

**METROLINA LIBRARY ASSOCIATION
MINUTES OF THE BOARD MEETING**

Tuesday, April 14, 2015, 2:30 P.M.
Central Piedmont Community College, Harris Campus, Building H1 Student Life Area
3210 CPCC Harris Campus Drive, Charlotte

Attendance: Brenda Almeyda, Paula Brown, Robert Bryan, ~~Janet DeSantis~~, Rebecca Freeman, Valerie Freeman, Jo Henry, ~~Katie Hill~~, Melinda Livas, ~~Rae Lovvorn~~, ~~Joli McClelland~~, Richard Moniz, ~~LaJuan Pringle~~, Sherrill Shiraz, Doug Short, Betty Thomas, Michael Winecoff

Introductions: Everyone briefly introduced themselves

Minutes: Approved from last meeting

Treasurer's Report: Current Balance is \$9890.74

- Jo reported that we lost one conference sponsor - Higgins4Books because they are going to NCLA. 3 sponsors left: UNCG, Rittenhouse Books, and Innovative which will bring in \$1500.
- Richard asked about approaching Credo. He will follow up with them.
- Jo clarified that the goal is to break even with the conference.
- *Recommendations for next year:* cost is \$65 and members only pay \$60. Need to bring up to \$65. Also, vendors should be interested in a chance to present next year.

Fall Program: Richard reported that LaJuan is still working on the October event.

Conference:

Registration: up on the website.

Student rate:

- Richard will call Lee Shiflett and Jim Carmichael at UNCG about student promotion. Jo suggested also sending info to the new administrative assistant for the department.
- Paula reported she emailed information to NCCU, Appalachian, and ECU.
- May 1st is deadline for student registrations.
- There was a discussion about capping student registrations because too many could significantly reduce our budget. It was decided to put the maximum number on the website and that maximum would be 20 students.

Check deadline: June 5th. Jo and Richard will include deadline in last email about conference.

Food:

- Rebecca reported that there would again be a pasta bar with three options. The chicken and broccoli option selected for gluten free. Food will basically be what we had last year with some change up for lunch.

Flow of the day:

- 8 to 9 – Registration and light breakfast
- 9 – Richard’s introductory remarks
- 9:15 – Dr. Carmichael speaks

Advertising:

- Word of mouth.
- Remind people and push hard if we need to closer to time.
- Valerie will send out email blast to Google contact list. Valerie is going to send details to Rebecca to create a PDF of the day to use too.
- Brochure is almost done.
- Richard shared his information about the 10 years of MLA conference history. There was a discussion about how to best use this information at the conference. Valerie will work on creating posters. Michael will check with Special Collections at UNCC to see what photos might be there from the last 10 years. Anyone else with photos?

Dr. Carmichael’s gift:

- Richard will ask Lee Shiflett for ideas and high quality photo.
- Richard will have a plaque made with photo and “10th Anniversary Keynote Speaker.”
- Betty will get \$50 gift cards to PetSmart and Barnes & Noble bookstore. Receipt to Jo.

Giveaways:

- *Mugs*. Melinda reported that we will have red, green & blue insert for mugs with MLA Conference on the outside.
- *Pens*. 150 total. Melinda will check on cost savings point.
- *Bags*. Blue bags will have logo. We decided to leave off 10th anniversary.
- *Lanyards*. Melinda will check if she ordered these before. 75 total.
- *Leftover giveaways*. Valerie reported that she has 26 MLA bags, 39 pens, 19 carabiners, 20 folders, 38 name badges, 32 blue folders, and 83 lanyards. The 39 pens can be added to the ones Melinda will order. Sherrill suggested we have a goodie table with donation box for these items.
- *Name badges, badge inserts, and board members id*. Valerie will get what she needs.
- *When to assemble*. Valerie and Richard will assemble bags, pens, lanyards, and programs as soon as everything is ready. Mugs will not be included in bags. Anticipated date around May 26th.

Assignments:

- Registration – Doug, Jo, and Rae
- Rooms - Ash – Sherrill and Janet
 - Birch – Robert and LaJuan
 - Cypress – Valerie and Paula
 - Maple – Doug and Melinda
 - Willow – Michael and Rae
- Dr. Carmichael – Richard

- Poster Coordinator – Valerie
- Overall CPCC – Doug
- Photographer – Betty
- Giveaway gift cards – Richard
 - Right before poster session at lunch
 - In the past pulled names from registration
- Signage – CPCC will have

Afterwards:

We will all go to Libretto's Pizzeria at ParkTowne Village (1600 East Woodlawn Rd.)

Next Meeting:

Thursday, May 14th at 2:30 pm

Meeting was adjourned at 3:43 pm.