

## August 26, 2012 ~ Executive Board Meeting ~ Conference Call

Tina Glatz, Mary Ellen Pellington, Norice Lee, Cassandra Osterloh, Linda Keulen, Kat Gullahorn, Mary Tuyschavers, Paulita Aguilar, Joe Sabatini, Tammy Welch

### Call to Order: 1:08 pm

#### Treasurer's Report (Norice Lee)

- Combined totals (all Wells Fargo accounts) \$13,667.64
- Subtract Battle of the Books and have \$8,889.64
- Does not see/have individual expenditures on Lorie's end.  
Example: memberships ~ how many are we getting in, what do we expect.  
Tammy does not see these. Tammy will ask. We need numbers to project out.  
Need to stay in the membership loop.
- Have outstanding bills and bills coming up (i.e. Accountant ~ \$800, Mini-Conference). Need to know about Sheraton contract. Lorie said we have committed and cannot back out.
- Tina will call Sheraton tomorrow and report back.
- Linda ~ should have a bill for liability insurance for Carlsbad. Norice received and paid. Linda will email Norice and copy Lorie.
- Joe ~ are Bonds for Libraries expenditures in totals reported? \$995.68 withdrawn thus far. Prepared media kits, Olivia mailing 115 packages and will be a forthcoming bill.
- Need to stay within budgets AND have money in the bank.

#### Lorie's Contract (Tina Glatz)

- Norice: (see email from NL re: wording, including reevaluation and bonding)
- Linda moves to accept Lorie's contract at \$250/month. Seconded by Paulita Aguilar.
- Discussion
  - Norice ~ 1. Board should require more detail reporting each month (number of hours worked) and 2. the time line for the contract. Need to reassert ourselves as employer.
  - Tina ~ at least have the contract through annual conference.
  - Cassandra ~ what do want from Lorie? What will she be working on and what can be absorbed by committees?
  - Tina ~ agreed.
  - Linda ~ do we just ask for a contract that have different number of hours for different months, based on needs of NMLA (especially those months around conference times).
  - Joe/Norice ~ Lorie pays bills, deposits money, answers phone calls, low-level constant ~ \$250/month. Then have waves for conferences.
    - Exhibitors

- Linda ~ ask Lorie to project number of hours per week/month so that we can pay her properly based on what she does.
- Mary Ellen ~ Norice, what can we afford? Norice ~ Not sure.
- Linda ~ nothing in August yet. \$350 for each of August, September, and October. And then write it to reevaluate. Or could
- Robyn Gleasner, Newsletter editor, has volunteered to do website. Cassandra asked that that be part of PR Committee.
- People stepping up to office and chair need to take on their responsibilities and do what they say they will do.

Motion to amend from MT, seconded by LK.

- Guaranteed \$350 a month through the end of the fiscal year with specific negotiations pertaining to extra hours worked due to higher number of hours worked for conference planning, subject to availability of funds.
  - Reporting monthly on what she's working, what she's doing. Office hours. If office is closed for more than 24 hours, then emails and calls are forwarded. We need to discuss what are "hours of operation". Require that she provide payables and receivables (including memberships received) monthly to the Executive Board. Projection on number of hours she works on different project each month. Additional expenses. Formal messages to membership need to be coming from Tina and professionally done/look. Reports on who has registered for conferences at different times prior to and after conference.

Vote ~ passed unanimously.

#### Mini Conference Information Distribution

- Make sure information about mini conference is getting out to everyone. Especially with recent issues with list serves.
- Linda and Tina can get info out to schools.
- Public, academic, regions, school districts.
- Last year we made 1,700 copies of program and mailed out. We cannot reach those 1,700 right now via email. We need all the emails; we do not have those now. We need it now for annual.
- Norice ~ we've always done paper and email. Think with various lists and push those, at least, then get the majority that way. Will require everyone to take the responsibility to send out to whatever groups we have.
- Paulita ~ UNM
- Mary Ellen and Lynette could do public.
- Send Linda any vendors that might want to give money.
- Send reminders, not just one and done.
- Follow up at next meeting.

Next Meeting Date ~ 1 pm ~ Sunday, September 23. Send agenda items to Tina by September 16. Meeting adjourned at 2:20 pm.