

MPLA Executive Board Meeting
August 4, 2017
3:00 p.m. Mountain Time
Online via Zoom Videoconference
 September 22, 2017

PRESENT			
Name	MPLA Position	Name	MPLA Position
Mickey Coalwell	President	Dale Savage	AZ State Rep
Melissa Clark	Vice President/President Elect	Stephen Sweeney	CO State Rep
Eric Stroshane	Past President /Admin Chair	Diana Weaver	KS State Rep
		Rachel Rawn	MT State Rep
Kris Johnson	Recording Secretary	Jake Rundle	NE State Rep & Membership Committee Chair
Judy Zelenski	Executive Secretary	Paulette Nelson	ND State Rep
Aubrey Madler	Leadership Institute Coordinator	Bradley Carrington	NM State Rep
Roy Degler	Systems Administrator and Webmaster	Luise Davis	NV State Rep
Ellen Fockler	Awards Chair	Tim Miller*	OK State Rep
Annie Epperson	Guest	Brenda Hemmelman	SD State Rep
Mary Soucie	Leadership Institute Chair	Dan Compton	UT State Rep - Substitute
John Crockett	Communications Chair, Conference Committee	Stephen Boss	WY State Rep
Brian Greene	Nominating Committee Chair		

Welcome and Call to Order

- Welcome: President Coalwell called the meeting to order at 3:04 pm MST and welcomed attendees.
- Roll Call: Members introduced themselves round robin style.
- Announcements:
 - None.
- Agenda Changes: Two
 - Coalwell proposed the addition of a short discussion on residency requirements for awarding of grant, and the Manual of Procedure (MOP) changes needed, as presented by Stroshane via e-mail.
 - Coalwell proposed changing the order of discussion and action for Madler's discussion on policy changes for the Leadership Institute, to be moved to the front of the program.
 - A **MOTION** was made by Rundle to approve the agenda changes. **SECONDED** by Hemmelman. Changes to agenda were **APPROVED**.

Action Items

- **Leadership Institute (LI) Policy Statement, Proposed Changes (Madler):**

- Madler screen-shared the document she had sent in advance via e-mail containing the draft of policies for the LI. To her knowledge, policies of this nature had not been created in the past. She explained that her draft puts in writing for the first time the essence of current practices, and/or practices needed, especially things related to frequent questions received or inconsistencies in the way things are handled. Topics included: Applications, Payments, Cancellation, and Mentors. Madler asked for suggested changes and took notes in the document in real time as suggestions were made, including but not limited to:
 - Cut-off time for applications, to account for late applications. Make it clear to applicants when the deadline is. Fockler suggested adding the language "received in entirety" meaning, the entire application packet must be submitted at once. Soucie agreed.
 - Savage: Suggested changing the shut-down time to time zone of western edge of the association, Pacific Daylight time.
 - Comments on Payments: Failure to meet payment deadline may result in forfeiture of slot. The word *may* was used intentionally. Specific language about extra costs of single-occupancy should be included.
 - Epperson asked whether this is a blanket policy for moving forward. Madler, yes.
 - Epperson recommended taking out the language specific to the YMCA of the Rockies and using more generic terminology about the location.
 - Cancellation: In the past, MPLA has absorbed a lot of the extra costs. Lots of discussion and wordsmithing followed for this topic. Discussion also included added information about Early Departures.
 - Mickey: The purpose of this policy is that we have legs to stand on but it cannot cover every situation. It must be flexible.
 - Madler noted that she looked at examples of similar policies in order to create hers. If any trend could be identified, she noted the ability to cancel was possible up to the date, with partial reimbursements.
 - Sweeney suggested avoiding specific dates in the document, and use 'days out' from the institute. Example: 10 weeks out, or 6 weeks out, etc. It was suggested to adopt this practice throughout the entire document, and to apply it to specific names of individuals as well, by using the name of the position vs. the name of the individual.
 - Mentors: Fockler suggested adding the language "for the term of the institute" to ensure mentors stay the entirety, but don't have extra nights of lodging covered by the institute.
 - Johnson asked if this work was building towards voting on the policies today? Madler noted that it is up to the comfort level of group.
- A **MOTION** was made by Soucie to approve and adopt the policies as amended in real-time during the meeting. **SECONDED** by Boss. Motion **APPROVED**.

- **Approval of June 1 Executive Board Meeting Minutes:**
 - No corrections, changes, or additions were made to draft two of the minutes sent via e-mail.
 - A **MOTION** was made by Weaver to approve the minutes as presented **SECONDED** by Fockler. Minutes **APPROVED**.

- **Manual of Procedure (MOP) Change to Residency Requirement for Grants (Stroshane):**
 - Stroshane sent proposed changes via e-mail, including the following context for the suggested change to the MOP:
 - Background: a new member who works in an MPLA state but resides in a bordering non-MPLA state recently suggested our existing grant residency requirement (the grantee must reside in an MPLA state) was inconsistent with Bylaw 3.3.1 (which includes “Privileges for all members include the right to apply for grants and awards”). This is not a unique situation, so it seems appropriate we address it.
 - Bylaws say MPLA members can apply for grants, but the MOP states members need to live in an MPLA state. The proposal would remedy the situation.
 - Zelenski noted that this has never come up in terms of grant applications before, but has come up in regards to LI.
 - Coalwell noted we have a lot of border states.
 - A **MOTION** was made by Soucie to approve the change to the MOP as presented. **SECONDED** by Rundle. Motion **APPROVED**.

- **Approve Appointment of Annie Epperson as Interim MPLA President:**
 - Epperson has volunteered to step into the interim presidency role, as requested by Coalwell, due to Clark’s need to step down due to moving to a non-MPLA state for a new job. Coalwell asked for thoughts:
 - Weaver noted that in Kansas they have lots several officers moving to new state and the new appointees lacked experience, so she welcomed the fact that Epperson has so much experience with the organization. Several attendees agreed.
 - A **MOTION** was made by Rundle to approve the appointment of Epperson as interim vice-chair. **SECONDED** by Sweeney. Motion **APPROVED**.

- **Adoption of MPLA Strategic Plan:**
 - Epperson, Stroshane, Zelenski and Cindy Landis all contributed to the strategic plan, which was sent in advance via e-mail.
 - A **MOTION** was made by Hemmelman to approve the strategic plan. **SECONDED** by Stroshane. No discussion. Motion **APPROVED**.

Discussion Items

- **Conference Update** (Crockett and Clark):

- Crockett noted that registration is now live, with early bird registration through Aug. 31st. The schedule will be posted in the next two weeks. The committee is currently plugging programs into slots, over 80 submissions for 30 programs. Carpooling may be organized from the airport and a shuttle will be available.
- Clark noted that the first MPLA board meeting is scheduled for Monday, Oct. 16th, 1-5, in the Hard Rock Hotel.
- Crockett added that the preconference will not be at conference site, but at a site next door, Harvey's Casino.
- A catered awards luncheon will occur on Wednesday.
- No questions.

- **MPLA Financial Reports (Zelenski):**
 - Report submitted via e-mail. We are where we should be for this time of year.
 - Judy ended by adding her usual encouragement to buy grocery cards.
 - There were no questions or comments for Zelenski related to the report.

- **Nominating Committee Final Report (Greene):**
 - Greene noted, as stated in his report, he has secured two candidates to run for vice president/president elect, and one for secretary.
 - Greene extended his thanks to Coalwell, Zelenski, Clark, and Degler for key conversations and inspirations for how to move forward and who to talk to.

- **Professional Development Committee Update (Coalwell on behalf of Buller):**
 - Year to date, three state grants have been awarded, totaling \$1500.00, and four individual grants, totaling \$1500.00. We are fulfilling our mission by providing grant monies, which are being used in a constructive way.

- **Membership Committee Initiatives (Rundle):**
 - Rundle reported on the first MemComConfab. The inaugural event occurred and recording sent to Degler for possible including at the website. Approximately 22 individuals attended, a good variety of current members, one potential member, and many requests to view the recording. Rundle thinks the effort was worthwhile and successful.
 - Rundle can provide final numbers and names to executive committee as requested.
 - Degler requested a link to the recording instead of an e-mail attachment.

- **Extension of Awards Nomination Deadline (Fockler):**
 - Nomination deadline has been extended to August 31, and Fockler encouraged nominations. Five valid nominations have already been received.
 - In order to nominate, the individual must be an MPLA member.
 - The awards banquet is scheduled for noon on October 18th.
 - Coalwell was asked to speak at the awards banquet related to the name change for the award in Dan Chaney's honor. Coalwell agreed.

- Fockler has requested recipients be allowed a short time to speak 1-2 minutes, if they are in attendance.
- Coalwell asked if we must award in every category. Fockler noted not necessarily, if committee does not feel it necessary and if no nomination is received that is deemed worthy of the award. Zelenski noted that in the past if more than one person is nominated for an award for which both are qualified, sometimes the committee may move someone to another category and give them that award.

Announcements

- **Degler:** Noted that the election ballot is ready to send out, but that he needs some individuals to test it. The more people who can test the better. It is available in the upper right hand corner of the MPLA website, "Ballot Test Link."

Adjournment

President Coalwell called the meeting to a close at 4:18 p.m. MST.

Next Board Meeting – Friday, September 22, 2017 at 3:00 p.m. MST.

Respectfully submitted,
Kris Johnson
Recording Secretary