

## **I. Evaluations of Paid Staff**

As chair of the Administration Committee, it is my job to do staff evaluations. We are offering continued contracts to all the staff for this year. However, it was discussed at the Administration meeting to have a conversation with the Webmaster and Portal Administrator about their job descriptions. They may be changing. We also felt that we could give a raise this year to all positions. While we were unable to do one last year, we felt that we are able to offer an increase in pay this year. You will see this reflection within the budget.

## **II. Budget – see attached file**

Thanks to Judy for helping me with the budget. I have attached it as a separate file for the board to review.

## **III. Leadership Institute**

The following are points of interest that were discussed at the Administration meeting:

- Extending Maureen's time. *It was decided that Dana, Elvita, Judy, and I would hold a conference call with Dan to discuss this issue a little further. Cost being the main issue?*
- Raising the basic rates of the Institute by \$150 will increase the income by *at least* \$4500. (The cost of the Institute would be \$600 for MPLA members, \$700 to State Association members.) *We all decided that yes, we would like to increase the institute. Moved to the board now for discussion.*
- Allowing for singles to be offered at an increase rate. *Yes.*
- Recommend that the Institute Coordinator position be returned to a paid position. *It was unanimous that the position be returned to a paid position. It was not decided on how much at this time. Another detail for the Leadership Committee and President to recommend to the board at a later time.*
- Recommend that Judy be offered this position. *She is more than willing to be our coordinator again. Thank you Judy!!*
- The start of a 'Friends' initiative aimed at past participants. *Will be part of the Leadership Committee report. As far as the Administration Committee thoughts, we believed it was a great idea and to proceed.*

#### **IV. Membership - a new policy**

It was discussed among the Administration Committee to create a policy for extending continued membership for members dealing with financial hardship. It would be part of the Manual of Procedure. This membership would be offered to members that have indicated that they have to drop their membership because of financial hardships. The student rate of \$15 would be offered to them for continuing their membership with full voting privileges. We would call the membership *Transitional Membership*. (The title is to help in the bookkeeping) A person would be able to utilize the membership for 2 years.

Judy has received emails this past year in regards to dropping membership because of financial hardship. Now she would hand the name to the President and the Membership Chair. They would determine if the *Transitional membership* would be offered. The President would personally call the member. She would let them know about the *Transitional Membership*, and discuss with them the resources that MPLA has to help them through this time.

*Sample letter (from Dana)*

Dear (name of MPLA Member),

MPLA understands the difficult economic times many of our members are going through at this time. You have been a good friend to MPLA over the past few years and we want to be as supportive as possible. It is often during the most difficult times that it's most important to stay together to network with colleagues, professional development, and inspiration.

We want to continue having you as a member of the MPLA family and would like to extend a special one-year "Transitional Membership" renewal rate of \$15. We value your commitment to MPLA and the profession and would like to have you remain as an active member.

#### **V. Professional Development Committee**

Administration Committee would like to change the Professional Development committee time commitment to go from conference to conference instead of the calendar year. This would follow the same time frame as all other committees.