Committee**

There are no changes to report since the last time.

*Leslie Chamberlin [saticoy@unm.edu](mailto:saticoy@unm.edu)*

**Conference Site Committee- see Vice President's Report above.**

**Education-** No report received.

### **Intellectual Freedom**

#### **INTELLECTUAL FREEDOM COMMITTEE**

**3rd Quarter Report, 2008-2009**

**January 2009**

Activities for the quarter for the Intellectual Freedom Committee included:

- Presentation of a full-day workshop to serve as a template for regional workshops, held on November 13 at Belen Public Library. The workshop included an overview of major IF topics: 1<sup>st</sup> Amendment, Bill of Rights, Banned Books and Challenges, Labeling, Collection Development Policies, Internet Use and Access by Minors, Privacy Issues, Public Forums, and Policy Writing. Twenty eight participants attended the free workshop, which was sponsored as by the New Mexico State Library as part of its Continuing Education series. Participants came from public libraries, school libraries, Pueblo libraries, specials libraries, and one academic library. Evaluations were very positive.
- The survey of other states' privacy laws is complete and the determination has been made by the State Law Librarian that New Mexico's Library Privacy Act is



strong now, and that to try to amend or strengthen it further would run the risk of having it weakened. The matter should be considered again at some future time.

- We continue to investigate the use of a wiki for the IF website, so that there can be multiple contributors and so that updating will not require the technical skills of a web site designer. The plan is to unveil the website at the NMLA Annual Conference via a poster session and the IF table at the exhibit hall.

*Respectfully submitted on behalf of the Intellectual Freedom Committee,  
Charlie Kalogeros-Chattan, Co-Chair  
Stephanie Wilson, Co-Chair*

## **Legislation**

Committee Hearings Scheduled

HOUSE HEALTH AND GOVERNMENT AFFAIRS COMMITTEE - MIMI STEWART,  
CHAIR

Wednesday, January 28, 2009 - 8:00 a.m. - Room 309

HB 95 PUBLIC LIBRARY SERVICES GRANTS-IN-AID (GUTIERREZ) (11th of 12 on  
schedule)

Please submit 20 copies of amendments or handouts to the committee secretary the day before the hearing. This will be the first of two hearings. If the Health and Government Affairs Committee gives a do-pass recommendation, then it would go to the House Appropriation & Finance Committee. I'm planning to attend and testify. If a few public librarians could be present, that would show support. We'll need a full turnout if it gets to HAFC.

N.M.L.A. LEGISLATIVE DAY IS FRIDAY, JANUARY 30TH.

*Joe Sabatini, Co-Chair  
NMLA Legislation Committee*

## **Membership**

### **Membership Committee Report**

The Membership Committee has a new Chair--Norce Lee, who has been working with Lorie Christian, to get up-to-speed on Committee activities. Norce and Lorie met in Denver at Midwinter, where Lorie provided the current membership count at approximately 580. Lorie will report out member category types, salary types, and the non-renewal rate (and why, where noted) at the NMLA Annual Conference. Several strategies were discussed that we feel would help increase the number of members, to include the following:

- Create a new membership brochure once the new logo is selected/approved
- Review the existing membership letter and renewal follow-up letter and make any needed changes
- Make sure we are promoting the benefits of the Association in all of our present and future publications
- Plan a Membership Committee meeting as soon as possible, potentially around Annual Conference that would include Lorie, Barbara Lah, and

Norice; and possibly add one more member to the Committee to help with outlined tasks.

Lastly, Lorie was interested in attending the ALA Capwiz (web resource designed to broadly share legislative information to members) presentation in Denver, but was unable to attend. Norice sat in on part of the session and will touch base with Lorie soon.

*Respectfully submitted by:*  
*Norice Lee, Chair*

## **Nominations & Election**

No report received.

**Public Relations**-A suggestion was made that the committee produce printed programs for the Awards Banquet with information on each award winner.

**NM Reads**-There was discussion of an alternate website hosted by UNM Press. The cost would be \$600 for work/\$120 year for hosting. The cost for this is not in our budget.

## **New Mexico Reads Report**

### **1-30-09 NMLA Board Meeting**

The future of New Mexico Reads was discussed for consideration last meeting in Socorro. It was suggested that the grassroots effort to this point should be elevated to a new level of public awareness.

I was asked to form a committee to look into how best to proceed. Forming a committee has not been accomplished at this point in time.

One idea suggested was to redesign a more user-friendly web page for librarians and authors to access. I contacted a professional to prepare a bid to create a web site for New Mexico Reads that will allow access to identified NMLA administrator and an easy way for librarians to obtain posters. Christian Frain from UNM Press has prepared a contract stating how the website will operate and outlined options for printed posters. Attached is the web site proposal and web-builder tool.

Dan Kammer is in the process of designing a NMLA website that could include the link to New Mexico Reads. If possible Dan may offer his comments on both options during the board meeting.

Lorie Christian has provided the web design and maintenance for New Mexico Reads from the onset and is to be commended for her implementation and vision as to how the Web site functioned.

This has been a grassroots effort and most authors have been very willing to provide photographs and bios.

Since UNM Press was asked to involve their authors from the onset, UNM Press and employees have played a large part in providing free photographs and poster designs. UNM Press Advertising and Exhibits Manager Christina Frain has prepared a website that features her posters and a way for them to be printed. This will be available to NMLA and offered through Ms. Frain's web sites regardless of what NMLA decides. I have asked that the instructions to print clearly state that the cost is only for printing options and Ms. Frain has agreed it will be stated as requested.

An NMLA committee still needs to be formed to oversee New Mexico Reads. Are there any board members willing to serve on this committee? If so then please email me [ahtreala@aztec.k12.nm.us](mailto:ahtreala@aztec.k12.nm.us).

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Christina Frain  
121 Pinon Trail  
Cedar Crest, NM 87008  
505-379-5193 [web.mac.com/cfrain](http://web.mac.com/cfrain)

THIS PROPOSAL CONTAINS INFORMATION THAT IS PROPRIETARY TO CHRISTINA FRAIN. NO PART OF THIS PROPOSAL MAY BE DUPLICATED OR USED FOR COMMERCIAL PURPOSES WITHOUT THE PRIOR CONSENT OF CHRISTINA FRAIN.

January 25, 2009

## **BACKGROUND**

Over the past year and a half, I have been working with the NMLA to develop the *New Mexico Reads Poster Program*. During the course of the development, I worked with Laurie Treat and Lorie Christian to create NMLA website content as well as build and host, at no cost to the NMLA, sites for the display and sale of the posters including,

[http://web.mac.com/cfrain/Christina\\_Frain,\\_Four\\_Corners\\_Photo/Portfolios/Pages/New\\_Mexico\\_Reads\\_Posters.html](http://web.mac.com/cfrain/Christina_Frain,_Four_Corners_Photo/Portfolios/Pages/New_Mexico_Reads_Posters.html)

In late 2008, Laurie Treat approached me about submitting a proposal for a redesign of the NMLA website. I am a logical choice to do this work, not just because of my knowledge of the NMLA organization and its current web site set-up, but also because I bring over 14 years of professional website development experience to the project. I also strongly believe in the mission of the NMLA and am happy to offer discounted rates and extras like free photo use to support the cause.

## **SCOPE**

Based on discussions with Laurie Treat, my understanding of the items to be included in the web site are listed below.

- Transfer of the existing content to the new site.
- Redevelopment of the *New Mexico Reads* page to make it as user-friendly as possible. Content from the poster pages hosted on [web.mac.com/cfrain/](http://web.mac.com/cfrain/) will be moved to the new NMLA web host.
- Add additional pages and content as directed by the NMLA.

The new site will:

- be created using a user interface that will allow any NMLA-designated contributor to add/change content to the website.
- not be contractor-proprietary. Once the redesign is finished, no outside contractor will be necessary to maintain the site.
- be cost effective. The only long term cost will be the hosting fee paid to a third party.

## **HOSTING**

I strongly recommend moving the site to a Network Solutions Hosting environment. The Web Builder Tools application and templates will achieve the goals recommended in the SCOPE. You can review the Network Solutions set-up in the attachment or online at:

<http://www.networksolutions.com/create-a-website/website-builder-features.jsp>

Within the past few months, I moved the website for the Girl Scouts of New Mexico Trails website to this hosting program. The in-house Girl Scout team now completely maintains the site without my assistance. You can see their site at <http://nmgirlscouts.org/>.

## **COST SUMMARY**

\$149.52 Annual contract with Network Solutions. We will be able to point your current domain to the new host. I will make the original contract in the name of the NMLA. Future subscription renewal will be the responsibility of the NMLA staff.

\$750 Labor--30 hrs @ \$25/hr.

I would offer you the same thing I offer to other non-profits. I would create the overall design of the site, populate what I can by moving content from the current site to the new site, work with the appropriate people to make enhancements, and provide some technical support as others learn to use the system. All new text content must be provided as Word, RTF or Pages documents. All new graphic content should be jpegs. The \$750 is a flat fee. The completion of the 30 hours will be agreed to in writing. Once the 30 hours has been completed, I can stop working on the website at any time, although

my intention is to support the site as needed beyond the 30 hours. If the NMLA offers me further compensation for future work on the website or any other project, the work to be completed and the fees for that completion will be negotiated at the time of the future offer.

\$0 Use of some of my personal photos on the site, royalty-free. Examples Attached.

\$899.52 TOTAL

Payments At the contract signing: \$149.52 + \$375=\$524.52

Upon completion of the 30 hrs=\$375

#### **SCHEDULE**

The redesigned site can be up and ready for NMLA review within two weeks of signing the contract. The review and edit process can be done within two weeks. The total process can be completed within one month after signing the contract.

THIS OFFER IS GOOD THROUGH 2/26/09.

January 26, 2009

*Submitted by Laurie Treat*

*01-28-09*

### **3. Website Redesign**

See Vice-President's Report above.

### **4. Meeting adjourned at 3:45 p.m.**

*Respectfully submitted,  
Kathleen Teaze, Secretary*