

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

Thursday, April 20, 2017 at 2 P.M.
Central Piedmont Community College, Harris Campus, Room 1226
3210 CPCC Harris Campus Drive, Charlotte

Attendance: Brenda Almeyda, Paula Brown, Mark Coltrain, Rebecca Freeman, Valerie Freeman, Michael Frye, Jason Hazard, Jo Henry, Kaetrena Davis Kendrick, Andrea Kincaid, Rae Lovvorn, ~~Laura McShane~~, LaJuan Pringle, ~~Heather Smith~~, ~~Betty Thomas~~, Michael Winecoff

Minutes from March MLA Board Meeting were approved.

Treasurer's Report: Andrea announced that we have \$12,254.43 in our bank account. Andrea is anticipating the \$100 check from Rittenhouse very soon.

Social Media: Laura McShane has been assisting with social media and successfully using LinkedIn as a communications means. Other social media is under Rae's purview.

Annual Conference:

Bags. We have ordered the non-woven Fiesta Tote Bag at a total cost of \$245 (125 bags @ \$1.80 + \$20 shipping). Jo sent the logos to the vendor 04/13/17. Andrea has not received an invoice for the purchase.

Conference Hotel. Andrea secured rooms at the Hyatt Place Charlotte/Arrowood for \$109 per night. This rate is good through May 25, 2017. The room for David Lankes has been reserved.

Swag. Valerie will count the MLA pens we have so we will hopefully need to purchase any additional. The board decided to reduce the quantity of swag this year. Michael W. will ask Heather, as our sponsor liaison, to solicit the Gold and Platinum sponsors for anything they might like to contribute.

Giveaways. Rebecca noted that we have seven mugs and some stress balls left over from last year that we can use. Andrea will purchase gift cards closer to the conference date.

Food. Michael will confirm the menu with Rebecca and contact Jamie Pfeffer at the Harris Conference Center about our final selections.

Pre-conference dinner. Rebecca will contact David Lankes to see if he wishes to go out to dinner with the board on June 8.

Conference sign up sheet. Andrea will send out a conference sign up sheet to the board for various activities including bag stuffers, poster coordinator, registration desk greeters, and session administrators (introducing the speaker, timing, handing out surveys).

Easels. Johnson & Wales and CPCC will provide the poster easels. Rebecca has three poster backings and binder clips that she will share.

Laptops. Andrea will set up the laptops for registration and the presenters.

Agreement forms. Mark will send out the agreement forms and schedules to the presenters when the schedule has been finalized.

Surveys. Paper surveys will be handed out after each session. There will also be a post-conference survey that Mark volunteered to create.

Programs. Johnson and Wales might be able to print the programs.

Michael Winecoff 04/21/17

Presenter gift basket. Ideas for basket items include local beers and peanuts. Be thinking of anything else that might be appropriate and welcomed.

Fall Program: Rebecca suggested a program on saving government document websites and datasets. The board agreed that would be an interesting topic. This year we will use WebEx so more of the community members can participate. Mark volunteered to set up the WebEx when the time comes.

Other: Rae will advertise job ads on social media. At this time they will not be put on the website.

Meeting was adjourned at 3:00 pm.